OFFICE OF ACADEMIC AFFAIRS  
SCHOOL OF MEDICINE  

COMMUNIQUÉ  
JANUARY 2012  
(Happy New Year!)  

Term Reappointment Actions Delegated to Schools  
Email Distribution Lists for the Association of the Adjunct Clinical Faculty  
OAA Launches on CAP Network  
Workshop for Clinical Associate Professors  

**Term Reappointment Actions Delegated to Schools**  

Senior Associate Dean David Stevenson has sent the following email communication to department chairs regarding the delegation of term reappointments to the schools:  

“Last spring, I informed the clinical chairs that the Provost had delegated responsibility to the School for approval of MCL assistant professor reappointments. I am pleased to inform you that, effective January 1, the Advisory Board and the Provost have delegated responsibility to the schools for the review and approval of all term reappointments.  

Review processes within the School will remain the same, that is, departmental recommendations for reappointments will be reviewed by either the Assistant Professors Review Committee (junior files) or the Appointments and Promotions Committee (senior files), which are both advisory to me. I will then make a recommendation to the Dean, who will render a decision on behalf of the School.  

Although the Provost will no longer be reviewing and approving these actions, term reappointments must be reported to the Advisory Board and President (Academic Council actions) or to the President (MCL actions) prior to their final approval.  

We are grateful to the Advisory Board and Provost for their continuing efforts to streamline A&P processes as well as for their confidence in the ability of the schools to evaluate faculty for reappointment. We look forward to working with you to ensure that this confidence is well placed.”
Email Distribution Lists for the Association of the Adjunct Clinical Faculty

In the March 2010 Communique, we stressed the importance of maintaining up-to-date email distribution lists for members of the Adjunct Clinical Faculty.

Since that time, the Association of the Adjunct Clinical Faculty (AACF) has been formed to serve as a strong voice for the ACF within the School of Medicine, to facilitate communication within and among the ACF, and to contribute to the high quality of medical education and clinical instruction in the School. We encourage you to visit the AACF’s website to become familiar with its purpose and governance.

Communication between the AACF and its membership of more than 800 is obviously dependent upon departmental ACF email distribution lists. Between now and January 31, we will be collecting and consolidating these lists and providing them to AACF. If your distribution list is currently up to date, please send it to Lisa Joo immediately. If it is not current, please bring it up to date and send it to Lisa before January 31.

The School and its departments benefit from the ACF’s dedicated and generous service as teachers, mentors and role models. Thank you for ensuring open lines of communication with ACF members by making this a priority.

Any questions should be directed to Lisa Joo.

OAA Launches on CAP Network

OAA is starting to use the new functionality provided by the Community Academic Profiles (CAP) network to keep you better informed. We have established a private group called Faculty Affairs Administrators. This group will be used to keep you up to date on timely issues that might not rise to the level of a Communique item (for example, the updated referee solicitation letters in December), and to ask for input on issues like what tutorials would be most useful to you. You can receive updates from the FAA group in a daily or weekly email digest, or not receive email updates at all and simply check the group via CAP when convenient.

You may have received an email stating that you have been added to this group. If you have not been added but would like to participate, please request membership by emailing Rebecca Robinson. (If you have not activated your CAP profile, please do this first.) If you have been added but do not wish to participate, you may navigate to the group on CAP and remove yourself from membership.
Workshop for Clinical Associate Professors

A workshop on the topic of preparing for promotion to Clinical Professor in the Clinician Educator Line is scheduled for Wednesday, January 11, 2012 at 5:30 p.m. in Li Ka Shing Center for Learning and Knowledge, Room 120. This workshop was originally announced in the Dean’s October 10, 2011 newsletter and a reminder from Dr. Stevenson was recently sent to all Clinical Associate Professors. Attendance by those who are looking ahead to promotion is encouraged and we seek your help in ensuring that interested Clinical Associate Professors in your department or division learn of this event. A description of the workshop and the registration link are available at http://med.stanford.edu/academicaffairs/faculty/workshops.html#CEJan. Thank you! Slides will be sent to everyone on the invitation list and posted to OAA’s Clinician Educator web page after the event. Questions may be directed to Jane Volk-Brew.
FAA Workshops Scheduled for February (Maternity and Disability Leave) and for March (Faculty Retirement Incentive Program)

Coming in March: FAA Workshop on “The Search Process: Challenges and Opportunities”
Annual Counseling for Assistant and Associate Professors
Job Opening in the Department of Medicine: Faculty Affairs Specialist

FAA Workshops Scheduled for February and March

Maternity and Disability Leaves

A workshop on maternity and disability leaves will be held on Monday, February 27th, from 9:00 to 10:30 a.m. in the Medical School Office Building (MSOB), Room 275.

Norma Leavitt, School of Medicine Human Resources Group, and Agnes Miller, University Benefits Office, will present information regarding disability leaves, including maternity leaves, for members of the Professoriate and Clinician Educator Line. They will be discussing the process to apply for leave, how the time off is handled, and how the role of the department, Liberty Mutual, the faculty member, and Disability and Leave Services intersect. If you have specific questions on this process, or issues you would like to have addressed, please send them to Mihaela Bozdog and she will forward to Norma and Agnes to be sure your questions/concerns are covered. Please click here to sign up for this workshop.

Faculty Retirement Incentive Program

A workshop on the Faculty Retirement Incentive Program (FRIP) will be held on Monday, March 12, from 9:00 to 10:30 a.m. in Room 306 of the Li Ka Shing Center.

Ellen Waxman (OAA), Rebecca Robinson (OAA), Nancy Winningham (Finance), and Christen Shinbashi (Provost’s Office) will be covering the history of FRIP, recent changes, program requirements, recall guidelines, process in the Provost’s Office, etc. If you have specific questions on this process, or issues you would like to have addressed, please send them to Mihaela Bozdog and she will forward to the right person to be sure your questions/concerns are covered. The last half an hour is reserved for Q&As. Please click here to sign up for this workshop.
**Coming in March: FAA Workshop on “The Search Process: Challenges and Opportunities”**

On February 6, the Office of Academic Affairs held a workshop for department chairs and division chiefs on “The Search Process: Challenges and Opportunities.” Speakers included Dr. David Stevenson, Vice Dean and Senior Associate Dean for Academic Affairs; Dr. Hannah Valantine, Senior Associate Dean for Diversity and Leadership; and Dr. Ramon Saldivar, Chair of the University Advisory Board. Areas covered included the identification of known candidates; five-year data on waivers and searches by line, rank, gender, race/ethnicity, internal/external candidates; waivers of search guidelines; integrity and fairness of the search process; rank and line considerations; the search report (including red flags); making the case for an internal candidate; networking strategies; resources through the Office of Diversity and Leadership; similarities and differences between searches in Medicine and Stanford’s other schools; and things the Advisory Board looks for in a long form.

OAA will be holding a workshop on this topic for faculty affairs administrators in March. Watch next month’s Communique for details.

Questions should be directed to Judith Cain.

**Annual Counseling for Assistant and Associate Professors**

University policy specifies that “deans, department chairs, or their delegates should confer annually with each junior faculty member in their department or school to review his or her performance in light of the criteria for reappointment or promotion.” The School requires that an annual counseling meeting documentation form be completed for all assistant and associate professors. The form requires the signatures of the chair, the mentor, and the faculty member and is essential in documenting your faculty members’ annual counseling.

