OFFICE OF ACADEMIC AFFAIRS
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New Leadership in Academic Affairs

We are pleased to welcome Dr. Linda M. Boxer to her new role as Vice Dean of the School of Medicine. She succeeds Dr. David Stevenson, who served as Vice Dean for seven years and as Senior Associate Dean for Academic Affairs for twelve years.

Dr. Boxer is a Professor of Hematology and Chief of the Division of Hematology in the Department of Medicine. She has served as Senior Vice Chair of the Department of Medicine and has been a member of the University Advisory Board and chair of the School’s Appointments and Promotions Committee.

As Vice Dean, Dr. Boxer will help set strategic priorities for the School, provide guidance on senior academic leadership appointments and work to increase collaboration between the basic and clinical science departments as well as with the hospitals and the University at large. As the senior official in Academic Affairs, she will oversee recruitment, appointment, retention and promotion of all faculty members.

Vice Dean Boxer has announced the appointment (or reappointment) of three distinguished faculty who will be serving as Associate Deans in the Office of Academic Affairs. They are: Dr. Maurice Druzin, Professor of Obstetrics and Gynecology, who has served as an Associate Dean since 2001; Dr. Sherry Wren, Professor of Surgery, who has served as an Associate Dean since 2008; and Dr. James Brooks, Professor of Urology, who joined OAA on September 1.

Vice Dean Boxer has expressed her appreciation and gratitude to Drs. Lucy Tompkins (Medicine), Gary Schoolnik (Medicine) and Natalie Rasgon (Psychiatry and Behavioral Sciences) who have completed their tenure as Associate Deans.
**Important Offer Letter Updates**

Offer letters for all paid individuals have been updated with new information or changes to paragraphs on data security, SUNet IDs, Professional Services Income, the Physician Practice Policy, and mandatory reporting requirements. Please be sure to download the latest templates whenever you are creating a draft offer letter.

A note about Physician Practice Policy, Professional Services Income, and Mandatory Reporter Status:

These three areas are critical for new faculty physicians to understand and acknowledge as soon as possible after arriving at Stanford. The Office of Academic Affairs used to provide information, and letters to sign and return, on these areas along with the Dean’s congratulatory letter (for the Professoriate) or appointment letters (for CEs). However, many faculty had already been working at Stanford for some time when they received this information.

To ensure that they receive this important information in a more timely fashion, links to the Practice Policy and the abuse reporting requirements have been included in the offer letter. The Professional Services Income (PSI) section has been updated to state that signing the offer letter indicates acceptance of the Practice Policy and PSI rules.

To acknowledge their status as a mandated reporter for child abuse, new faculty physicians must sign an online form at: [http://uhr.stanford.edu/form-instructions](http://uhr.stanford.edu/form-instructions). This is also noted in the offer letter.

For questions regarding Professoriate offer letters, please contact either Rebecca Robinson or Craig Spencer. For questions regarding CE offer letters, please contact Jessica Mendonca.

**Kudos: Annual Counseling for Assistant and Associate Professors**

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 the 2012-13 academic year:

- Biochemistry (Ruth Norris)
- Cardiothoracic Surgery (Corrine Sanchez)
- Comparative Medicine (Barbara Conley)
- Dermatology (Vanessa Aczon)
- Developmental Biology (Sue Elliott)
- Medicine (Gretchen Picache)
- Molecular and Cellular Physiology (Jzesern Tan)
Orthopaedic Surgery (Kara Sjoblom-Bay)
Otolaryngology (Lori Abrahamsohn)
Pediatrics (Jessica Campbell Olson)
Psychiatry and Behavioral Sciences (Heather Kenna)
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 2012-13 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. The extended deadline for reporting this information is September 30; unfortunately, if we do not hear from you by that date, your department’s record will be marked as incomplete.

Questions should be directed to Rebecca Robinson.

