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Kudos: Annual Counseling for Assistant and Associate Professors

We would like to acknowledge outstanding management of the annual counseling process by the following departments and faculty affairs administrators who have reported 100% compliance for the 2013-14 academic year:

Anesthesia (Virginia Tse)
Cardiothoracic Surgery (Corrine Sanchez)
Chemical and Systems Biology (Kathy Johnson)
Comparative Medicine (Anne Lum)
Dermatology (Vanessa Aczon)
Genetics (Margie Mahoney)
Medicine (Gretchen Picache)
Neurology and Neurological Sciences (Kelli Santini)
Otolaryngology (Lori Abrahamsohn)
Pathology (Cynthia Llanes)
Pediatrics (Jessica Campbell Olson)
Psychiatry and Behavioral Sciences (Heather Kenna)
Radiation Oncology (Yvonne Concepcion)
Radiology (Kendall Yi)
Surgery (Libby Roberts)
Thanks to all of you for your efforts in ensuring that your assistant and associate professors received annual counseling in compliance with School and University policies. We greatly appreciate your work!

Note to departments that have not yet been in contact with OAA: The reporting deadline for 2013-14 was August 31st. Since the School and University expect compliance from all departments, please make it a priority to confirm that annual counseling has taken place in your department. The extended deadline for reporting this information is September 30; unfortunately, if we do not hear from you by that date, your department’s record will be marked as incomplete.

Questions should be directed to Rebecca Robinson.

**Annual Counseling Forms Now Required for Reappointment and Promotion Actions**

As you know, the core purpose of annual counseling is to provide candid and helpful feedback and guidance to assistant and associate professors, especially in light of the criteria for reappointment or promotion. Departments must retain a copy of the annual counseling documentation form in the faculty member’s departmental file and report compliance (as highlighted above) with the Office of Academic Affairs on an annual basis.

Effective immediately, we are asking that you provide us with annual counseling forms whenever one of your faculty members is being reviewed for reappointment or promotion. These forms will not be provided to School review committees, the Advisory Board or the Provost’s Office but will instead be used exclusively by the Vice Dean and OAA Associate Deans in calibrating a candidate’s progress toward reappointment or promotion and in decision-making regarding the School’s recommendation.

The annual counseling forms should cover the period from the time of the candidate’s last action up to the time of the current action. For example, for someone under consideration for reappointment as an assistant professor in the Medical Center Line, forms from the candidate’s first appointment term should be submitted. For someone under consideration for promotion to associate professor in the University Tenure Line, forms from the post-reappointment years should be provided.

It will not be necessary to provide annual counseling forms for long forms currently under review in OAA in draft or final form. This new policy will apply to all other files going forward. It would be helpful to have the forms submitted via secure email at the same time that the draft long form is sent to OAA.

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

**Six-Month Timeline for Professoriate Reappointments and Promotions**

As announced in the April Communiqué, effective September 1, timelines for all reappointments and promotions were reduced from eight months to six months.
Actions will continue to be launched one year in advance to provide time for review at the School and University levels and to accommodate any delays that may occur along the way. The good news is that the earlier promotions are approved, the earlier they can become effective. Occasionally, and for compelling reasons, an action may be launched ten months (rather than 12 months) before the appointment end date; such reasons might include, for example, imminent confirmation of grant or publication acceptances. Such situations should be discussed with the Office of Academic Affairs.

Questions should be addressed to Judith Cain, Rebecca Robinson or Craig Spencer.

**Annual Counseling and Mentoring of Clinician Educators**

At a recent meeting of the School’s Executive Committee, Vice Dean Boxer and department chairs discussed current practices with respect to annual counseling of Clinician Educators. Currently, annual counseling is encouraged but not required, although there is a requirement for written annual counseling during the seventh year in rank for Clinical Assistant Professors.

Since the Executive Committee discussion revealed that most departments already conduct annual counseling with their Clinician Educators, this will now become a requirement as it is for assistant and associate professors in the Professoriate. Effective immediately, annual counseling should be conducted for paid Clinician Educators at the ranks of Clinical Assistant Professor and Clinical Associate Professor whose FTE is .50 or above. Departments must retain a copy of the annual counseling documentation form in the Clinician Educator’s departmental file and report compliance with the Office of Academic Affairs on an annual basis. The first reporting will be due to Jessica Mendonca no later than August 31, 2015.

It was also discussed and agreed that, going forward, every new Clinical Assistant Professor with an FTE of .50 or greater should be assigned a mentor. The name of the mentor should be included in the offer letter.

Thank you for your assistance in implementing these new policies.

Any questions should be directed to Jessica Mendonca.

