Announcing the Annual FAA Meeting

The Office of Academic Affairs would like to announce the inaugural Annual FAA Meeting, which will be held on September 7, 2016 in the LKSC Dean’s Executive Boardroom from 10a-12p. This is the large conference room on the left when you first enter the Dean’s Suite on the 3rd floor of LKSC. Please mark your calendars! We would like to invite all Faculty Affairs Administrators to attend.

With the recent changes in OAA, we would like to briefly introduce everyone, discuss recent updates that will affect faculty affairs, get feedback on a few reoccurring issues, and provide the opportunity for some general discussion and Q&A. If there are any announcements you would like to make at this meeting to the OAA and FAA community as a group, please send your notices to Audrey Yau.

Staffing Changes within OAA

Please note that Jasmina Rae Cotton has left the Office of Academic Affairs effective August 1. For sabbaticals and professoriate leave requests, please direct all questions to Rebecca Robinson. For clinician educator professional development leave and other leave requests, please direct all questions to Jessica Salas-Mendonca. For data entry inquiries, please direct all questions to Ashley Klein.

Ellen Waxman Located in Alway

Ellen Waxman, Director of Faculty Relations, has retained her office in Alway. Please find her in Alway Bldg Office M116-H.
**Updated Offer Letter Templates**

Updated Offer Letter templates are available online for the Professoriate, CE, Instructors, ACF, and Short Term Faculty. Please use these templates effective immediately. A number of changes were made reflecting updated links and language. Please refer to the following link to download the appropriate template.

http://med.stanford.edu/academicaffairs/administrators/letters.html

**Professoriate Bio/Demo Data – Online Submission**

The Provost’s Office has provided a new way to submit confidential professoriate biographical/demographic information via a secure online portal. **You are no longer required to submit this information on paper or in an email.**

Effective immediately, please provide the following link to the faculty candidate, who will fill out the information to complete their appointment record. The data will not be retained in the system once the employee record has been created. Only the Provost’s Office faculty affairs staff will have access to this confidential information.

This should be done before the final appointment long form is submitted for School review.

Website:  Stanford Secure Appointment Portal

Please contact Rebecca Robinson or Audrey Yau with any questions.

**Updated Instructor Appointment Terms**

Please note that Instructor appointments can now be given terms of either 1, 2, or 3 years, and may be renewed, upon a showing of high quality performance at Stanford and programmatic need (including budgetary considerations) for up to a 3 year period. If the candidate secures a mentored grant, an initial independent grant, or other funding consistent with his or her career goals then the appointment may be for the duration of the award, not to exceed a total of 8 years in rank.

Please find additional information regarding Instructors at
http://med.stanford.edu/academicaffairs/other/instructors.html

**Reminder: Annual Counseling for Assistant and Associate Professors**

In compliance with School and University policy, please make it a priority to confirm that annual counseling has taken place in your department for all Assistant and Associate Professors. Please confirm with OAA by August 31st to meet the reporting deadline for 2016. 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.
Reminder: Regarding Adjunct Clinical Faculty (ACF)

The transmittal memo template has been revised as well as the reappointment form. The documents are available on the Office of Academic Affairs website at http://med.stanford.edu/academicaffairs/other/acf.html

Please use these updated forms effective immediately. Questions should be directed to Lisa Joo.

Reminder: Non-Renewal Letters for Clinician Educators and Instructors

Over the past year, OAA has been pushing for all departments to notify individuals of their appointment coming to an end. Although it’s stated in the offer letter, it is best practice to inform the individual through a letter at least 30 days prior to the end date that his/her appointment is ending and will not be renewed. It is also helpful to OAA, Faculty Compensation, HR and Medical Staff Services if we receive a formal letter to close the file. Helpful links below:


School of Medicine Faculty Handbook, Chapter 3.1.N: http://med.stanford.edu/academicaffairs/administrators/handbook/chapt3/chapt3-1.html#N81

School of Medicine Faculty Handbook, Chapter 7.1.L: http://med.stanford.edu/academicaffairs/administrators/handbook/chapt7/chapt7-1.html#L71

The Clinician Educator or Instructor should receive the following communication on department letterhead from the department chair when he/she will not be renewed:

This letter is to inform you that your fixed term appointment comes to an end on {appointment end date}. You will not be reappointed beyond this date.

Your last paycheck will include your salary through {appointment end date} less any deductions required by law. Your final paycheck will be available to you on your last day of work. You should also contact the Benefits Office for information regarding the continuation of your benefits.

I would like to take this opportunity to thank you for your service to the Department and wish you the best in your future endeavors.
Policy on Leave Without Pay for Casual Employees

With OAA approval, departments may authorize leave without pay for Clinician Educators who are classified as casual employees (FTE<50%). The leave must be recorded as a termination when the leave begins, and rehire on the day of return. While on leave, the faculty member should be appointed as a non-employee affiliate in order to maintain a relationship with Stanford.

