OFFICE OF ACADEMIC AFFAIRS
SCHOOL OF MEDICINE

COMMUNIQUE
JUNE 2015

Congratulations, Thank You and All Best Wishes to Kathleen Warmoth

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Congratulations, Thank You and All Best Wishes to Kathleen Warmoth

As some of you have heard by now, Kathleen Warmoth has accepted a position as Data Stewardship Coordinator in the University’s Office of Institutional Research and Decision Support; her last day in OAA will be June 5th.

Kathleen has been an integral part of the OAA team since 2006 with responsibilities ranging from development and implementation of the School’s Faculty Billets database to managing data for all of the School’s faculty populations to preparing analyses that inform planning within and beyond OAA. She has been valued and appreciated and will be missed. Please join us in congratulating Kathleen on her new position and thanking her for her many contributions to the School of Medicine.

OAA Interim Staffing Plan

The position of Data Manager (#67015) has been posted, and we encourage you to spread the word about its availability.

During this transitional period, we are fortunate that Nancy Winningham, whom many of you will remember from her years in Faculty Compensation, has agreed to join us on a part-time basis to provide assistance with data entry and management. Nancy may be reached by email (nwinning@stanford.edu) or by phone (498-7980).

Until the position of Data Manager has been filled, please use the following as a guide in seeking information, guidance or assistance:

Data Entry and Management – Nancy Winningham
Faculty Candidate Appointments – Nancy Winningham
FASA Access – Pi Parsons
Liaison to Provost’s Office for FASI Access – Pi Parsons
Faculty Billets Database Access – Pi Parsons
Faculty Billets Database Questions – Pi Parsons
Faculty Billets (junior positions) – Rebecca Robinson
Faculty Billets (senior positions) – Craig Spencer

Any questions should be directed to Judith Cain.

Concurrent Appointments as Clinical Instructor/Fellow or Resident

The Office of Academic Affairs (OAA) worked closely with Graduate Medical Education (GME), Faculty Compensation, and the Office of the General Counsel to create an accurate understanding of when a fellow or resident can receive a concurrent Clinical Instructor appointment from the School of Medicine. The following chart confirms whether a fellow or resident can provide call coverage or moonlighting, and if so, what kind of appointment they need and whose payroll they are on. OAA will only be involved for non-ACGME fellows or residents who need a concurrent Clinical Instructor appointment.

Moving forward, all appointment files requesting a concurrent Clinical Instructor appointment must include the signed off protocol from GME, that is, a copy of the email approval from GME.

<table>
<thead>
<tr>
<th>TYPE*</th>
<th>ACCREDITATION</th>
<th>PAID BY</th>
<th>PAY TYPE</th>
<th>ELIGIBLE FOR CALL COVERAGE**</th>
<th>ELIGIBLE FOR MOONLIGHTING*** @ SHC or LPCH</th>
<th>ELIGIBLE FOR MOONLIGHTING*** OTHER THAN SHC or LPCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents</td>
<td>ACGME</td>
<td>SHC</td>
<td>Payroll</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Fellows/ Subspecialty Residents****</td>
<td>ACGME</td>
<td>SHC</td>
<td>Payroll</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>OPA</td>
<td>Stipend</td>
<td>Yes paid by SHC w/Concurrent GME Appointment</td>
<td>No</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Non-ACGME</td>
<td>SHC</td>
<td>Payroll</td>
<td>Yes paid by SHC</td>
<td>Yes paid by SOM w/ Concurrent SOM CE Instructor Appointment</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OPA</td>
<td>Stipend</td>
<td>Yes paid by SHC w/Concurrent GME Appointment</td>
<td>Yes paid by SOM w/ Concurrent SOM CE Instructor Appointment</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>SOM Dept</td>
<td>Not a “fellow” if paid directly by department (i.e., not through OPA)</td>
<td>Contact SOM OAA for clarification on appropriate appointment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If resident or fellow with a J-1 visa or military, not eligible for call coverage or moonlighting
** Call coverage is a non-billable service
*** Moonlighting is attending physician service which is billable
**** Subspecialty residents include “Advanced Training Residents”
**Changes Made to the Number of Clinical Excellence Surveys for Clinician Educators (Affiliated)**

After careful consideration, we have decided the number of clinical excellence surveys required for Clinician Educator (Affiliated) actions should be the same as the current standard for Clinician Educators who work less than 50% FTE. Evidentiary requirements have been updated on the OAA website.

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

**Continuing a Clinical Instructor Appointment after Concurrent Fellow/Resident Appointment Ends**

If a department would like to continue a person’s appointment as Clinical Instructor after his/her concurrent fellow/resident appointment has ended then the following documents are needed:

- Appointment form
- Transmittal memo
- CV
- 1 referee letter (not waived)
- Offer letter
- If there are any changes to FTE or salary, please provide SOSS to Faculty Compensation

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

**Change in Requirements for Professoriate Search Reports**

Effective immediately, and in coordination with the Provost’s Office, OAA will **no longer require** departments to include in search reports a list of each known underrepresented minority or female candidate NOT included in the definitive pool.

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