Office of Academic Affairs

Official Communique
November 2016

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New University Long Form – Anticipated Effective January 1, 2017

The anticipated start date for the transition to the new long form for all departments in the School of Medicine is January 1, 2017. The new long form will be used for all new Professoriate actions – appointments, reappointments and promotions. Already launched actions, either inside or outside of FAST|FAC, will continue in their original format; you will not need to “convert” any ongoing actions to the new long form format.

To launch an action in the new long form format, email Audrey or Rebecca to ask that the action be started, as you normally would.

Preliminary materials for the new long form are available on the FAA Workshops page on the OAA website. More support materials are being developed and will be available over the next month.

If you were not able to attend the workshop on the new long form on October 28, please see the FAA Workshops page for presented materials and a recording of the meeting. Materials include slides from the meeting describing what is changing and when, a copy of the new long form, the criteria for each action, the evidence tables document, and an example long form.

Questions and comments should be directed to Audrey Yau and Rebecca Robinson.
Save the Date: FAA Workshop December 9

The next FAA meeting is tentatively scheduled for the morning of December 9, 2016. (Time and Place TBD). The agenda is currently being developed. Stay tuned for more information.

Regarding Trainee Letters for Professoriate actions

The option for trainees to have a confidential conversation rather than provide a letter for a professoriate action was recently added to the trainee solicitation letter. This policy is consistent with that of the other Schools. The University considers this a best practice to improve the chances of getting frank trainee assessments. Trainees are in a particularly vulnerable position and can be very concerned about the possibility of repercussions if they make any negative comments about their mentor.

Conversations with trainees must be conducted by a senior faculty member; they may not be conducted by staff. For example the senior faculty member might be the faculty lead, division chief, department chair, or chair of the A&P committee. However, the interviewer should not have close ties to the faculty candidate, for example, as their direct mentor, as this might give trainees cause for concern.

These conversations must be completely confidential and anonymized in the long form, no matter whether the feedback is positive, negative, or mixed, even if the trainee says they do not require confidentiality.

Questions and comments should be directed to Audrey Yau and Rebecca Robinson.

Regarding File Submission Deadlines for CEs

This is a friendly reminder that files submitted for OAA review for the CE line (including appointments, reappointments, promotions, extensions, and FTE changes) need to be submitted at least 45 days in advance of the requested start date. In summer months (May-September), files must be submitted at least 60 days in advance of the requested start date. This information can also be found on the Clinician Educator home page. Files submitted after this deadline will not be guaranteed the requested start date. Due to the increasing volume of late submissions and exceptions requested, OAA has been forced to strictly follow the above guidelines for submission. Please adhere to the 45 or 60 day deadline.

Questions and comments should be directed to Jessica Salas-Mendonca and Ashley Klein.
**New Checklists: Clinician Educators, All Actions**

As part of our process improvement efforts, we have created checklists for all actions for Clinician Educators. **If any item on the checklist is not included, please include an explanation in the submission email.**

Example: If the check boxes for Faculty Compensation are not checked off, please explain why. Have the financials not been sent? Are they not required?

The checklists are available on the Clinician Educator home page. We welcome your comments and feedback on these new items.

Please submit these checklists as part of all Clinician Educator actions effective immediately.

Questions should be directed to Rebecca Robinson, Jessica Salas-Mendonca, or Ashley Klein.

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**Reminder: New Teaching Evaluation survey template and instruction sheet**

Now available on the OAA website, please find template Teaching Evaluation surveys on the Forms page under ‘Other Forms – Professoriate and Clinician Educators.’ These surveys should be made available to individuals within the Professoriate and CE lines, who plan to teach courses or teach in settings that do not offer a formal means of evaluation. Survey results may be provided to Departments FAAs as formal teaching evaluations to be summarized and included in a candidate’s appointment, reappointment, or promotion review.

Questions should be directed to Audrey Yau.

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**Reminder: New transmittal memo requirement for Clinical Instructors**

Departments who wish to renew Clinical Instructors (that are 50% FTE or more) after three years in rank will need to provide an explanation for why the Department would like to reappoint rather than promote the individual to Clinical Assistant Professor.

Questions should be directed to Ashley Klein.
**Reminder: Proportionality of Contributions for Instructors**

Mentored research and scholarly activities must be at least 60% (or more) of an Instructor’s effort. Instructors are primarily engaged in mentored research and scholarly activities. Secondary and tertiary roles may include teaching activities and clinical care, as applicable. The allocation of an Instructor’s effort is determined by the Department Chair (or designate) and can vary in light of the strategic and programmatic needs of the Department and School.

Questions should be directed to Ashley Klein.

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**Request for Department materials**

If you have any materials that you use to help you in streamlining your workflow, processing faculty affairs materials, tracking faculty actions, submitting requests, and completing files, we ask that you please share these with the Office of Academic Affairs. We would like to use them as models to develop useful resources for the entire school. Please share anything that you have that applies to any population that OAA handles, including the Professoriate, CE’s, Instructors, Visiting Scholars and Visiting Faculty, Adjunct Faculty, and the ACF.

Questions and comments should be directed to Audrey Yau and Rebecca Robinson.

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**Materials for new FAAs: Timelines for Professoriate actions**

For new FAAs who were unable to attend the April workshop: An Overview of Professoriate Timelines/Actions, please find the presented material on the [FAA workshops](#) page. This material may also be a useful refresher for more experienced FAAs.

Questions should be directed to Audrey Yau.
Other Report Items:

Sox-Harris, Alexander, Associate Professor (Research) of Surgery, change in appointment start date from August 1, 2016 to September 1, 2016 and in appointment end date from July 31, 2021 to August 31, 2021