The faculty member should receive the following communication on department letterhead from the department chair once the leave has been approved:

This is to let you know that your unpaid leave of absence for the period _____ through _______ (returning to work on _______) has been approved. Because your position is considered that of a casual employee by the University, your appointment will be terminated when your leave begins. To confirm that you still have a relationship with Stanford, you will be appointed as a ______________ (Affiliated) during your leave. Upon your return, the department plans to rehire you into your casual employee position as a ________________ at __% FTE for the remainder of your fixed-term appointment through ________.

It is important to note the following:
• Leave should not be authorized if the department does not intend to reinstate the faculty member after the leave
• If a casual employee separates from the University and is rehired by the University within 12 months from the date of separation, previously accrued and unused paid sick days are reinstated

Please visit our website for more information on unpaid leaves and the process for requesting approval: Unpaid Leaves.

Radiation Oncology seeking Faculty Affairs Administrator II

The Department of Radiation Oncology is seeking a new full-time Academic Affairs Administrator, Job ID#71858. Please find a full description and more information at stanfordcareers.stanford.edu. The FAA is responsible for 24 MCL and UTL Radiation Therapy faculty and reviews FAA actions for Radiation Physics and Radiation Biology. If you would like additional information, please contact Andrea Zulliger at zulliger@stanford.edu or x12709.
OTHER PROMOTIONS:

Chen, James K.  
Professor of Chemical and Systems Biology and of Developmental Biology and, by courtesy, of Chemistry, effective June 1, 2016

Goodman, Miriam  
Professor of Molecular and Cellular Physiology, effective June 1, 2016

Monack, Denise  
Professor of Microbiology and Immunology, effective June 1, 2016

Other Report Items:

Attardi, Laura, Professor of Radiation Oncology, also reappointed Professor of Genetics, for the period May 1, 2016 through April 30, 2021

Barres, Ben, Professor of Neurobiology and of Neurology and Neurological Sciences and, by courtesy, of Ophthalmology, also reappointed Professor of Developmental Biology, for the period April 1, 2016 through March 31, 2021

Beachy, Philip, Ernest and Amelia Gallo Professor in the School of Medicine, also reappointed Professor of Developmental Biology, for the period June 1, 2016 through May 31, 2021

Chen, James, Associate Professor of Chemical and Systems Biology and, by courtesy, of Chemistry, also reappointed Associate Professor of Developmental Biology, for the period April 1, 2016 through March 31, 2021

Crabtree, Gerald, Department of Pathology Professor in Experimental Pathology, also reappointed Professor of Developmental Biology, for the period April 1, 2016 through March 31, 2021
Cullen, Mark, Professor of Medicine, also appointed Professor of Biomedical Data Science, for the period April 1, 2016 through March 31, 2019

Davis, Ronald, Professor of Biochemistry, also reappointed Professor of Genetics, for the period May 1, 2016 through April 30, 2021

Fire, Andrew, George D. Smith Professor in Molecular and Cellular Physiology, also reappointed Professor of Genetics, for the period May 1, 2016 through April 30, 2021

Ford, James, Associate Professor of Medicine and, by courtesy, of Pediatrics, also reappointed Associate Professor of Genetics, for the period May 1, 2016 through April 30, 2021

Malhotra, Sanjay, Associate Professor (Research) of Radiation Oncology, also appointed Associate Professor (Research) of Radiology, for the period April 1, 2016 through December 31, 2019

Pruitt, Beth, Associate Professor of Mechanical Engineering and, by courtesy, of Molecular and Cellular Physiology, also appointed Associate Professor, by courtesy, of Bioengineering, for the period February 1, 2015 through January 31, 2019

Reiss, Allan, Howard C. Robbins Professor of Psychiatry and Behavioral Sciences, also reappointed Professor of Radiology, for the period November 1, 2015 through October 31, 2020

Sidow, Arend, Associate Professor of Pathology, also reappointed Associate Professor of Genetics, for the period May 1, 2016 through April 30, 2021

Ting, Alice, Professor of Genetics, also appointed Professor of Biology, effective May 1, 2016 without limit of time

Wall, Dennis, Associate Professor of Pediatrics and, by courtesy, of Psychiatry and Behavioral Sciences, also appointed Associate Professor of Biomedical Data Science, for the period May 1, 2016 through April 30, 2019

Yang, Yunzhi Peter, Associate Professor of Orthopaedic Surgery and, by courtesy, of Materials Science and Engineering, also reappointed Associate Professor, by courtesy, of Bioengineering, for the period December 1, 2015 through September 30, 2018
OTHER APPOINTMENTS:

Boettiger, Alistair  Assistant Professor of Developmental Biology, for the period September 1, 2016 through August 31, 2020

Zou, James  Assistant Professor of Biomedical Data Science, for the period September 1, 2016 through August 31, 2020
PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
June 21, 2016

APPOINTMENTS WITH TENURE:
Shah, Nirao  Professor of Psychiatry and Behavioral Sciences,
effective September 1, 2016

OTHER PROMOTIONS:
Hallmayer, Joachim F.  Professor of Psychiatry and Behavioral Sciences,
effective July 1, 2016