Counseling should have occurred after September 1, 2011, and before August 31, 2012. Once all counseling sessions for your department have been conducted, we ask that you forward to the Office of Academic Affairs a memorandum attesting that each assistant and associate professor has received counseling and that you have on file in your department copies of the required annual counseling forms.

We encourage you to review your department’s progress to date and, **in cases where counseling has not yet occurred, to work with your department chair to schedule these counseling sessions as soon as possible** in order to be in compliance with University policy.

Further information regarding the annual counseling process, along with a copy of the annual counseling documentation form, is available on the OAA website.

Questions should be directed to Rebecca Robinson.
Job Opening in the Department of Medicine: Faculty Affairs Specialist

The following position (1A5) is available in the Department of Medicine. Questions should be directed to Gretchen Picache.

Stanford Medicine is committed to setting the highest standards for patient care, ground-breaking biomedical research, professional education, teaching, and training. The Department of Medicine (DOM) houses 237 regular faculty, 350 adjunct and affiliated faculty, 500 staff, 100 residents 100 clinical post-docs and another 100 research trainees, all of which total over 1,000 individuals. It is composed of 14 subspecialty divisions, occupies over 180,000 square feet of space has a grant portfolio of over $110M and overall consolidated budget over $210M.

The DOM seeks a Faculty Affairs Specialist. The FA Specialist will manage the appointment, reappointment, and promotion process for faculty in the Department of Medicine. This position focuses on these processes for assigned faculty lines (such as UTL, MCL, NTL, CEs, Instructors, etc.). This position also facilitates faculty searches, leaves, sabbaticals, retirement/emeritus recalls and other actions.

Job Duties:
• Oversee and facilitate faculty appointments, reappointments and promotions, and facilitate searches for assigned faculty lines
• Review and edit all search and appointment documentation for accuracy, consistency, and compliance
• Process appointment forms from the Department level until they reach the School. Monitor progress, communicate with appropriate staff, and take other actions as appropriate to ensure timely completion and approval of the action.
• Create and provide regular reports on appointments, searches, sabbaticals, and other actions.
• Work collaboratively with DOM Leadership to create and clarify Department policies and procedures related to such appointments, reappointments, and promotions

Qualifications

Required:
• Ability to operate independently with great self initiative.
• Must be able to commit to and follow through on tasks with minimal supervision.
• Must demonstrate excellent decision-making and problem-solving skills and the ability to meet deadlines under pressure while maintaining accuracy and attention to detail.
• Must demonstrate a strong service-oriented work ethic.
• Must have outstanding editing and written communication skills.
• Must also have outstanding oral communication skills, with the ability to speak clearly, persuasively and effectively.
• Tact, diplomacy, sound judgment and sensitivity to confidential information.
• Must be able to work collegially and effectively with a diverse group of faculty, division chiefs, administrators and staff both internal and external to Stanford.
• Demonstrated proficiency using computer systems, including all Microsoft Office applications.
• Requires the ability to plan and manage multiple projects with competing priorities.
• Four-year college degree
• Minimum of two years of relevant experience

Desired:
• Advanced degree
• Experience to managing appointment, reappointment, and promotion process for faculty and facilitating faculty searches, leaves, sabbaticals, retirement/emeritus recalls and other actions.
• Experience working in an academic setting (and/or Stanford experience).
Reminder about Distribution of Duties in OAA
A&P Committee Agendas are Full through April
Reminder about March 12\textsuperscript{th} Workshop on FRIP
New Draft Offer Letter Template for Concurrent Postdoctoral Scholar and Clinical Instructor Appointments
ACF Email Distribution Lists
Updated Chart on Benefits and Programs for Faculty with Family Responsibilities
Workshop on Search Processes to be Held Later in the Spring

**Reminder about Distribution of Duties in OAA**

As announced in an email to faculty affairs administrators and directors of finance and administration last month, the following interim staffing plan will be in place during Craig Spencer’s leave:

I am writing to let you know that the following distribution of duties will be in place during Craig’s three-month leave of absence:

- Junior and senior long forms for clinical departments – Rebecca Robinson
- Junior and senior long forms for basic science departments – Judith Cain
- Search Reports and Offer Letters – Andrew Kim
- Blue Forms – Kathleen Warmoth
- Emeriti Recalls – Ellen Waxman
- Endowed Professorships – Jane Volk-Brew
- Sabbatical Leaves – Andrew Kim
- Visiting and Consulting Appointments – Mihaela Bozdog

Any questions should be addressed to Judith Cain.

**A&P Committee Agendas are Full through April**

Please note that OAA’s home page has been updated to reflect that agendas for the March 26, April 9 and April 23 Appointments and Promotions Committee meetings are now full. Files will be assigned for May meetings on a first-come, first-served basis.

For scheduling, clinical departments should be in touch with Rebecca Robinson and basic science departments should contact Judith Cain.
**Reminder about March 12th Workshop on FRIP**

As announced in the February Communique, a workshop on the Faculty Retirement Incentive Program (FRIP) will be held on Monday, March 12, from 9:00 to 10:30 a.m. in MSOB 169 (change from previously announced location).

Questions should be directed to Mihaela Bozdog.

**New Draft Offer Letter Template for Concurrent Postdoctoral Scholar and Clinical Instructor Appointments**

On March 7, 2012 the Office of Postdoctoral Affairs offered a training session entitled “Processing Clinical Trainee and Joint Clinician Educator Appointments”. This session was intended for individuals who handle concurrent clinical trainee / Clinical Instructor appointments. At this session Jessica Mendonça, who handles the Clinician Educator line, presented the process of appointing concurrent appointments and discussed the new draft offer letter template for concurrent Postdoctoral Scholar and Clinical Instructor appointments. The slides, for her part of the presentation, are located on the Clinician Educator tab of the Academic Affairs webpage.

The Office of Academic Affairs has worked with the Office of Postdoctoral Affairs (with input from our colleagues in HR, the Office of the General Counsel, and Faculty Compensation) to create a draft offer letter template for concurrent Postdoctoral Scholar and Clinical Instructor appointees. We developed a template that incorporates the essential elements from the Postdoctoral Scholar offer letter template and the Clinician Educator offer letter template. The Appendix outlines the terms and requirements of the candidate’s concurrent appointments. The template can be found on the Clinician Educator tab of the Academic Affairs webpage.

If you have any questions, please direct them to Jessica Mendonca.

**ACF Email Distribution Lists**

Thanks to those of you who responded to the call in the January Communique for updated ACF email distribution lists.

We want to take this opportunity to remind you that since these lists will be used by the Association of the Adjunct Clinical Faculty (AACY) to facilitate communication with its membership, and since it is likely that we or the Association will be asking you for these lists on a regular basis, it is very important that they be kept up to date.

Many thanks for giving this your attention.

Questions should be directed to Lisa Joo.
Updated Chart on Benefits and Programs for Faculty with Family Responsibilities

The Provost’s Office has updated its chart on benefits and programs for faculty with family responsibilities. We encourage you to become familiar with this information and to share it with your faculty.

Questions should be directed to Valerie Meeks.

