OFFICE OF ACADEMIC AFFAIRS
SCHOOL OF MEDICINE
COMMUNIQUE
JULY 2014

Dr. Cheryl Gore-Felton Appointed as OAA Associate Dean

Vice Dean Linda Boxer has announced that Dr. Cheryl Gore-Felton, Professor of Psychiatry and Behavioral Sciences, has been appointed Associate Dean for Academic Affairs, effective September 1. She will succeed Dr. Sherry Wren, who has served with distinction in this role for the last six years.

A member of the Stanford faculty since 2005, Dr. Gore-Felton’s clinical focus is on the treatment of anxiety disorders, including post-traumatic stress disorder. Her research includes the development of effective psychotherapy interventions to reduce chronic stress, enhance positive health behaviors and reduce morbidity and mortality among patients coping with medical illnesses, which are often life threatening. She is the Associate Chair of Faculty Development and Academic Affairs in the Department of Psychiatry and Behavioral Sciences and currently serves as a member of the School’s Appointments and Promotions Committee.

Along with OAA Associate Deans Maurice Druzin and James Brooks, Dr. Gore-Felton will share responsibility for monitoring the career trajectory of assistant and associate professors and providing guidance to chairs, chiefs and/or faculty members; meeting with new assistant professors as they join the School and with those assistant professors who have been reappointed to a second term; managing sensitive cases involving individual faculty members who are facing personal and/or professional challenges; and working with me and senior OAA staff members to develop and implement School-wide policy initiatives. Alternating with Dr. Brooks, she will also oversee and attend meetings of the Assistant Professors Review Committee.

We look forward to welcoming Dr. Gore-Felton to OAA in September.

Data Security and Faculty Leaves and Departures: Temporary School of Medicine Policy

The University is in the process of developing a new policy about departing personnel and how to address data security issues with respect to their electronic devices that may store Stanford data.
Last month department chairs and DFAs were informed that, as an interim step, departments and operating units in the School of Medicine will implement the following temporary policy regarding faculty leaves and departures:

Departments will review all leaves and departures and assess all devices that store Stanford data for faculty prior to their departure from Stanford University for either permanent or temporary leaves of more than 30 days. The required leave review will be guided by the Director of Finance and Administration (or designee) and the technology assessment will be performed by an information technology professional under the direction of the DFA.

Effective immediately, a Faculty Leave/Departure Data Security Attestation Form must be completed and signed by the DFA for each resignation, retirement or leave that is over 30 days. This applies to faculty in the Professoriate and in the Clinician Educator Line.

The form can be found on the OAA Forms page, or here.

Any questions should be directed to OAA.

**Definition of Joint Appointments Expanded**

Effective immediately, the School of Medicine is expanding its definition of joint appointments to include the following two options:

A joint appointment (>0%) will reflect *major contributions* to two or more units in terms of time, effort and programmatic need with resources (e.g., salary, billet) allocated proportionately.

A joint appointment at 0% (formerly defined as a “secondary appointment”) will acknowledge a faculty member’s *active participation* in a secondary department’s research, educational and/or clinical activities; all resources will be provided by the primary department.

Please note that in all joint appointments, even those that are divided evenly between two units, one unit is designated as “primary” and the other(s) as “secondary.”

The School of Medicine Faculty Handbook has been revised to reflect the change in terminology (that is, moving from secondary appointments to joint appointments at 0%) and to provide greater clarity with respect to the definitions of Joint Appointments (>0%), Joint Appointments at 0%, and Courtesy Appointments.

In processing joint appointments at 0% in FASA, as in the past, please select the option of secondary without FTE.

Any questions should be directed to Judith Cain.

**Number of CECCEs Now the Same for MCL and CE Actions**
As you know, the evaluation of clinical excellence is a critical component for appointment, reappointment and promotion actions, especially in the Medical Center and Clinician Educator Lines. After careful consideration, we have decided that the number of Clinical Excellence Core Competencies Evaluations (CECCEs) required for MCL and CE actions should be the same and that the current MCL standards should be applied to the CE Line. The CE evidence tables have been revised accordingly and should be used going forward.

Any questions should be directed to Jessica Mendonca.

**Simplifying Long Form Sections in FAST|FAC**

The Billet and the Search and Evaluation sections for new appointments in FAST|FAC have redundant data and sections, causing extra work for FAA’s and duplicate or unnecessary information in the long form.

Effective immediately, for any new appointment long forms in FAST|FAC, **in Section 1, only 1B will need to be filled out, and in Section 2, only 2B will be required.**

The following sections will be marked as “completed” automatically when the long form is launched:
- 2A: Search and Evaluation Committees
- 2C: Advertisements and Solicitations
- 2D: Applicant Pool Information
- 2E: Finalists
- 1A: Departments
- 1C: Faculty Incentive Fund Letter.

You no longer have to enter data into these sections; the information can reside in the search report, as originally presented to OAA for approval, which must (as always) be uploaded into Section 2B: Description of the Process.

When generating a PDF, those sections will not be available for selection. This should significantly reduce the effort of entering data for a long form, and the number of unnecessary pages once the PDF is generated.

Any questions should be directed to Rebecca Robinson.

**Survey of Departmental Evaluation Processes for Professoriate Actions**

Departmental faculty, from search committees to A&P committees to division chiefs and department chairs, are responsible for one of the most important components of the faculty reappointment, reappointment and promotion process: the application of their professional and scholarly judgment consistent with School criteria for research, teaching and (if applicable) clinical activities.
The Office of Academic Affairs is interested in producing a document that outlines general expectations with respect to departmental review procedures, including a section on “best practices.” The first step will be to gather information on current processes for appointment, reappointment and promotion actions.

Toward that end, we are asking departmental faculty affairs administrators to please describe, in sequence, those evaluation committees that have a formal role in evaluating candidates for appointment to the Professoriate. For example, various combinations might include: search committee and departmental A&P Committee or search committee, evaluation committee and departmental A&P Committee or search committee and departmental faculty (either as a whole or as a subset of the whole). Please indicate whether the committee is an ad hoc one (as will be the case for most search committees and evaluation committees) or a standing one (as will be the case for most A&P committees).

Also please describe, in sequence, those evaluation committees that have a formal role in evaluating candidates for reappointment or promotion in the Professoriate.

Please email a brief description of your processes to Judith Cain by August 1.

**Faculty Development and Diversity (Provost’s Office) Announcements**

Workshop for Search Administrators:

Faculty Development and Diversity in the Office of the Provost will present a workshop for search administrators on Thursday, July 18, from 10:30-11:30 a.m. (location TBA). This is intended to supplement information provided by the schools and will, among other things, focus on the ways to implement the legally-mandated Equal Employment Opportunity data collection and reporting requirements of applicant data.

Please RSVP here: [https://stanforduniversity.qualtrics.com/SE/?SID=SV_9GEQdFW9jSRKo7P](https://stanforduniversity.qualtrics.com/SE/?SID=SV_9GEQdFW9jSRKo7P)

Updates on FASI:

As of June 1, two additional questions -- veteran status and disability -- were added to the FASI survey per new OFCCP regulations. This does NOT affect how FASI works for search administrators. The FASI Instructions document has been updated accordingly, including a current set of screenshots of what the applicants will see when they log in to answer the survey questions. The "Applicant Grid" will remain the same until further notice.

Reminder to "close" your search(es) on FASI and Toolkit:

If you have created a search on FASI and/or on the Faculty Search Toolkit in the past year and the search has completed (either resulting in a successful hire or otherwise), please login to those
sites and close your search. This helps us keep the archives clean and for you to get the correct version of required documents (e.g., FASI final grid).