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Changes Made to the Clinician Educator Required Appointment Documents

Footnote 3 on the Clinician Educator required appointment documents page has been updated to include the underlined language below:

All letters must fully identify the writer. School practice does not require the Office of Academic Affairs’ approval of the selection of referees for Clinician Educator candidates, but all referees solicited must be able to provide a meaningful and substantive evaluation of the candidate against the relevant criteria from personal knowledge. The general expectation is that all of the referees will have clinical experience, and if the holder of an academic appointment, a rank at least equal to that proposed for the candidate. Exceptions are sometimes permitted but must be explained in the transmittal memo. Form letters from referees and recitation of information available in other file materials (e.g., CV, trainee evaluations) is discouraged. A referee solicitation letter template is available at http://med.stanford.edu/academicaffairs/CEs/. The referee letter requirement is waived for a Clinical Instructor candidate who has been a Resident or Fellow or has held an academic appointment at Stanford within the past two years. The referee letter requirement is also waived for a Locum tenens appointment, which must be at the rank of Clinical Instructor.

The updated required documents page is available on the OAA website Required appointment documents.

If you have any questions, please direct them to Jessica Mendonça.
Funding Requirements for J1 Sponsored Visiting and/or Consulting Faculty

As you know, OAA does not require evidence of funding in order to approve Visiting and/or Consulting Faculty appointments. However, it is a federal immigration requirement that the visitors present funding support equivalent to at least $2,500 per month for the duration of their staying. The department/division must obtain and maintain all the necessary documents to certify funding for visitors before you submit the application for the SEVIS Visa Certificate (DS-2019). (The preceding sentence has been revised since originally published on 4 April 2013.) The proof of funding can be a bank letter, bank statement, or letter from a granting agency. The department is required to hold on to this evidence (original hard copy) for 3 years for audit purposes.

_The academic appointment application and visa request must be submitted no less than 60 days before the start date._

Please address any J-1 visa related inquiries to Elsa Gontrum (egontrum@stanford.edu) at Bechtel I-Center and copy internationalscholars@stanford.edu for faster response delivery.

Workshop on Visiting Appointments to be Held in May

The Office of Academic Affairs will be holding a workshop in May on visiting appointments. Session leaders will include OAA staff plus two faculty affairs administrators who will be asked to provide their perspectives, as well as “tips and tricks” with respect to these kinds of appointments. Watch the May Communiqué for further details.

We would also like to take this opportunity to encourage you to suggest topics for future workshops by sending Judith Cain your ideas.

OAA’s Annual Report on the Professoriate

Every year the Office of Academic Affairs prepares a report on the Professoriate that provides data on the most recent academic year set within the context of the previous five years. These reports include a list of action items that are used as a guidepost by OAA in setting priorities and focusing on areas for enhancement of improvement.

The next few Communiques will include excerpts from the report on the 2011-12 academic year. We begin with 2011-12 gains and losses.
Executive Summary

- The net gain of faculty last year – 24 – was the highest in five years.
- Last year, nearly one-quarter of new faculty were hired in basic science departments, the highest percentage in five years.
- The number of faculty retiring last year was in single digits for the second year in a row.
- 20 of 21 resignations occurred in clinical science departments, and 62% of those were in the Medical Center Line.
- By rank, the highest percentage of resignations – 38% -- occurred among assistant professors, and 75% of those were in the Medical Center Line.

New Appointments

New appointments rose dramatically from the previous year. However, since there were 18 hires in October and November, more than anything else, this might simply be a matter of timing.

Retirements

Retirements accounted for 25% of all departures. Seven full professors and one associate professor retired. Three of the eight faculty members retired under the provisions of the Faculty Retirement Incentive Program (FRIP). The average age of those taking FRIP was 67 (this is the maximum age for the greater FRIP benefit).

The other five retiring faculty members did not retire under FRIP. Three of these faculty members did not meet the age requirements in that one was younger than the minimum age requirement and two were older than the maximum age requirement. One faculty member did not qualify due to lack of years in service, and one went to another company. The average age at retirement for this group was 66.

As displayed above, 27 faculty members retired during 2009-10 when an enhanced FRIP was available. Since then, thirteen faculty members have retired but only six have retired under FRIP. Conversations will continue with the Provost’s Office about whether FRIP can be modified to better fit the needs of our School, especially with respect to current restrictions on emeritus recalls.
**Resignations**

The 21 resignations that occurred last year accounted for 66% of all departures. All resignations except one occurred in clinical science departments.

38% of those resigning were assistant professors, and 75% of these were in the Medical Center Line. The high turnover rate among MCL assistant professors will be monitored via exit interviews conducted by the Office of Academic Affairs.

71% of those resigning accepted positions at other institutions, including Baylor, Cleveland Clinic, Dana-Farber Cancer Institute, Dartmouth, Johns Hopkins and Pittsburgh.

29% of those resigning are continuing their affiliation with Stanford in other roles. This includes two faculty members who have moved to other schools or institutes, two MCL faculty who have moved to the Clinician Educator Line, one faculty member who has moved into a consulting role and another who has moved to the Adjunct Clinical Faculty line.

**Appointments Ended**

Last year, both non-renewal decisions were made at the departmental level.

Questions or comments about this excerpt from the Annual Report should be directed to Judith Cain.

**FASA web form use begins in May**

The School of Medicine will pilot the use of the Faculty Academic Staff Appointments (FASA) system to create and electronically route web forms for all professoriate appointment amendments (adding a courtesy, joint, secondary or administrative appointment; extending an appointment; modifying FTE or department), terminating a professoriate appointment due to resignation or retirement, and emeriti recall appointments. Most of these transactions have, up until now, been performed using the “Blue Form”.

*In preparation for using FASA, each department and division must determine its protocol as to whether the chair and chief (if appropriate) will personally approve the web form, or if the authority to do so will be granted to a delegate.*

**Beginning on May 13, 2013** all departments and divisions are expected to use FASA for the types of transactions described above. Starting with individualized training on the system (as the need arises to commence a professoriate appointment amendment, termination, or emeritus/a recall), and using the job aids that have been developed for each type of transaction, we will build a community of experienced users. A workshop giving an overview of the new system will be offered in early June (watch the May Communiqué for further details). Please contact Jane Volk-Brew for request access to the system and to obtain training.