Workshop on Search Processes to be Held Later in the Spring

The workshop for FAAs on “Search Processes: Challenges and Opportunities” will be held later in the spring, rather than in March as previously announced in the February Communiqué.
Protected Time for Scholarship in the Medical Center Line

New Draft Offer Letter Templates Online

A&P Committee Agendas are Full through June 25

Audio Tutorials

Important Reminder about the Faculty Applicant Self-Identification System

Changes to Documents Required for Some Clinician Educator and Instructor Actions

Community News

**Protected Time for Scholarship in the Medical Center Line**

This is a reminder that because scholarly activity is a requirement for appointment, reappointment and promotion of MCL faculty, departments must allocate and protect time for scholarly pursuits. There must be an explicit written plan for such academic time; this is typically formalized initially at the time of the job offer and should in general be reconfirmed at the faculty member’s annual meeting with the department chair (or designate). The minimum protected time set aside for scholarship should be approximately 20% FTE.

Any proportion of commitment that falls under this 20% threshold must be approved in advance by the Senior Associate Dean for Academic Affairs. Please keep this in mind as you are preparing offer letters and reviewing annual counseling documentation.

Any questions should be directed to Judith Cain.

**New Offer Letter Templates Online**

We have updated the paid Visiting/Consulting Faculty offer letters templates to reflect the changes requested by Faculty Compensation. (The Clinician Educator and Instructor offer letters will be updated next week.) Please always use the versions found on OAA website rather than those archived on your desktop.

Any questions regarding CE/Instructors draft offer letters should be addressed to Jessica Mendonca.

Any questions regarding Visiting/Consulting offer letters should be addressed to Mihaela Bozdog.
A&P Committee Agendas are Full through June 25

Please note that OAA’s home page has been updated to reflect that agendas for the May 14, May 28, June 11 and June 25 Appointments and Promotions Committee meetings are now full.

For scheduling and questions please contact Rebecca Robinson.

Audio tutorials

Last year, we posted an “audio tutorial” on our website to walk users through the “green form.”

In the coming weeks, we will be expanding these audio tutorials to include the following topics:

- Search Initiation
- Search Reports
- Emeritus Form

We are interested in hearing from you about what other topics should be covered via this format. Please send your suggestions to Mihaela Bozdog.

Important Reminder about the Faculty Applicant Self-Identification System

The Provost’s Office has asked us to remind all department users that when creating a name for a search in the system, please be sure to include the name of the department or center and the academic year during which the data was collected (e.g., Pathology Prof 2011-12).

This will eliminate the confusion that is created when only a billet number of reference to the faculty line is used.

Any questions should be directed to Valerie Meeks.

Changes to Documents Required for Some Clinician Educator and Instructor Actions

Changes to the documents required for some Clinician Educator and Instructor actions have been approved as streamlining measures.

1. A change to a current appointment (e.g, department or division change, assignment change, percent time of appointment -- FTE change) will no longer require a transmittal memo if page 2 of the appointment form completely explains the reason for the change action and the effect, if any, on allocation of effort.

2. The possibility of special case continuing term at the time of reappointment as a Clinical Professor or a Clinical Professor (Affiliated) was recently withdrawn. All Clinician Educators hold fixed term appointments. (The School’s faculty handbook is being revised to reflect this.) However, in recognition of the prominence of the Clinical
Professors and Clinical Professors (Affiliated) and their long-standing contributions to Stanford, a streamlined review, including fewer documents, will be used for renewal after two terms in rank. To summarize the changes resulting in a simpler file needed for the second Clinical Professor or Clinical Professor (Affiliated) reappointment file: no referee letters will be required, clinical evaluations will be needed only if the candidate is clinically active, and teaching evaluations will be needed only if the candidate has teaching responsibilities. The check list of required items appears on the last page of the “Documents Required….“ document on OAA’s web site.

Any questions regarding these changes should be addressed to Jessica Mendonca.

Community News

Yvonne Concepcion has been appointed Faculty Affairs Administrator in the Department of Radiation Oncology. She comes from the Department of Surgery, where she did residency program coordination.

After having served in other capacities in the Department of Chemical and Systems Biology, Kathy Johnson has assumed the role of Faculty Affairs Administrator.

Rosario Mong has joined the Department of Urology as Administrative Assistant to the Chair and as Faculty Affairs Administrator.

Please join us in welcoming Yvonne, Kathy and Rosario to the FAA Community.
Craig Spencer Returns

As many of you know by now, Craig Spencer returned from his paternity leave in mid-May, and we are very happy to have him back.

As noted in the March Communiqué, other members of the OAA team provided coverage during Craig’s leave, and we thank everyone for their assistance. A special note of appreciation goes to Rebecca Robinson and Andrew Kim, who provided service well above and beyond the call of duty.

We are now returning to the distribution of duties listed under “Roles Ordered by Task” on OAA’s website. Please note that Ellen Waxman will now be handling emeriti recalls and Mihaela Bozdog will be responsible for visiting, consulting and lecturer appointments.

Any questions should be directed to Judith Cain.

Summer Advisory Board Agendas are Full

We have been informed by the Provost's Office that the agendas for the remaining University Advisory Board meetings for this summer are now full. If the Provost's Office not yet received a file that will require Advisory Board review, it is unlikely, unless space unexpectedly opens up, that the Board will be able to review it prior to the new Board starting in September. The Board has just three more meetings in June, one meeting in mid-July, and one meeting in mid-August.

Because of the high volume of files still requiring review, please note that priority is being given to new appointments and to reappointments/promotions conferring tenure. Term promotions and promotions of already tenured faculty to full Professor will be put last in the queue unless there are compelling reasons for moving them up.

It is also anticipated that review of MCL files will take longer than usual simply due to high file volume.
Please continue to check OAA’s home page for updates on the status of agendas for the Appointments and Promotions Committee, the Assistant Professors Review Committee, and the Clinician Educator Appointments and Promotions Committee. Currently the page reflects full agendas for the June 11, June 25, and July 9 A&P Committee meetings, and the June, July and August CE A&P Committee meetings.

Scheduling questions regarding the A&P Committee should be directed to Craig Spencer, the Assistant Professors Review Committee to Rebecca Robinson, and the CE A&P Committee to Jessica Mendonca. Craig and Rebecca will be able to answer questions regarding the Advisory Board meetings.

**New Faculty Orientation on Benefits**

Below please find an announcement from Neal Evans, Director of Health and Welfare Programs, regarding an orientation for new faculty on benefits:

Dear Faculty Affairs Officers:

As we do each year, we have set aside some special dates to extend a warm Stanford welcome to your new faculty members and provide them with a complete picture of their Stanford benefits. This year, you can also find the dates and information for New Faculty Orientation on the Benefits Web site. Please go to [http://benefits.stanford.edu](http://benefits.stanford.edu).

Our workshops are presented by a senior member of the Benefits team. Online web sessions provide the flexibility to attend from any computer with an Internet connection. Regardless of which session the participant chooses, the content is the same and participants will have the opportunity to ask questions.

This year’s summer schedule is listed below. Please call (650) 736-4102 or e-mail kchrestman@stanford.edu to reserve a space for one of the on-location presentations. The web sessions do not need a reservation. Simply logon a few minutes before the session begins.

Keep in mind, New Faculty Orientation is designed specifically for faculty. Other academic staff, including lecturers, should attend the New Employee Orientation held every other Monday.

