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Changes Made to the CE Professional Development Leave Program Statement  
Changes Made to the School of Medicine Faculty Handbook Chapter 8.5 on CEs  
OAA Partners with IRT for a Senior Business/Systems Analyst Position  
Farewell and Thank You, Kara Sjoblom-Bay  

Changes Made to the Clinician Educator Professional Development Leave Program Statement  

The Clinician Educator Professional Development Leave Program statement has been modified to provide greater clarity, eliminate two situations for which policy exceptions must be sought and to add a provision about the Practice Policy.  

One of the changes eliminates the need to obtain an exception from the Vice Dean when a Clinician Educator must defer taking leave by programmatic need. The decision regarding deferred leave with continued accrual to the 140 day maximum has been delegated to the department chair and division chief. The Program statement also clarifies that leaves of less than 70 days duration are permitted. Approval from the Vice Dean will continue to be required for deviations from the Program's provisions on total absence from service and on leave salary. The revised Program statement is on OAA’s web page http://med.stanford.edu/academicaffairs/CEs/ under “Leave of Absence”: Professional Development Leave Program.  

Questions frequently arise about eligibility, eligible service, and leave accrual and use. Department administrative staff can assess a Clinician Educator’s eligibility for the Program and estimate his/her leave accrual using the guidelines in the document entitled “FAQ”. Confirmation of the accrual will come from the Office of Academic Affairs and by Faculty Compensation during the leave application review process. The “FAQ” document appears on OAA’s web page http://med.stanford.edu/academicaffairs/CEs/ under “Leave of Absence” to the right of the Program statement: FAQ.  

Any questions should be directed to Jessica Mendonça.  

Changes Made to the School of Medicine Faculty Handbook Chapter 8.5 on Clinician Educators  

The School of Medicine Faculty Handbook Chapter 8.5 has been reorganized for paid absences and a new section on unpaid absences was added:  

C. Unpaid Absences

During an unpaid absence a Clinician Educator does not receive pay from the University. Administrative Guide Memo 2.1.8.2 describes several types of leave of absence without salary and addresses benefits continuation during an unpaid leave of absence. A Clinician Educator may be placed on personal leave without pay at a department's discretion and with advance approval from the Office of Academic Affairs. Consideration will be given to the type of absence, the impact on programmatic need, and whether the absence is to be partial or complete, and the duration of the absence; approval of an absence exceeding 12 months should be rare. An unpaid leave of absence must be for a definite period with specific starting and ending dates and cannot extend beyond the end of a fixed-term appointment. Additional policies for Leaves of Absence appear in Administrative Guide Memos 2.1.8.3 and 2.1.8.4.


Any questions should be directed to Jessica Mendonça.

**OAA Partners with IRT for a Senior Business/Systems Analyst Position**

In the wake of Jane Volk-Brew’s retirement, much consideration has been given to coverage of her former responsibilities, especially those connected to systems support (FASTFAC, FASI, FASA). The Office of Academic Affairs has joined with the Office of Information Resources and Technology in creating the new position of Senior Business/Systems Analyst which will provide business analysis expertise in the acquisition, design, development and implementation of Medical School administrative systems solutions, focusing on providing support to the Office of Academic Affairs’ applications.

The position has been posted (#61877), and we would appreciate your assistance in spreading the word about this opportunity.

**Farewell and Thank You, Kara Sjoblom-Bay**

Kara Sjoblom-Bay, Faculty Affairs Administrator in the Department of Orthopaedic Surgery, has announced that she will be leaving her position next month. We want to take this opportunity to thank Kara for her exceptional work and to wish her all the best in her future endeavors.

A search is under way for her successor (the posted job number is 61839).