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New Faculty Searches Page Launched

All policies, procedures and instructions related to faculty searches can now be found in a new Faculty Searches page on the OAA website. Please note that the Guide to Faculty Searches has been discontinued and that all information previously included in that document has been incorporated into the various sections of the new page.

Faculty Searches has been organized chronologically, beginning with an Overview (including red flags to avoid), Requesting a Search; Launching the Search; Narrowing the Field of Candidates; Interviews and Candidate Selection, Search Report, Letters of Evaluation and Offer Letter; and Waivers of Search. Templates and Samples are also included.

This page includes the introduction of the new Search Initiation Request Form, which replaces the department chair’s or institute director’s transmittal memorandum and organizes all required information into a single document.

Our primary goal is to make it easier to locate information that will be useful to you in managing searches, from beginning to end. Comments and suggestions about the new page are encouraged and will be helpful to us in meeting this goal. Please let us know what you think.

Questions or comments should be directed to Judith Cain or Rebecca Robinson.
Patrice Parsons Appointed Senior Business/Systems Analyst

We are pleased to announce that Patrice (Pi) Parsons has been appointed to the new position of Senior Business/Systems Analyst in the Office of Academic Affairs and the Office of Information Resources and Technology. In this role, she will provide business analysis expertise in the acquisition, design, development and implementation of School of Medicine administrative systems solutions, focusing on providing support to the OAA’s applications, including FASTFAC and Faculty Billets.

Most recently, Pi served as an IRT Business Analyst in Continuing Medical Education where she was responsible for the implementation of an upgraded CME tracking system. Prior to that, she was an independent consultant who worked on projects for Silicon Graphics, net.com and Wyse Technology, among others.

Pi will join us on May 12; her email is pparsons@stanford.edu. While her time will be split between OAA and IRT, she will initially spend the majority of her time in OAA. We hope you will join us in welcoming Pi to her new role.

Revised School of Medicine Faculty Handbook Chapter on Instructors

The School of Medicine Faculty Handbook chapter on Instructors has been revised and published at http://med.stanford.edu/academicaffairs/handbook/chapt7.html.

The core of Chapter 7 is dedicated to criteria and guidelines for appointment and reappointment of Instructors and of Instructors (Affiliated).

Chapter 7 also links to the policies applicable to Instructors appearing in other Stanford University web pages, including the Administrative Guide, the Practice Policy, and the Stanford Industry Interactions Policy.

Questions should be directed to Jessica Mendonça.

School of Medicine Faculty Compensation Policy Added to Handbook

Please take the time to familiarize yourselves with the newly released School of Medicine Faculty Compensation Policy (School of Medicine Faculty Handbook, Section 2.13), which provides information on the base, variable and incentive payments of the School’s faculty compensation program.

Any questions should be directed to Sue Kingston.
Trainee Solicitation Letters or Summary of Confidential Conversations

Instructions in the University long forms for reappointments and promotions specify that student evaluations may take the form of letters, or they may take the form of a summary of confidential conversations with a member of the evaluation committee. New trainee solicitation letters are now available on OAA’s website that specifically provide a confidential conversation as an option to trainees.

Please note that in situations where the minimum number of letters has *not* been reached or when the overall response rate is below 50%, the trainee will be informed in a second reminder that “the School of Medicine has recently standardized the practice of following up directly by phone with trainees who, for whatever reason, have not responded to previous requests for participation in the evaluation process.” The Office of Academic Affairs will provide guidance to department chairs or evaluation committee members regarding the format and content of the follow-up phone call.

Any questions should be directed to Judith Cain.

Brown Bag Lunch on Processing Retirements and Emeritus Recalls

The next in our series of brown bag lunches will be held at noon on Tuesday, May 20 in the OAA conference room (Alway M116) on the topic of how to process retirements and emeritus recalls. Ellen Waxman, Kathleen Warmoth and Mihaela Bozdog will lead the discussion. Please register for the session here.

Brown Bag Lunch on Early Solicitation of Full Referee Sets for Associate and Full Professors

Craig Spencer will lead the discussion at a brown bag lunch at noon on Wednesday, May 28, in the OAA conference room (Alway M116) on the topic of early solicitation of full referee sets for associate and full professor appointments. Please register for the session here.

Turnaround Time for Creation of Faculty Candidates in FASTFAC

Given workloads and competing priorities, departments should allow two days for the Office of Academic Affairs to create faculty candidates in FASTFAC.

Any questions should be directed to Kathleen Warmoth.

Reminder about the ID Card Office

Before directing a Visiting and Consulting Faculty member without salary or a Visiting Scholar to the ID card office, please check FAST|FAC to verify that the individual’s academic affiliation is displayed.
Welcome to Kurfay Fajardo, New FAA in Orthopaedic Surgery

Kurfay Farjardo has been appointed as the new faculty affairs administrator in the Department of Orthopaedic Surgery. Kurfay comes to the School from the Department of Chemistry, where she worked in faculty affairs as well as in human resources. Please join us in welcoming Kurfay to the FAA Community.