We want to thank you in advance for scheduling your new faculty members in New Faculty Orientation. We look forward to meeting them.

<table>
<thead>
<tr>
<th>Presentations On-Location</th>
<th>Presentations via Web</th>
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<tbody>
<tr>
<td>Reservation required. Call (650) 736-4102</td>
<td>No reservation required.</td>
</tr>
<tr>
<td><strong>Wednesday, August 15</strong> – 10 a.m. to Noon</td>
<td><strong>Thursday, July 19</strong> – 1 p.m. to 3 p.m.</td>
</tr>
<tr>
<td><strong>Wednesday, September 12</strong> – 10 a.m. to Noon</td>
<td><strong>Thursday, September 6</strong> – Noon to 2 p.m.</td>
</tr>
<tr>
<td>Both sessions will be held in Redwood Hall, Room G19</td>
<td>See below for instructions.</td>
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</table>
To participate from your computer
1. Go to https://stanford.webex.com
2. Click on Meeting Center
3. Enter “Benefits” in the Search Box
4. Click on New Faculty Orientation for the date you would like to participate
5. Enter the meeting password: health
6. Enter your name and email address and click Join Now

Before you join the session, be sure to check for compatibility of rich media players for Universal Communications Format (UCF). UCF allows you to view multimedia during the session. To check, go to https://stanford.webex.com/stanford/systemdiagnosis.php

Once you join the online meeting you can call (650) 429-3300 for audio.

For assistance

For Web support issues:
1. Go to https://stanford.webex.com/stanford/mc
2. On the left navigation bar, click on Support

To contact the WebEx host:
email Stephen Geddes at sgeddes@stanford.edu.

Reminder about Deadline for Annual Counseling Documentation

This is a reminder that annual counseling documentation for assistant and associate professors is due on September 1. The reporting period is from September 1, 2011, through August 31, 2012. Further details are available in the February Communique.

Questions should be directed to Rebecca Robinson.

Emeritus Faculty Recalls

Members of the Professoriate may decide (or have decided in the past) to take advantage of the Faculty Retirement and Incentive Program (FRIP) when they retire, or they may retire without taking FRIP. Whether they took FRIP, and which version of the program they retired under, affects their eligibility for recall to active duty.

To clarify the process of recalling faculty to active duty, the Emeritus Recall pages have been updated to include:
- How to determine under which FRIP your faculty member retired
- Specific pages and instructions for FRIP recalls and for non-FRIP recalls
- Audio tutorials for filling out the blue form for FRIP recalls and for non-FRIP recalls
- Example blue forms and offer letters
Look for the green “Watch Demo” button on the Emeritus Faculty Non-FRIP Recall and FRIP Recall pages for a brief explanation of how to fill out the blue form for each case.

Any questions regarding Emeritus Faculty Recalls process should be addressed to Ellen Waxman.

**Faculty and Academic Staff Appointments Project**

The School of Medicine is participating in a university-wide project to create a web application through which professorial appointments amendments and emeriti recalls (currently “blue form” actions), and appointments, reappointments and promotions for Academic-Staff – Research, Clinician Educators, Instructors, Lecturers, and Other Teaching Titles (acting, consulting and visiting faculty) will be compiled, submitted and approved. (Long forms will continue to be compiled in FAST|FAC for School of Medicine faculty and in paper form by other schools.) It is anticipated that the first phase of development will make e-forms available for professorial appointments amendments and emeriti recalls next Summer. We will keep you posted on the project’s progress.

Questions should be addressed to Jane Volk-Brew.
Revision to MCL rank-specific criteria
New Search Initiation Materials
New Documents Required Checklist for Instructor Actions
Referee Solicitation Letter Template for Instructors
Announcement about Adjunct Clinical Faculty
Community News
Summer Break

Revision to MCL rank-specific criteria

The rank-specific criteria for Associate and Full Professors in the MCL (Chapter 2 of the School of Medicine’s Faculty Handbook) have recently been revised. The revisions include clarification of expectations for scholarly productivity for:

- candidates at the full Professor level whose work is captured in atypical formats, and
- candidates who occupy major leadership roles at the Associate Professor level.

As always, please be sure to access the most current criteria from the handbook when conducting departmental reviews for MCL appointment, reappointment, and promotion, and when preparing related documentation, such as referee solicitation letters.

Please contact Craig Spencer with questions.
**New Search Initiation Materials**

The Initiation of Search checklist has been revised to a single page; it can be found under [Initiating a Search](#).

Please note that there is a PDF version, which can be filled out online rather than printed (thank you Gretchen Picache, Department of Medicine!); a Word version is also available.

At the same place, the template letter soliciting applicants has been revised for ease of use; changes include adding into the template the single-sentence criteria that are required for each faculty line under search. We have also added an advertisement template and several sample advertisements (thank you to the departments who allowed their use!). These changes should make the process of initiating a search simpler and more straightforward.

Please contact [Rebecca Robinson](#) with any comments.

**New Documents Required Checklist for Instructor Actions**

There is a new checklist for Instructor actions, formatted consistently with that of the Clinician Educators required documents checklist and with best practice footnotes. In addition, there are a few important changes to the documents required for some Instructor actions.

1) Appointment to Instructor now requires only three referee letters. At least one letter must be from a person affiliated with the candidate’s current institution and at least one letter must be from a person external to the candidate’s current institution. *(Please note that an external referee letter is waived for an Instructor candidate who has been a Resident or Fellow supervised by a Stanford faculty, or has held an*}
academic appointment at Stanford within the past two years. In that case, a third letter from a referee affiliated with Stanford University is expected.)

2) Reappointment as Instructor now requires only two referee letters. The letters may be from persons affiliated with the candidate’s current institution, external to the candidate’s current institution, or a mix. Also, if the candidate is clinically active, then a minimum of three clinical excellence core competencies evaluations from a mix of evaluator types are required.

The new Instructor checklist is available on OAA website under Instructors and Instructors (Affiliated).

Any questions regarding these changes should be addressed to Jessica Mendonca.

Referee Solicitation Letter Template for Instructors

A revised referee solicitation letter template is available on OAA website under the Instructors & Instructors (Affiliated).

Any questions regarding these changes should be addressed to Jessica Mendonca.

Announcement about Adjunct Clinical Faculty

There are nearly 100 Adjunct Clinical Faculty appointments that are set to expire between now and the end of the year. It is important for FAA’s to review Fast|Fac and begin the process of reappointment or promotion. As a reminder, FAA’s should regularly check Fast|Fac to learn about any upcoming actions that require attention. Appointment, reappointment or promotion files must be submitted at least two months in advance of the anticipated end date. Any non-renewals due to terminations,
resignations or deaths, should be brought to the attention of Lisa Joo.

Community News

The Office of Academic Affairs extends warm thanks to Andrew Kim, who recently completed an interim assignment in OAA. We are pleased to announce that he has assumed the role of Faculty Affairs Specialist in the Department of Medicine. Please join us in welcoming Andrew to the FAA Community.

