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Delivery of Counseling Memoranda Associated with Reappointments and Promotions

As faculty affairs administrators will know, the University requires a written record of counseling – the counseling memorandum – at the time of reappointment or promotion for a term of years. The counseling memo provides an opportunity to give candid feedback on a faculty member’s academic performance and progress to date based on the results of the reappointment or promotion review.

A draft counseling memo is submitted with the reappointment or promotion long form and may be modified as it passes through School and University levels of review. Only after completion of the review process should the counseling memo be finalized and then given to the faculty member.

Unfortunately, there has occasionally been ambiguity regarding whether or not a faculty member has received the finalized counseling memo. Given the importance of the process, and the high priority that the School places on counseling, departments are asked to follow these steps to ensure delivery of this important document:

1. After preliminary notification of University approval has been communicated to the faculty affairs administrator by either Craig Spencer or Rebecca Robinson, the department will finalize the counseling memo. The memo will include a line at the bottom of the document for the faculty member to acknowledge receipt of the memo.

2. The department will schedule a time for the faculty member to meet with the department chair or division chief to receive the memo and to discuss in more detail the feedback contained in the memo. It is expected that this meeting will take place within a month of the University’s approval.
3. After the meeting has taken place, and the faculty member has acknowledged receipt of the memo, the signed document and the date of the meeting will be uploaded into FASTFAC, allowing Rebecca or Craig to close the action.

Please direct any questions to Craig Spencer or Rebecca Robinson.

Submission of Candidates’ Five Favorite Articles No Longer Necessary

With the increased accessibility of publications on line, and as a means of further streamlining A&P processes, it is no longer necessary to submit a candidate’s five favorite articles as part of his or her long form action.

This change has been implemented in FAST|FAC. While you may still add publications in the appropriate section, it is not required that you do so nor will they appear in the department final long form PDF.

Questions should be directed to Craig Spencer.

FASI Search Year to switch on August 1

On August 1, the search year will be updated to "2013-2014" on the FASI website (https://fasi.stanford.edu). All new searches created on or after August 1 will be labeled 2013-14 in the search and in the applicant pool grids. Existing searches will not be affected by the search year update.

If you have a search that is completed but still open, please take a moment to close it and download the final applicant pool grid before August 1. Only searches that are still underway should remain open beyond that date.

Questions should be directed to Jane Volk-Brew.

Impact of Axess Redesign and PeopleSoft Upgrade Project on Systems

The University is redesigning Axess and PeopleSoft. Because of a software release, several of the PeopleSoft systems that we use, namely Job, Position, Faculty Events, Person of Interest, FAAS and FASA will be unavailable from 6:30 p.m. on Thursday August 8, 2013 through 8:00 a.m. on Monday August 12, 2013.

FAST|FAC, Faculty Billets, and ReportMart1 will be affected indirectly. There will be a delay if position information must be updated before a long form can be started. Appointment information appearing on the roster pages and in Person History will remain static for several days. Nolij may be affected as well.
Please plan accordingly. Questions should be directed to Kathleen Warmoth and Jane Volk-Brew.

**Appointments, Reappointments and Promotions**

As announced in the May Communiqué, appointments, reappointments and promotions which were previously announced in the former Dean Pizzo’s Newsletter are now posted online.

The list of actions for June 2013 is available at [http://facultyappts.stanford.edu](http://facultyappts.stanford.edu). If you have not already done so, please finalize counseling memoranda as described above.

Questions should be directed to Craig Spencer (senior Professoriate actions), Rebecca Robinson (junior Professoriate actions), Jessica Mendonça (Clinician Educator actions) or Lisa Joo (Adjunct Clinical Faculty actions.)

**Workshop Guide to “The Evaluation of Independence and Impact in the University Tenure Line” Now Available**

Last February, the Office of Academic Affairs held a workshop for UTL assistant professors on “The Evaluation of Independence and Impact in the University Tenure Line.” Areas and issues covered in the workshop by Dr. David Stevenson, Vice Dean and Senior Associate Dean for Academic Affairs, and Dr. Linda Boxer, Senior Vice Chair of the Department of Medicine, have now been organized into a workshop guide, which is available on OAA’s website.

An email announcing the availability of the guide has been sent to all UTL assistant professors. We hope that faculty affairs administrators will also find it useful.

Any questions should be directed to Rebecca Robinson or Judith Cain.

**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 Benefits Orientation on the Benefits website at [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 that 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.

### On-Site Presentations

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 15</td>
<td>Redwood Hall, Room G19</td>
</tr>
<tr>
<td>Tuesday, September 10</td>
<td>Redwood Hall, Room G19</td>
</tr>
</tbody>
</table>

### Web Presentations

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, July 18</td>
<td>Webex</td>
</tr>
<tr>
<td>Tuesday, September 17</td>
<td>Webex</td>
</tr>
</tbody>
</table>

Both sessions will be held in Redwood Hall, Room G19

**To participate from your computer:**

1. Go to [stanford.webex.com](http://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 [stanford.webex.com/stanford/systemdiagnosis.php](http://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 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.

Slimmed-Down Requirements for Visiting and Consulting Faculty, Visiting Scholars

We have streamlined the Visiting and Consulting Faculty and Visiting Scholar requirements, and the checklists and web pages have been updated to match:

- Visiting Faculty appointments now require only one referee letter, not three. You do not need to provide a copy of the signed SU-18 or SU-18A. These forms are still required by the University, but OAA will not review them.

- Please note – as OAA moves towards electronic filing, it is very helpful for us to receive only the required documents for a particular action. Please don’t include extra information that has not been requested. Some examples:
  - Copies of passports or visas for the candidate or family members
  - Extra referee letters (more than the required number on the checklist)
  - Source of funding for Visiting Faculty (proof of leave is required; proof of funding is not)

Please contact Rebecca Robinson with questions.

Nolij: the University’s Electronic Document Retention System

The Office of Academic Affairs, Faculty Compensation, and a number of departments have begun using Nolij, a system for the electronic retention of academic appointment documents. If your department is interested in doing the same, please refer to the information available on Academic Affairs’ Nolij web site http://med.stanford.edu/academicaffairs/nolij.

Questions should be addressed to Mihaela Bozdog.
Who Needs a Clinician Educator (Affiliated) Appointment?

The number of Clinician Educator (Affiliated) recommendations has been steadily increasing. We remind departments that Chapter 8.1.C of the School of Medicine Faculty Handbook states:

A Stanford academic appointment as a Clinician Educator (Affiliated) is expected for persons holding leadership positions at the affiliated institution, e.g. department chair, chief of service. Stanford School of Medicine department chairs and division chiefs, in consultation with their counterparts at affiliated institutions, determine the appropriateness of an academic appointment as Clinician Educator (Affiliated) for attending physicians or other medical providers who have frequent and sustained interaction with Stanford students and trainees. An academic appointment may not be deemed necessary for individuals with casual or infrequent student/trainee interaction (emphasis added).

Because the intended role for a Clinician Educator (Affiliated) appointment is teaching, attending physicians or other medical providers who have “frequent and sustained interaction with Stanford students and trainees” means:

- persons with a significant role in clinical teaching,
- clerkship evaluation teams responsible for submitting the final assessment (not necessarily all those contributing to the feedback), and
- supervisors at each site responsible for ensuring that those interacting with students understand the learning objectives.

Questions should be directed to Jessica Mendonça.