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**FAA Workshop on Search Processes Scheduled for April 2**

A workshop will be held on Tuesday, April 2, from 1:30 to 3:00 p.m. in LKSC 203-204 to discuss processes surrounding faculty searches from the perspective of the Faculty Affairs Administrator. After introductory comments from OAA colleagues Lisa Joo and Rebecca Robinson, Virginia Tse (Anesthesia) and Margaret Wootton (Medicine/Oncology) will describe the ways in which searches are conducted in their departments. This will be followed by a group discussion on challenges, management strategies and outcomes.

As stated in the Guide to Faculty Searches, our goal is to recruit the best possible candidates through search processes that:

- are conducted with integrity and transparency
- are thorough, comprehensive, and national in scope
- use the resources available to ensure and maintain a diverse candidate pool
- move expeditiously and systematically
- respect confidentiality
- provide candidates with appropriate access to information
- leave all involved with a sense of fairness
- provide the requisite information and administrative flexibility to enable a final decision by the department and a smooth appointment process
- result in the recruitment of an outstanding candidate who will flourish as a member of the Stanford Community and bring distinction to the School and University

All departmental and divisional FAAs in all departments are encouraged to attend the workshop. Please register here.

Any questions should be directed to Judith Cain.
Concurrent Postdoctoral Scholar and Clinical Instructor Appointments

On March 4, 2013 the Office of Postdoctoral Affairs offered a training session entitled “Processing Clinical Trainee and Joint Clinician Educator Appointments”. At this session Jessica Mendonça, who handles the Clinician Educator line, presented the process of appointing concurrent appointments and discussed the 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.

Below are the concurrent appointment submission deadlines for Academic Affairs and Faculty Compensation.

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

Clinician Educator Appointments & Promotions Committee Agendas

Due to the high volume of actions that must be reviewed by the CE A&P Committee, we made some procedural changes last fall to expedite the review of these actions. We are happy to report that the CE A&P backlog has been cleared and actions submitted in a timely manner (complete files, with no issues) are decided upon more quickly. We ask departments to allow a minimum of 45 days in advance of the effective date for completion of school review.

Reminder: Clinical Instructor, FTE changes, and extensions are reviewed by OAA in the order submitted. We ask departments to allow a minimum of 30 days in advance of the effective date for completion of school review.

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

Jzesern Tan Wins Spirit Award

Please join us in sending heartiest congratulations to Jzesern Tan, Faculty Affairs Administrator and Lead Administrative Associate in the Department of Molecular and Cellular Physiology on his receipt of this year’s Spirit Award, which acknowledges outstanding contributions to the mission and vision of the School of Medicine. Well done, Jzesern!
Faculty and Academic Staff Appointments (FASA) Project

The School of Medicine is participating in a university-wide project to develop a web application called Faculty and Academic Staff Appointments (“FASA”). Professorial appointments amendments and emeriti recalls (currently “blue form” actions) will be created, submitted and approved through FASA when the system goes live in a few months. (Long forms for School of Medicine faculty will continue to be compiled in FAST|FAC.) Volunteers are needed during the first week of April to help test the system and the written job aids. If you are interested in helping out with an hour or two of your time, please contact Jane Volk-Brew.