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OAA Welcomes Ashley Klein
Ashley Klein will be joining the Office of Academic Affairs on October 12 as Faculty Affairs Administrator and Data Coordinator. Ashley comes to Stanford after working at an ophthalmology private practice for the last several years. Her primary duties will include reviewing and approving Instructor and Clinical Instructor appointments, reappointments and appointment change requests (a population totaling nearly 700) and managing data entries into PeopleSoft for all populations in the School, including new appointments, FTE changes, reappointments, promotions, sabbaticals and leaves, and terminations. This is a new position, which reports jointly to Jessica Salas-Mendonca and Kendall Yi.

We look forward to working with Ashley and introducing her to the FAA Community.

Kudos: Annual Counseling Compliance
We are pleased to let you know that 92% of departments in the School of Medicine reported full compliance with the annual counseling policy for the 2014-15 academic year. We send our appreciation to those of you who achieved this milestone and thank you for your outstanding management of this important process!

Brown Bag Lunch on Clinician Educator PI Waivers
A brown bag lunch will be held at noon on Wednesday, November 4, from noon to 1:00 p.m. in the OAA conference room to discuss the topic of Clinician Educator principal investigator waivers. The session will be co-hosted by Jessica Salas-Mendonca, who manages the CE Line,
Kathleen Thompson, Director of the Research Management Group (RMG), and Debbie Leong-Childs, Associate Director for Clinical Research in RMG. The information shared during this discussion will enable you to be in a better position to answer questions from your clinician educators about eligibility criteria, and we look forward to having you join us. Please register here.

**Rebecca Robinson is Now Managing MCL Associate Professor Actions**

Please note that, effective immediately, all MCL associate professor actions (that is, appointment to MCL associate professor, reappointment as MCL associate professor, or promotion to MCL associate professor) should be sent to Rebecca Robinson. (Thanks, Rebecca!)

**Notifying the Medical Staff Office as Terminations Occur**

As FAAs in clinical departments know, those faculty with clinical responsibilities at Stanford Health Care and/or Lucile Packard Children’s Hospital must apply for Medical Staff membership and be approved through a formal credentialing process that results in clinical privileges. If and when a faculty member leaves his or her position – or if the appointment lapses for any reason -- it is crucial that your credentialing coordinator in the Medical Staff Office (as well as Janet Sencenbaugh, Risk Management Associate, at JSencenbaugh@theriskauthority.com) be notified immediately so that clinical privileges can be terminated or suspended. (Please note that in certain situations, and by a separate procedure, a former faculty member may be considered for retention of privileges.)

**ACF Transmittal Memos: Calculation Box of Hours Needed**

The School of Medicine Adjunct Clinical Faculty Appointments and Promotions Committee will require that all transmittal memos include a “calculation box of hours,” which provides a breakdown on the number of hours of contribution to teaching, equivalent to 10 hours per year. A sample template is available on the OAA website. Files that do not contain the “calculation box” will be returned to the department prior to committee review. Thank you for your cooperation.

Any questions should be directed to Lisa Joo.

**Reminder: Submission of Resignation Letters and Attestation Form**

This is a reminder that OAA must be provided with a copy of all resignation letters as well as an accompanying attestation form (as detailed in the July 2014 Communique).

Any questions should be directed to Kendall Yi.
**Hellos and Goodbyes**

Nora Cunningham has been appointed Faculty Affairs Administrator in the Department of Orthopaedic Surgery.

Breanna Hampton has been appointed Faculty Affairs Administrator in the Department of Health Research and Policy.

We are pleased to welcome Margie Mahoney back to the Department of Genetics.

We send all best wishes to Jessica Campbell Olson, Director of Human Resources and Academic Affairs in the Department of Pediatrics, who will be relocating out of the area with her family.

We also bid a fond farewell to Jade Lin, whom many of you know from her many years of service as a member of the Institutional Planning team. Jade is looking forward to dedicating her time and energy full-time to raising her two young children.