Summer Break

There will be no Communique in August. Look for us in September as the 2012-13 academic year is launched.
OAA Moves to Alway
Advisory Board Membership and Schedule
Kudos: Annual Counseling
New Offer/Invitation Letter Templates for Short Term Faculty, Visiting Scholars
Proof of Funds for Visiting Scholars
Changes Made to the Clinician Educator and Instructor Appointment Form
Changes Made to the Clinician Educator Professional Development Leave Application
Revised Policies: Clinician Educators
ID Cards for Visiting and Consulting Faculty and Visiting Scholars
Electronic Submission Only for SU-18 and SU-18A Forms
New Emeriti Council Website
Community News

OAA Moves to Alway

The Office of Academic Affairs is now located in Suite M116 of the Alway Building. Our new Mail Code is 5121; all other contact information will remain the same. We look forward to welcoming you to our new quarters!

Advisory Board Membership and Schedule

Two School of Medicine faculty members have been elected to the 2012-13 Advisory Board: Philip Lavori, Professor of Health Research and Policy, and Lucy Shapiro, Professor of Developmental Biology.

The seven-member Advisory Board reviews and makes recommendations for most Academic Council appointments, reappointments and promotions, and for the creation and dissolution of departments. The Board also reviews faculty dismissals and some disciplinary cases that are not satisfactorily resolved through typical University procedures, as well as matters submitted to it by the President or Provost for advice.

Beginning this month, the Advisory Board plans to meet twice each month in the fall and winter quarters, depending upon file volume, moving to weekly meetings in spring and early summer when file volume increases. The Board will hold only one meeting in July and one in August.
**Kudos: Annual Counseling**

We would like to acknowledge outstanding management of the annual counseling process by the following departments and faculty affairs administrators who achieved 100% compliance during 2011-12:

Cardiothoracic Surgery (Corrine Sanchez)
Comparative Medicine (Anne Lum)
Dermatology (Newsha Firoozye)
Genetics (Margie Mahoney)
Medicine (Gretchen Picache)
Obstetrics and Gynecology (Cathy Seckel)
Otolaryngology (April Prasad)
Pediatrics (Jessica Campbell Olson)
Radiation Oncology (Yvonne Concepcion)
Radiology (Kendall Yi)
Surgery (Libby Roberts)

Thanks to all of you for your efforts in ensuring that your assistant and associate professors received annual counseling in compliance with School and University policies. We greatly appreciate your work!

Note to departments that have not yet been in contact with OAA: The reporting deadline for 2011-12 was August 31st. Since the School and University expect compliance from all departments, please make it a priority to confirm that annual counseling has taken place in your department.

Questions should be directed to Rebecca Robinson.

**New Offer/Invitation Letter Templates for Short Term Faculty, Visiting Scholars**

Effective September 1, 2012 new templates for offer letters and letters of invitation will be available on the OAA website. These must be used for individuals, paid or unpaid, in the following categories:

· Visiting Scholars
· Visiting Faculty
· Consulting Faculty
· Lecturers

These templates are required for use with all appointments and reappointments. Please contact Rebecca Robinson with any questions.

**Proof of Funds for Visiting Scholars**

Effective October 1, 2012 the proof of funds required for a Visiting Scholar must be in an amount equivalent to or greater than $43,498/year or $3625/month. Please contact Mihaela Bozdog with any questions.
Changes Made to the Clinician Educator and Instructor Appointment Form

Two new action types have been added:

- Change responsibilities and/or compensation basis
- Recall retired Clinician Educator

The updated appointment form is available on the OAA website Appointment form.

Any questions regarding these changes should be addressed to Jessica Mendonca.

Changes Made to the Clinician Educator Professional Development Leave Application

The Office of Academic Affairs calculates accrued eligibility as part of the application review. If the Clinician Educator would like a preliminary calculation, he/she should ask their department or division faculty affairs administrator to assist in obtaining it or contact academic_affairs@stanford.edu.

If provision of clinical care is one of the planned leave activities, the Clinician Educator must complete the document on the third page (practice policy exemption form) and submit it with the application.

The updated professional development leave application is available on the OAA website Application form.

Any questions regarding these changes should be addressed to Jessica Mendonca.

Revised Policies: Clinician Educators

The School of Medicine Faculty Handbook chapter on Clinician Educators has been revised and published at http://med.stanford.edu/academicaffairs/handbook/chapt8.html.

Please note changes under the criteria for appointing Clinical Instructors (Section 8.2.E.3). We have added clarification between the use of the Clinical Instructor rank for candidates who are not trainees and benefit from mentorship or from more experienced physicians in advanced clinical skills, typically focused in a sub-specialty of their primary specialty, from its use for the concurrent appointment of non-ACGME Residents and Fellows to recognize their contributions to teaching programs in a capacity other than as trainees.

Other changes to Chapter 8 include adding language regarding the SHC Medical Staff Office’s credentialing process for Clinician Educators (Affiliated) and a requirement to obtain and maintain medical staff privileges at the affiliated institution consistent with the LCME affiliation agreement (Section 8.1.G.2); clarifying that annual time off with pay is from regularly scheduled service (Section 8.5.C); and citing to the policy on the use of Stanford’s name or marks appearing in Administrative Guide Memo 15.5 (Section 8.6.D).
Any questions regarding these changes should be addressed to Jessica Mendonca.

**ID Cards for Visiting and Consulting Faculty and Visiting Scholars**

It has just come to our attention that, effective June 1, Visiting and Consulting Faculty (without salary) and Visiting Scholars must be entered into PeopleSoft by the Office of Academic Affairs before they can be issued ID cards. Please make sure the Division is added on the application/green form.

We will use the month of September to clear the backlog so that individuals in these categories will have access to their ID cards as soon as possible. Many thanks for your patience.

Questions should be directed to Kathleen Warmoth.

**Electronic Submission Only for SU-18 and SU-18A Forms**

The Office of Technology Licensing has announced that all SU-18 (paid) and SU-18A (unpaid) forms must be completed, signed and submitted electronically; paper copies will no longer be accepted. The portal for SU-18s is via Axess (http://axess.stanford.edu/) and the portal for SU-18As is OTL’s website at http://otlportal.stanford.edu/su18a.

The three places where people can find the link to the SU-18 are:

- Employee Information tab (for faculty and staff)
- Academics tab (for students and postdocs)
- STARS tab (for everyone).

If you are unable to sign the SU-18, a help ticket should be placed. In the event that one needs to sign the SU-18 but is unable to do so, that is the only time OTL will accept paper copies.

Please refer to the links below for more information:

http://rph.stanford.edu/su18memo.html
http://dor.stanford.edu/Resources/su18_A.html

If you have any questions, please contact Mihaela Bozdog.

