



STANFORD
M E D I C I N E

Role of the Office of Academic Affairs

Claudia J. Morgan, PhD
Associate Dean for Academic Affairs
School of Medicine

Mission of OAA

To serve as a resource in preserving and enhancing the excellence of the School of Medicine through the *appointment, reappointment, promotion and retention* of a distinguished and diverse faculty.

Role of OAA

The Department, the School and the University have a shared role in:

- Safeguarding the integrity, fairness, and transparency of policies and processes affecting the faculty
- Providing a supportive environment in which faculty can develop, flourish and succeed.

OAA's main function is to support this shared role.

OAA Constituencies

- Faculty in all lines
- Department chairs and division chiefs
- Faculty Affairs Administrators
- Office of the Dean
- Office of the Provost

OAA Staff

- Lisa Joo
- Ashley Klein
- Alexandra Obaya
- Denise Reyes
- Jessica Salas-Mendonça
- Yogesh Vazirani
- Ellen Waxman
- Mary Watten
- Audrey Yau

med.stanford.edu/academicaffairs

OAA Responsibilities

- Oversight of faculty appointment and promotion processes
- Development and implementation of School-wide policies regarding academic affairs issues
- Interpretation and application of University policies regarding academic affairs issues
- Collection, maintenance and analysis of faculty data for reporting to the School and University and for informing policy decisions

OAA Responsibilities

- Management of sabbaticals and other leaves, FTE changes, resignations, retirements
- Resolution of conflicts informally or through official investigations in response to formal complaints or grievances
- Direction of the training and processes of department and institute academic affairs staff
- Collaboration with other schools and the University to help streamline processes and improve outcomes

OAA Responsibilities

- Faculty onboarding
- Faculty workshops (line-specific and general)
- Chair and chief workshops
- Communication (OAA website, Faculty Handbook, *Communique*)
- Other faculty development opportunities (mentoring, leadership, diversity, engagement, wellness)

Faculty Workshops

- The tenure review process
- Promotion to Professor in the UTL, MCL, CE
- Promotion to Clinical Associate Professor
- Reappointments and promotions in the NTL
- Evaluation of teaching excellence
- Sabbaticals
- PI Waivers (CE)
- Senior faculty transitions: Retirement and FRIP

Role of the Faculty Member

Ultimate Responsibility for Career Trajectory and Success

- Attend workshops
- Be familiar with policies and procedures concerning reappointment and promotion
- Meet with mentors on a regular basis
- Participate actively in annual counseling sessions with the department chair or division chief



STANFORD
M E D I C I N E

Questions?