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Limit Set on Candidate-Recommended External Referees

For faculty appointments, reappointments and promotions, confidential letters from professional peers are the cornerstone of the evaluation process at Stanford and other top-tier institutions. External, independent referees are particularly important in validating the candidate’s stature and impact in the field.

The candidate participates in the evaluation process through submission of an up-to-date curriculum vitae and candidate’s statement and by recommending the names of potential referees. At the department chair’s discretion, such names may or may not be included in the final set of referees. While the University has suggested that schools place an upper limit on the number of referees that a candidate can recommend, there has been no written University or School policy on this issue.

It has come to our attention that, in some recent cases, candidate-recommended evaluators have dominated the final list of referees. In order to address this concern, and to encourage an appropriate mix of independent referees, effective immediately, candidates for appointment, reappointment and promotion will be allowed to submit up to a maximum of three names of potential external referees for consideration by the department chair. When the list is submitted to the Office of Academic Affairs for review, those names suggested by the candidate should be identified with an asterisk and footnote. This will apply to all actions except the appointment of new assistant professors.

Any questions should be directed to Craig Spencer or Rebecca Robinson.

Rescheduled: Brown Bag Lunch on Early Solicitation of Full Referee Sets for Associate and Full Professor Appointment Actions

Craig Spencer will lead the discussion at a brown bag lunch at noon on Friday, June 27, in the OAA conference room (Alway M116) on the topic of early solicitation of full referee sets for associate and full professor appointment actions. Please register for the session here.
Changes to the Criteria for Appointment as Clinical Assistant Professor

Chapter 8.2.E.4.a., on the criteria for appointment as Clinical Assistant Professor, has been updated and no longer requires Clinical Assistant Professors to have three years of experience since completion of their house staff training or post-residency fellowship experience. It is now at the department’s discretion. Departments may assess the candidate’s qualifications and decide if he/she is ready for a Clinical Assistant Professor position.

The option to appoint a candidate as a Clinical Instructor is still available. (Clinical Instructor is also still appropriate for locum tenens appointments, for individuals who will receive mentorship in advanced clinical skills focused in a sub-specialty of their primary specialty, and for concurrent fellow appointments.)

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

Now Required: Brief Description of How CE Candidates were Identified

The Office of Academic Affairs is beginning to track the means by which candidates in the Clinician Educator Line have been identified for appointment. We ask that the department chair’s transmittal memoranda include a brief description of this, including whether a search occurred.

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

Clinical Instructors Now Eligible for Career Development Awards

It has come to our attention that Clinical Instructors can now apply for career development awards. The Research Management Group’s website http://med.stanford.edu/rmg/piwaiver.html provides details on the permitted research activity, waiver eligibility criteria and request procedures.

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

Changes to the Handbook on Proportionality of Contributions for Instructors

Now that Clinical Instructors can apply for career development awards, OAA will no longer appoint an Instructor during his/her initial appointment term with a higher proportion of effort towards clinical care and teaching while he/she actively applies for funding. The School of Medicine Faculty Handbook, Chapter 7.2.B., has been updated to eliminate this limited condition.

Any questions should be directed to Jessica Mendonça.
Employment Opportunity (EEO) Statement Revised for Faculty Position Announcements

New federal mandates are taking effect with respect to the inclusion of veterans and individuals with disabilities in affirmative action regulations. Please note that the EEO statement required for all faculty position announcements has changed to the following:

“Stanford University is an equal opportunity employer and is committed to increasing the diversity of its faculty. It welcomes nominations of and applications from women, members of minority groups, protected veterans and individuals with disabilities, as well as from others who would bring additional dimensions to the university’s research, teaching and clinical missions.”

Reminder: Deadline Approaching for Annual Counseling and Senior Faculty Meetings Documentation

This is a reminder that departments must confirm by September 1 that annual counseling has taken place for their assistant and associate professors. Confirmation that annual meetings with senior faculty have taken place is also due at that time. The reporting period is from September 1, 2013, to August 31, 2014. Information about annual counseling, along with the annual counseling document form, is available on OAA’s website. Information about senior faculty annual meetings is also available there.

Questions regarding annual counseling should be directed to Rebecca Robinson.

Questions regarding annual meetings with senior faculty should be directed to Judith Cain.

New Faculty Orientation Scheduled for September 10

The Office of Faculty Development and Diversity in the Provost’s Office will be holding an all-day New Faculty Orientation on Wednesday, September 10. The orientation is open to those who will be starting this fall as well as to faculty who have started at any point in calendar year 2014. Faculty may sign up for the orientation by emailing facultydevelopment@stanford.edu.

New Faculty Benefits Orientation Available On Location and Via the Web

The Benefits Office will be holding four orientation sessions for new faculty in July, August and September. Two of the sessions will be on location and the other two will be presentations via the Web. Further information is available here.