**New Emeriti Council Website**

The Stanford Emeriti Council recently unveiled a website dedicated to University retirees, as well as for employees who are preparing to retire. It is available through this [link](#) and has also been added to the OAA website under “Senior Faculty Transitions.”
Community News

Audrey Nguyen has been appointed FAA in the Department of Urology and Vanessa Aczon has been appointed FAA in the Department of Dermatology. Please join us in welcoming them to our community!
On-Time Reappointment and Promotion Performance Rate Rises to 86%
Faculty Applicant Gender and Ethnicity Collection (FASI system) 2012-13
Important Announcement Regarding FASI Compliance; Response Required
Annual Counseling Kudos (Part II)
Visiting Scholar, Visiting and Consulting Faculty, and Lecturer Packets
Community News

On-Time Reappointment and Promotion Performance Rate Rises to 86%

In a recent email communication to department chairs, directors of finance and administration, and faculty affairs administrators, Dr. David Stevenson, Vice Dean and Senior Associate Dean for Academic Affairs, shared the following good news:

“The Office of Academic Affairs has now completed its calculation of 2011-12 on-time performance rates for reappointment and promotion actions. I am pleased to let you know that the School-wide rate has risen to 86%, which is a significant improvement over previous years. The following departments, all of which exceeded the School rate, are responsible for this dramatic change:

In the Basic Sciences – Chemical and Systems Biology, Health Research and Policy, and Neurobiology (note: there were no actions in Developmental Biology, Genetics, and Molecular and Cellular Physiology)

In the Clinical Sciences – Medicine, Neurology, Neurosurgery, Obstetrics and Gynecology, Orthopaedic Surgery, Otolaryngology, Pediatrics, Psychiatry, Radiology, Surgery and Urology

One of our most important responsibilities is to provide our colleagues who are being considered for reappointment or promotion (or who are anxious to join the faculty) with timely reviews that are reflective of a supportive environment for their professional development. We applaud the chairs and faculty affairs administrators of these departments for making this a priority.

In order to maintain momentum, and to underscore the importance of completing actions on time, a moratorium on new searches will continue to be initiated whenever appointment, reappointment or promotion actions are late. As always, my staff will be available as resources to you and your faculty affairs administrators as we work toward the common goal of assembling long forms effectively and efficiently.”
Many thanks to all of you who have worked so diligently to complete actions on time. We sincerely appreciate your efforts!

Any questions regarding on-time rates should be directed to Judith Cain.

Note: Benchmarks used in calculating on-time performance rates were included in the March 2011 Communique.

**Faculty Applicant Gender and Ethnicity Collection (FASI system) 2012-13**

The following announcement comes from the Provost’s Office:


Because Stanford University is a federal contractor, we are required to request information regarding the gender, race and ethnicity of applicants for employment and to prepare periodic reports on this information. FASI facilitates this data collection by asking each of our faculty applicants to identify their gender and ethnicity. The collection of this information also enables Stanford to meet its commitment to equal employment opportunity by allowing it to assess the diversity of its applicant pools and the effectiveness of its affirmative action efforts. **FASI is required for all searches except in cases where the Provost has approved a search waiver.**

Instructions for FASI are on our website.

For search policy questions – contact the Faculty Affairs/Academic Affairs office in your school.

For FASI system questions – see our website [http://facultyaffairs.stanford.edu/](http://facultyaffairs.stanford.edu/) (log in w/ SUNet ID to faculty affairs officer/staff section on right).

Questions may be sent by email to facultyaffairs@stanford.edu or vmeeks@stanford.edu.

**Important Announcement Regarding FASI Compliance; Response Required**

The Provost’s Office has informed the Office of Academic Affairs that not all departments have been using the Faculty Applicant Self Identification (FASI) system or have not been using it properly. Unfortunately, this puts us out of compliance with the federal mandate to collect applicant information and places the University at risk.

Underscoring the seriousness of the situation, the Provost’s Office will have to return any files from the School of Medicine that do not use the FASI grid correctly or that don’t include a compelling explanation as to why the grid was not used correctly. Since putting a new faculty appointment in jeopardy is not an option, we must all work diligently to ensure that FASI is
employed in all searches, that every applicant is given an opportunity to self-identify, and that the grid in the long form has been completed in accordance with requirements. (This includes making certain that all non-responses are recorded; the total number of applicants on the FASI grid must match the total number reported in the search narrative.)

Training on the FASI system is mandatory for all new faculty affairs administrators, and the Office of Academic Affairs will coordinate this with the Provost’s Office. “Refresher” training will also be available by request or through recommendation by OAA.

All FAAs who are currently managing or will be managing a search in the future are being asked to confirm by email with Assistant Dean Judith Cain that they have read this announcement, will use FASI for each search managed and, if applicable, will attend training on the system.

Annual Counseling Kudos (Part II)

The September Communique carried the names of those departments that had reported annual counseling compliance by the August 31 deadline. We are pleased that we have now achieved 96% compliance for the 2011-12 academic year, the highest rate ever.

Many thanks to all of you who have helped to ensure that our School has fulfilled this important responsibility, which is mandated by University policy.

Visiting Scholar, Visiting and Consulting Faculty, and Lecturer Packets

Due to the volume of visiting scholar, visiting and consulting faculty, and lecturer packets, the Office of Academic Affairs will no longer be able to accept packets that are incomplete or inaccurate. Such packets will be returned to the departmental faculty affairs administrator (who is responsible for providing quality control on these actions) with instructions for correction.

Please follow the detailed instructions, including timelines for submitting actions, on the OAA website. New faculty affairs administrators, or those who want refresher training, should contact Mihaela Bozdog.

Community News

We are pleased to announce two recent changes in the FAA Community: Anitra Johnson is taking over the Faculty Affairs Administrator role in the Department of Neurobiology, and Shumi Khan will assume the role of Faculty Affairs Associate in the Department of Pediatrics, effective October 16th, 2012. Shumi previously worked in faculty affairs in the Department of Medicine.
Departmental Orientation Resources for New Faculty Members
Tutorial on the Practice Policy Scheduled for November 30
Tutorial on Faculty Applicant Self-Identification System (FASI) Scheduled for November 30
Dr. Natalie Rasgon Appointed OAA Associate Dean
Visiting Scholars, Visiting and Consulting Faculty: ID cards
Duplicate EmplIds
Visiting Scholars, Visiting and Consulting Faculty: Patent and Copyright Agreement
   Requirement
Bechtel International Center Announces Deadlines Prior to Winter Closure
Guidance on Data Security When Traveling
Community News
Faculty Affairs Specialist Position Available in the Department of Medicine

**Departmental Orientation Resources for New Faculty Members**

Over the last few months, the Office of Academic Affairs has been discussing the ways in which new faculty members are welcomed to their departments, the School and the University. As part of our information gathering, Rebecca Robinson interviewed several assistant professors who have joined the School in the last six months in order to learn what information was provided to them and what information would have been helpful to know.

As a result of these interviews, OAA has been working on and will soon unveil a website for new faculty members that will take information that is currently scattered in different locations and consolidate the links into a central, user-friendly site. The site will be built around the following categories: Orientation (department, School, University), Networking, Research, Teaching, Clinical Care, Mentoring and Annual Counseling, Reappointments and Promotions, Sabbaticals and Other Leaves, Work-Life Balance, and Useful Website.

In September, Rebecca also convened a small group of faculty affairs administrators to discuss current orientation practices, which vary considerably from department to department. This group also brainstormed about the establishment of a minimum set of information which departments would be expected to share with their new faculty.
Taking those discussions – and the imminent launch of our new faculty web pages – into consideration, we are now ready to ask for your assistance in ensuring that, at a minimum, new faculty in your department receive the following information:

- **Who's who in your department:** a list of important faculty and staff, including departmental (and division) leadership as well as people who manage grants, finance, space, and computing.
- **Benefits information:** the Benefits Office website for information about employee medical coverage and retirement plan information; how to learn of or to request a benefits orientation, where and when to sign up; the Tuition Grant Program.
- **Identification:** how to get a SUNET ID, an employee’s unique identifier for email and secure access to many Stanford websites; a campus ID card, hospital (or other building) badge and card key, and remote Lane Library access.
- **Other helpful information:** the Parking and Transportation website and group; the PE, Recreation and Wellness organization; and the Family Matters brochure that introduces the family-friendly policies of the University.
- **Physician information:** for faculty with clinical duties, how to obtain medical staff privileges at the hospitals, and information on physician billing and malpractice coverage.
- **Required training:** HIPAA compliance, sexual harassment training, laboratory safety, and how to determine what training is required.
- **Home and family:** relocation services; the University's Faculty/Staff Housing office; the WorkLife Office website; and resources for dual-career families (e.g. finding employment at the University or elsewhere for a spouse or partner).