**Changes Made to Clinician Educator Evidentiary Requirements**

The number of Clinical Excellence Core Competencies Evaluations (CECCEs) required for Clinician Educator actions recently changed to the same as current MCL standards. After careful consideration, we have decided to reduce the number required to half of the current standards for Clinician Educators who work less than 50% FTE.

In addition, the number of referee letters required for Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor actions have changed. The new range will be as follows for appointments, reappointments and promotions:
Clinical Assistant Professor: 3-5 referee letters from persons affiliated with or external to the candidate’s current institution (or a mix)

- Clinical Associate Professor: 3-5 referee letters, a minimum of 1 must be from a person affiliated with the candidate’s current institution and a minimum of 1 must be from a person external to the candidate’s current institution (external letter is optional for reappointments to this rank)
- Clinical Professor: 6-10 referee letters, 3-5 must be from persons affiliated with the candidate’s current institution and 3-5 must be from persons external to the candidate’s current institution

The updated required documents page is available on OAA’s webpage Required appointment documents.

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

**Paid Conference Leave for Clinician Educators and Instructors**

For the last few years, a policy has been in place specifying that Clinician Educators and Instructors are eligible for five conference days annually. For members of the Professoriate, there is no specified number of days.

After discussion between Vice Dean Boxer and department chairs, it has been decided that Clinician Educators and Instructors should be treated the same as the Professoriate with respect to conference days, that is, that no number of days should be specified. This will provide greater flexibility regarding professional development opportunities for faculty across all ranks and lines.

References made in the School of Medicine Faculty Handbook and offer letter templates have been updated on OAA’s webpage.

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

**Trial Period of Employment for Staff, including Clinician Educators**

In accordance with University policy, all regular staff are subject to a trial period of employment. Effective September 1, that trial period has been extended from six months to one year.

The new one year trial period affects all regular staff members, including Clinician Educators, hired on or after September 1, 2014. This change does not affect existing staff who are currently within their six-month trial period, nor does it affect any new hires whose start date is prior to September 1, 2014.

The offer letter templates for Clinician Educators and Instructors have been updated and are available on OAA’s webpage.
If you have questions about this change, please contact your Employee/Labor Relations Specialists in HRG:

Donna Fullington  donnasu@stanford.edu  
Rosemary Monroe  rmonroel@stanford.edu  
Susan Smith  susmith@stanford.edu  
Rovina Suri  rovina@stanford.edu  
Dawn Whiting  dwhiting@stanford.edu

2014-15 Advisory Board Membership and Schedule

Two School of Medicine faculty members have been elected to the 2014-15 Advisory Board:  Dr. Lucy Shapiro, Professor of Developmental, and Dr. Philip Pizzo, Professor of Pediatrics and of Microbiology and Immunology.

Other members of the Advisory Board are Geoffrey Cohen (Education), Stephen Hinton (H&S), Sharon Long (H&S), Friedrich Prinz (Engineering), and Cecilia Ridgeway (H&S).

The seven-member Advisory Board, representing members of the Academic Council across the University, reviews and makes recommendations for most Academic Council appointments and promotions, and for the creation and dissolution of departments. The Board also reviews faculty dismissals and some disciplinary cases that are not satisfactorily resolved through typical University procedures, as well as matters submitted to it by the President or Provost for advice. Depending upon file volume, the Advisory Board generally meets twice each month in the fall and winter quarters and weekly in spring and early summer. Board meeting frequency is reduced in July and August.

Brown Bag Lunch:  FAST/FAC at 6+ Years

Our next brown bag lunch will be held from noon to 1:00 on Wednesday, October 1, in the OAA conference room.  The topic will be FAST/FAC. Since the system was launched over six years ago, some enhancements have been made and others have been deferred as other priorities have emerged for IRT.  Now that Pi Parsons is on board as our Senior Business/Systems Analyst, it would be helpful for her to hear your candid opinions about what is working well and what could be improved.

Please register for the session here. The soft drinks/coffee/water and cookies will be on us.
**Mihaela Bozdog Appointed Faculty Affairs Specialist in the Department of Medicine**

Our heartiest congratulations go to Mihaela Bozdog on her appointment as Faculty Affairs Specialist in the Department of Medicine. For the last three years, Miha has been a valued and integral part of the Office of Academic Affairs, and we wish her all the best on this wonderful opportunity!

With Miha’s assistance, we will do our best to keep things running smoothly during the transition and will be providing more details in the October Communique about interim arrangements that will be in place until we have hired her successor. Miha’s last day in OAA will be September 26.

**Welcome to Jessica Kubo (Department of Medicine)**

Jessica Kubo has joined the Department of Medicine as Faculty Affairs Specialist. Please join us in welcoming her to our community!

**OAA Office to Close During Lunch Hour**

Due to security issues, the front door to OAA’s suite of offices will be locked from 12:00 noon to 1:00 p.m. Please plan your deliveries accordingly.