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**Janice Lowe Appointed OAA Associate Dean**

Vice Dean Linda Boxer sent a communication to department chairs and division chiefs last week announcing the appointment of Dr. Janice Lowe, Clinical Professor of Pediatrics, as an OAA Associate Dean. Here is the full text of the announcement:

Dear Colleagues,

Since its establishment ten years ago, the Clinician Educator Line has grown dramatically, rising by 72% over the last five years alone. During this time, Dr. Maurice Druzin, Professor of Obstetrics and Gynecology, has managed a wide range of CE-related activities through his role as an OAA Associate Dean, and his judicious management of the Line has been appreciated and valued.

I am writing to let you know that the 2014-15 academic year will mark a period of transition as Dr. Druzin reduces his time and effort in OAA before stepping out of his role as Associate Dean within the next year. Concurrently, I am pleased to announce that, effective October 1, Dr. Janice Lowe, Clinical Professor of Pediatrics, will be joining with Dr. Druzin to manage the CE Line; she will then succeed him as Associate Dean after he completes his service.

A member of the faculty since 2004, Dr. Lowe’s clinical practice, teaching and curriculum development has focused on developing culturally competent clinical services in underserved communities. She has served as a member of the School’s Clinician Educator Appointments and Promotions Committee since 2007 and, next month, will chair the newly constituted Clinical Assistant Professors Review Committee.

I am confident that Associate Deans Druzin and Lowe will form a strong partnership in representing the best interests of the School’s Clinician Educators during this transitional year. Please feel free to contact either one of them in the coming months to discuss issues of interest or concern.
Revisions to CECCE Evaluation Form

The Clinical Excellence Core Competencies Evaluation (CECCE) form used to assess faculty clinical performance has been revised. Please note the following changes:

- Form renamed the "Clinical Excellence Survey (CES)"
- Scale category headers revised
- Number of questions reduced slightly

Updated documents and resources associated with these changes (including a new Qualtrics template) are available on the OAA website. Please check to see that you are using the latest version of the form/.qsf file when launching new clinical assessments. Caution for Qualtrics users: our current survey email template, as described in the detailed Qualtrics instructions, includes instructions for respondents who prefer to submit a Word or PDF response outside the Qualtrics system. The URLs to these "manual" version Word and PDF forms will change, so please consult the revised Qualtrics instructions for the latest email language capturing these new URLs.

Any questions should be directed to Craig Spencer.

Second CE A&P Committee Added

As the result of continuing growth in the Clinician Educator Line, the Office of Academic Affairs has added a second review committee to keep pace with appointments, reappointments and promotions. This new committee structure became effective on October 1.

The Clinician Educator A&P Committee will review all actions at the level of clinical associate professor and clinical professor. Its members are:

Maurice Druzin, Obstetrics and Gynecology (Chair)
Justin Birnbaum, Psychiatry and Behavioral Sciences
Sang-ick Chang, Medicine
Jane Chueh, Obstetrics and Gynecology
Ronald Cohen, Pediatrics
Anita Honkanen, Anesthesiology, Perioperative and Pain Medicine
David Lowenberg, Orthopaedic Surgery
John Mark, Pediatrics
Andrew Shelton, Surgery
Dean Winslow, Medicine

The newly constituted Clinician Assistant Professors A&P Committee will review all actions at that rank. Its members are:

Janice Lowe, Pediatrics (Chair)
Raffick Bowen, Pathology
Jeremy Collins, Anesthesiology, Perioperative and Pain Medicine
Anna Finley Caulfield, Neurology
T. Kyle Harrison, Anesthesiology, Perioperative and Pain Medicine
Clinical Instructor appointments will continue to be approved by Vice Dean Linda Boxer or her delegate.

Questions should be directed to Jessica Mendonca.

**Changes Made to Clinician Educator Evidentiary Requirements**

After careful consideration, we have decided to add the Clinical Excellence Survey (CES) as a requirement for reappointments as Clinical Instructor as well as appointments to Clinical Assistant Professor if the candidate has provided clinical care at Stanford. The CE evidence tables have been revised accordingly and should be used going forward.

Any questions should be directed to Jessica Mendonca.

**Professoriate Candidate’s Statements Limited to Three Pages**

We have been reminded by the Provost’s Office that candidates for appointment, reappointment or promotion should limit their Candidate’s Statements to three pages. All references on the OAA website have been updated to reflect this.

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

**Reminder about Streamlining Long Forms**

The April Communiqué carried specific instructions for streamlining the long form with respect to the department chair’s transmittal memorandum and the section of the long form that describes the candidate’s role. Over the last few months, we have given departments time to adjust to the expectation for brevity and have accepted longer documents during this grace period.

*However, effective immediately, sections of the long form that exceed the standards outlined below will be returned to the department for revision.* To avoid having to do unnecessary work, please ensure that your department chair and faculty lead are aware of and conform to the requested length of these documents.

- Chair’s Transmittal Memorandum

  We recommend that the chair’s transmittal memorandum be brief (generally, one page) and avoid repeating information contained in other parts of the long form (e.g., Candidate’s Statement, Role of the Candidate, Evaluation of the Candidate, or quotes from referees. Instead, the memorandum should be a focused argument in favor of the action by the department chair that includes a succinct description of his or her background and areas of focus as well as an explanation about why the work is important to the field and to the department. There should be a discussion of any
significant negative evidence uncovered in the review process and, if applicable, how it is being addressed.

- Description of the Candidate’s Role

Scholarship – This section of the long form should be one page or less and should include an account of at least one specific work by the candidate and its impact or importance.

Teaching and Clinical Activities – Descriptions of the candidate’s teaching and, if applicable, clinical activities should be limited to one paragraph each.

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

Academic Affairs Website

You will notice that the OAA website has a new look, as we have just upgraded to the School’s new web platform. Bookmarks for FAST|FAC, Faculty Billets, and possibly other pages will need to be updated; the old links may not work as the underlying pages have been rearranged. If a bookmark to one of the OAA pages does not work, please try navigating to the page from the OAA home page before contacting us. Otherwise, please contact Rebecca with any issues or questions about the new website.

Interim Redistribution of OAA Duties

As announced last month, Miha Bozdog has accepted a promotional opportunity in the Department of Medicine. We are in the process of hiring a temporary employee, who will be responsible for basic administrative duties, including the production of appointment, reappointment and promotion letters.

For the time being, the interim distribution of other duties will be:

Visiting faculty, visiting scholars, consulting faculty and other teaching titles: Rebecca Robinson

Resignation Notifications: Craig Spencer (senior faculty), Rebecca Robinson (junior faculty)

Retirement Notifications: Ellen Waxman

Employment Verification Requests: Lisa Joo

Many thanks for your understanding and patience.