**Workshop on Visas for Visiting Scholars and Visiting/Consulting Faculty**

A workshop on the topic of visas for Visiting Scholars and Visiting and Consulting Faculty will be held on Thursday, October 24, from 3:00 to 4:30 p.m. in Room M106 of the Alway Building. The presentation will be led by Lynn Kroner and Elsa Gontrum, Scholar Advisors at the Bechtel International Center, and will cover the following areas:

- visa classifications that accommodate Visiting Scholars and Other Teaching Title categories
- mandatory confirmation of arrival at Stanford
- maintaining visa status (including health insurance coverage)
- travel and re-entry
- amending start/end dates
- extension requests
- early departure
- transferring to/from Stanford
- changes in funding/payment

The presentation will be followed by a Q&A session. Please register for the workshop via this [link](#).
**Data Security: Email Addresses Required for All Non-Employee Affiliated Appointments**

The School of Medicine Data Security Policy mandates enterprise backup and encryption of all computers and mobile devices, both Stanford-owned and personally-owned, used for Stanford business by faculty, staff, students and other affiliates, if the device might store or access Protected Health Information (PHI) or other Restricted or Prohibited data. All individuals in the School of Medicine must complete a Data & Device Attestation to identify whether they are exposed to Restricted or Prohibited Data and if so, the kinds of devices they use.

Information Resources and Technology (IRT) is starting to track compliance to the School of Medicine Data Security Policy for all of our academic non-employee affiliated appointments. IRT notifies individuals that they are required to fill out a Data and Device Attestation through email. However, email addresses are not normally obtained or recorded on the appointment forms for these populations. Therefore, IRT has requested that OAA obtain an email address for all our non-employee affiliated academic appointments, which can then be entered into PeopleSoft at the time the action is processed through OAA.

Effective October 1, all appointment actions will require an email address for the proposed candidate for Visiting Faculty, Consulting Faculty, Clinician Educators (Affiliated), Visiting Scholars, and Adjunct Clinical Faculty. The appointment forms have been updated to include a field for an email address and are currently available on our website.

Any questions should be directed to Kathleen Warmoth.

**Policy Change Regarding Time Off with Pay and Paid Conference Leave for Instructors**

We are pleased to report that we have obtained a determination that Instructors are eligible for annual paid time off and conference leave commensurate with that offered to Clinician Educators. The Instructor offer letter template has been revised to include this (along with some other changes) and the School of Medicine Faculty Handbook chapter on Instructors will soon be updated to reflect the policy change.

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

**Advisory Board Membership and Schedule**

Two School of Medicine faculty members have been elected to the 2013-14 Advisory Board: Dr. Philip Lavori, Professor of Health Research and Policy, and Dr. Lucy Shapiro, Professor of Developmental Biology.

The seven-member Advisory Board, representing members of the Academic Council across the University, reviews and makes recommendations for most Academic Council appointments 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.
Depending upon file volume, the Advisory Board generally meets twice each month in the fall and winter quarters and weekly in spring and early summer. In the summer of 2014, the Board will hold only one meeting in July and one in August.

**Duplicate EmplIDs**

As of August 1, 2013, the Card Office is requiring that all duplicate EmplIDs be merged prior to issuing an ID card for all our Visiting Faculty, Consulting Faculty, Clinician Educators, Visiting Scholars, and Adjunct Clinical Faculty. Departments must merge duplicate EmplIDs by submitting a Help ticket to Central HR. Please note that this process does take time to complete and any delays will hamper the ability of your non-paid faculty members to receive their ID card. Therefore, we strongly suggest that prior to creating a SUnetID a PeopleSoft Search/Match is completed by the departmental HR officer to determine if there is already an existing EmplID.

**Reminder from the Provost’s Office Regarding FASI**

The Provost’s Office has reminded schools that ALL searches should employ the FASI applicant information system. Any file for which this system was not used MUST be accompanied by a written explanation. As collection of applicant information is a federal legal requirement, the Provost’s Office instructs that explanation of any exception to use of FASI must be written as though the audience were a federal auditor.

Any questions should be directed to Valerie Meeks.