For your convenience, a [template](#) has been posted on the OAA website that includes information that will help you to meet this minimum threshold. (Note that you will need to complete the sections on “Personal Information” and “Who’s Who in Your Department” and add any additional information needed for obtaining medical staff privileges, etc.)

Of course, we are hopeful that many departments will provide more expansive orientation materials to their new faculty. The Department of Pathology serves as a model of excellence in this regard. If you are interested in seeing what they have done, Cynthia Llanes, Associate DFA in Pathology, has graciously agreed to share her Department’s materials upon request.

By January 1, 2013, we would like each department to meet the minimum threshold described above. Many thanks for your efforts in making this happen.

Any questions should be directed to [Rebecca Robinson](mailto:).
Tutorial on the Practice Policy Scheduled for November 30

A tutorial will be held on November 30, from 1:30 to 2:30 p.m. in LKSC 208 to discuss the Practice Policy for Physicians and Psychologists in the School of Medicine and the process for a clinician to obtain an exemption. This session will be led by Jane Volk-Brew, Jessica Mendonca and Rebecca Robinson. All departmental and divisional FAAs in clinical departments are encouraged to attend.

Please register here.

Tutorial on Faculty Applicant Self-Identification System (FASI) Scheduled for November 30

A tutorial will be held on November 30, from 2:30 to 3:30 p.m. in LKSC 208 to discuss use of the Faculty Applicant Self-Identification System (FASI) required by the Provost’s Office for searches. All departmental and divisional FAAs are encouraged to attend the session, which will be led by Jane Volk-Brew.

Please register here.

Dr. Natalie Rasgon Appointed OAA Associate Dean

Dr. David Stevenson has announced the appointment of Dr. Natalie Rasgon, Professor of Psychiatry and Behavioral Sciences, as Associate Dean of Academic Affairs. A member of the Stanford faculty since 2002, Dr. Rasgon holds a courtesy appointment in the Department of Obstetrics and Gynecology and serves as the Director of the Stanford Center for Neuroscience in Women’s Health. In addition to her research, teaching and clinical activities, Dr. Rasgon has served on the School’s Appointments and Promotions Committee and has just completed a two-year term as chair of the School of Medicine Faculty Senate. She is also co-chair of the Women’s Faculty Forum at Stanford. Dr. Rasgon’s appointment became effective on October 1.

Visiting Scholars, Visiting and Consulting Faculty: ID cards

We recently learned that effective June 1, 2012 all Visiting and Consulting Faculty (without salary) and Visiting Scholars must be entered into PeopleSoft by the Office of Academic Affairs before they can be issued ID cards.

We are working hard to enter the data for those with active appointments so that the ID Card Office can confirm the individual’s eligibility for an ID card. However, it may take us a few weeks to complete the project. Before directing a Visiting and Consulting Faculty member without salary or a Visiting Scholar to the ID card office, please check Fast|Fac to verify that the
individual’s academic affiliation is displayed. If it is not please, contact Kathleen Warmoth to expedite entry of the appointment in to PeopleSoft.

**Duplicate EmplIds**

One of the complications we encounter when entering academic appointment data is the existence of duplicate EmplIds. EmplIds are created for Stanford students, employees, non-employees who have or have had a Stanford academic appointment, and persons coming to Stanford on a visa. EmplIds are also created automatically when someone applies for admission as a student or when a SUnetId is sponsored to complete HIPAA or SUA compliance requirements, for example. It is possible that the candidate may not know or recall his or her Stanford EmplId.

Duplicate EmplID records must be merged by HR and may impact the individual’s ability to get an ID card until resolution. It also delays OAA’s ability to enter appointment data for Fast|Fac.

If the candidate is coming from abroad and will have a J1 visa through Bechtel, please check Fast|Fac for Bechtel’s J1 record. The EmplId will appear at the top of Person History;

If you or your department’s Human Resources Officer can perform a PeopleSoft Search/Match, you may be able to obtain the EmplId if the candidate was previously a student at Stanford, had applied for admission, or was previously sponsored for a SunetID.

If the candidate is determined to have an EmplID, please:
- note the number on the appointment form; and
- include the EmplID in all correspondence about the appointment to the candidate and to the sponsoring faculty member so that the candidate can supply it when requesting an SunetID and the sponsor can refer to it when sponsoring a SUnetID.

A short presentation by HR staff about the duplicate EmplID problem will be given at the November 30, 2012 tutorial referred to above.

Questions should be directed to Kathleen Warmoth.

**Visiting Scholars, Visiting and Consulting Faculty: Patent and Copyright Agreement Form Requirement**

The Patent and Copyright Agreement Form will no longer be required with the appointment file for Visiting Scholars or for Visiting or Consulting Faculty. Our checklists and web pages providing instructions for these types of appointments will be revised to reflect this change soon.

The letter of invitation and offer letter templates inform candidates that they are required to complete the Stanford Patent and Copyright Agreement (SU18 for employees; the SU18A for
non-employees). Your assistance in helping to remind individuals to comply with the requirement is appreciated.

Questions should be directed to Mihaela Bozdog or Rebecca Robinson.

**Bechtel International Center Announces Deadlines Prior to Winter Closure**

The Bechtel International Center has announced the following deadlines that will be in effect prior to winter closure:

*Deadlines for Bechtel’s Receiving DS-2019 Requests*

Bechtel must receive all INITIAL DS-2019 Requests prior to Dec 12, all EXTENSIONS prior to Dec 17, and all AMENDS prior to Dec 18 if such DS-2019s are needed before the winter closure.

*Monitoring Arrival Plans for J Scholars with Program Start Dates*

NOV 19 - DEC 11

There are quite a few DS-2019s that have been already issued with program start dates between Nov 19 and Dec 11. It is absolutely crucial that such scholars arrive and report their arrival by Dec 18 or they risk violating their visa status, since NO SEVIS RECORD VALIDATIONS will be done during the winter closure. The SEVIS record validation can only be done after the scholar arrives and submits the completed J Arrival and Insurance Confirmation webform. Bechtel sometimes needs several days to validate records after receiving the completed webform. Bechtel recommends that you contact all your scholars with a start date between Nov 19 and Dec 11 to find out what their arrival plans are. If they will not be able to arrive and confirm arrival using the J Arrival and Insurance Confirmation webform www.stanford.edu/dept/icenter/j-arrival.fb before Dec 19, you should submit an Amend Request to amend the start date to a later date. J regulations require that the postdoc arrive and confirm arrival within a limited timeframe after the program start date. If the record isn't validated by the 30th day after the program start date, the scholar will be out of status, if he/she has already entered the U.S.; or, if the postdoc has not yet entered, the DS-2019 will become invalid, preventing entry. Please submit a request to amend the start date to a later start date if a scholar whose DS-2019 shows a start date between Nov 15 and Dec 7 will not be able to arrive and report arrival before the Dec 18 deadline. Please urge all your scholars to submit the Arrival and Insurance Confirmation webform as soon as possible after their arrival.

*Upcoming DS-2019 Expiration Dates*

Also, check to see if the DS-2019s of any of your scholars will be expiring at within the next couple of months (many expire at the end of December). If so, submit your extension requests as soon as possible to ensure that the J visa status doesn't expire while the scholar's appointment is continuing.

*Travel Validation Signatures Required for Re-entry After Travel Abroad*

Please remind your J scholars that if they're planning to travel out of the U.S. their DS-2019s (and those of their J2 dependents) must be signed by an I-Center advisor in order for them to be
permitted to re-enter the U.S. The travel validation signature is valid for multiple entries for up to one year from the date of the signature. They can bring their DS-2019s to the upstairs front desk of Bechtel to request the signature. No appointment is needed for this.

Any questions should be directed to Lynn Kroner.

**Guidance on Data Security When Traveling**

The Information Security Office (ISO) oversees the Stanford community’s efforts to protect its computing and information assets and to comply with pertinent laws, regulations and policies. ISO’s “Guidelines for International Travel” (provides advice on protecting tablets, laptops, phones and other computing devices in order to prevent disruption of University service, prevent loss of intellectual property, avoid compromise of user’s identity information and privacy, and protect Stanford’s reputation.

You are encouraged to share this link with faculty in your department who travel internationally.

**Community News**

We are pleased to announce a recent change in the FAA Community: effective November 5, 2012, Jessica Negrette has taken over the FAA responsibilities in the Department of Bioengineering at 50% FTE. Since 2006 Jessica has worked in faculty affairs and human resources for the Department of Health Research and Policy where she will continue to serve at 50% FTE.

**Faculty Affairs Specialist Position Available in the Department of Medicine**

The Department of Medicine is seeking applicants for the position of Faculty Affairs Specialist. More details are available [here](#) (please search for position number 50272).
Submissions for the January 2013 Clinician Educator A&P Committee Meeting
Introducing the “New to Stanford” Section on OAA’s Home Page
Departmental Mentoring Programs
Slides Posted from the November 30th Tutorial
Expanded FASI Instructions Now Available
Faculty Workshops on A&P-Related Topics and Post-Workshop Guides
Website Updates

Submissions for the January 2013 Clinician Educator A&P Committee meeting

Please note, all actions to be reviewed at the January CE A&P Committee meeting must be submitted by Friday, December 21, 2012.

Any questions should be directed to Jessica Mendonça.

Introducing the “New to Stanford” Section on OAA’s Home Page

For new faculty, Stanford's vast array of organizations and resources can be a mixed blessing. While the resources available are myriad, they can be hard to track down. Faculty often end up asking several different people in order to locate the information they need, and sometimes don't find everything until it's too late.

As part of the effort to improve this situation, the November Communique presented a list of departmental orientation resources that should be provided to new faculty members (or candidates) as soon as they have signed their offer letters. The second part of this effort has now been completed, and we are happy to announce the Academic Affairs web pages for faculty who are new to Stanford: http://med.stanford.edu/academicaffairs/newfaculty/index.html
This section of the website contains information on:

- Orientation and Networking
- Research
- Teaching
- Clinical Care
- Mentoring and Annual Counseling
- Reappointment and Promotion
- Sabbatical and Other Leaves
- Work/Life
- Useful Websites

We have notified faculty who were appointed after September 1 of this resource; please feel free to share this with your newer faculty members. Hopefully they, and you, may find it useful. Please address any feedback, comments or questions to Rebecca Robinson.

**Departmental Mentoring Programs**

As you know, when an assistant professor becomes a faculty member in the School of Medicine, his or her offer letter includes the name of a senior colleague who will serve as a temporary mentor. It is anticipated that this senior colleague, or someone else, will become a permanent mentor within three months.

This is a baseline expectation. Has your department developed and implemented a more expansive mentoring program for members of the Professoriate or the Clinician Educator Line? If so, would you please confirm this with Rebecca Robinson and, if possible, provide her with an overview of the program?

This information will better inform any discussions regarding mentoring initiatives at the School level and avoid duplication with departmental programs. Many thanks for your assistance.

**Slides Posted from the November 30th Tutorial**

Many thanks to all of you who were able to attend the November 30th tutorial that covered the Practice Policy, Faculty Applicant Self-Identification System (FASI) and avoiding the creation of duplicate EmplIds. For those of you who were unable to attend (or for those who did but would like a refresher), slides from the Tutorial have been posted on the front page of the OAA website under “New.”

Questions should be directed to Jane Volk-Brew, Jessica Mendonça or Rebecca Robinson.
Expanded FASI Instructions Now Available

We hope that both new and returning users of the Faculty Applicant Self-Identification System (FASI) will find the expanded instructions helpful. These instructions were put together with the School of Medicine user in mind and should be helpful in ensuring compliance with this University-required system.

Any questions should be directed to Jane Volk-Brew.

Faculty Workshops on A&P-Related Topics and Post-Workshop Guides

Over the last several years, OAA has sponsored an annual series of workshops consisting of four to five sessions aimed at demystifying the reappointment and promotion process. In addition to detailed discussions on the criteria for reappointment or promotion in the various lines, topics have included the evaluation of clinical excellence and preparation of the curriculum vitae and candidate’s statement.

The first workshop of the 2012-13 academic year was held on October 29 and featured a discussion on “The Evaluation of Scholarship in the Medical Center Line.” Other workshops will be held on The Evaluation of Independence and Impact in the Tenure Line, The Reappointment Review: Preparation of the Curriculum Vitae and Candidate’s Statement, The Research Line: Criteria for Reappointment and Promotion, and the Evaluation of Teaching. Typically, the sessions are led by either Dr. David Stevenson or an OAA associate dean, as well as selected department chairs, members of School review committees and recently promoted faculty.

Going forward, following each A&P workshop, a page will be created on the OAA website that will serve as a refresher to workshop participants as well as a guide to those who were unable to attend. We are hoping that this information will also be useful to faculty affairs administrators. The first Guide on “The Evaluation of Scholarship in the Medical Center Line” will be posted in January. As others follow, we envision that the “library” of Guides will serve as a regularly visited resource for faculty members whose reappointments and promotions are on the horizon.

Any questions or feedback about this initiative should be directed to Judith Cain.

Website Updates

A number of minor changes have been made to the Academic Affairs website:

- **The Long Forms Overview page:** This page has been upgraded to be easier to use. The table containing the long forms and school instructions now also contains the timelines appropriate to each long form. Links to the documents "Long Form Copies for School Review" and "Memo to reappt/promo candidate from Dept" have been added to the top of the page so they are easier to find. The Overview page is now on the menu under the red Administrators tab.
- **The Home page:** The New section now shows the latest Communique and other website updates, like the “New to Stanford” page.

- **Sabbaticals and other Leaves page:** This page includes more information on other types of leaves.

- **Timelines:** The reappointment/promotion and new appointment timelines have been corrected, extended and updated. For example, the reappointment/promotion timeline now explains which actions must be reviewed by the University and which have final review by the Dean.

Any questions should be directed to **Rebecca Robinson**.