Official Communique
October 2016

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OAA Welcomes Alexandra Obaya
Alexandra Obaya will be joining the Office of Academic Affairs on October 3 as Faculty Affairs Administrator and Data Coordinator. Alexandra comes to Stanford after working at Indeed. Her primary duties will include reviewing and approving sabbatical and leave requests for the Professoriate, leave and professional development leave requests for the Clinician Educator Line, managing data entry for Visiting faculty and the Professoriate, including new appointments, FTE changes, reappointments, promotions, sabbaticals and leaves, and terminations, and supporting new faculty on-boarding.

Questions and comments should be directed to Jessica Salas-Mendonca and Yogesh Vazirani.

Announcing Quarterly FAA Workshop: New Long Form for the Professoriate
There will be a Quarterly FAA Workshop specifically on the New Long Form for the Professoriate on Friday October 28 9:15-11:15am in LKSC 130. It may be useful to bring your laptop to this meeting, though this is not required, as we will project information on a large screen. However, it may be useful to be able to review information on your own computer during the meeting.

Please RSVP via this doodle poll http://doodle.com/poll/r5q9xpvdu9gx5v9p

Questions and comments should be directed to Audrey Yau and Rebecca Robinson.
Request for Department materials

As part of OAAs process improvement efforts, we are trying to create materials that we hope will help with Departments’ efforts at completing files, submitting requests, and tracking faculty actions. Rather than drafting these materials from a blank slate, we are soliciting Department and Division FAAs for their thoughts, suggestions, and hopefully example templates. We have been made aware that many of you have found ways to streamline your workflow with tracking sheets you have created yourselves. If you would be willing to share these resources with us to help us create similar materials that would be applied School-wide, we would greatly appreciate it. We would like to model materials on tried and proven processes, so please share with us what you can as they apply to the Professoriate, CE, Instructor, Visiting, Adjunct, and ACF.

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

OAA website changes

Please note that the ‘Administrators’ tab has now been renamed to ‘Forms, Tools, and Policies.’ Also, a new tab called ‘General FAQ’ has been included within this section. This is a searchable index of FAQ emails sent to the FAA email list serv. Content includes answers to frequently asked questions, friendly reminders, and helpful hints regarding Faculty Affairs actions.

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

Department Professoriate Tracking Sheet

Please find on the OAA website under the General FAQ page or here, a new Department Professoriate Tracking Sheet created as part of our efforts to more efficiently track and analyze School of Medicine Faculty recruitment, appointment/reappointment/promotion completion, and Junior faculty counseling. We will be sending this sheet to Departments annually on Sept 1, and we would ask that Departments return the completed sheet to us by the following Aug 31, so that we can track the academic year’s actions. While we are sending this out a little late this year, please begin tracking actions as of 9/1/16. Please include actions in progress as of 9/1/16 and 8/31/17 as well.

Questions and comments should be directed to Audrey Yau and Rebecca Robinson.
**Revised CES survey template and instruction sheet**

As many of you have noticed, the Qualtrics platform has recently been updated. Please find a new CES template (.qsf file) and instruction manual. Many thanks go to Kendall Yi and Lindsey Wong in Radiology for putting in the time to update these two pieces of content.

Questions should be directed to Audrey Yau.

**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 included in a candidate’s appointment, reappointment, or promotion review.

Questions should be directed to Audrey Yau.

**New Checklists: Clinical Instructor Appointments and Reappointments**

As part of our process improvement efforts, we are creating checklists to help departmental staff have a clear picture of what is required for each action. The first two checklists to be completed are for new Clinical Instructor appointments and reappointments (these also cover Clinical Instructor (Affiliated) and concurrent Clinical Instructor/Fellow appointments). The forms are on the Clinician Educator home page and are also available here: [Appointments](#) | [Reappointments](#).

Please submit these checklists as part of all Clinical Instructor actions effective immediately.

Questions should be directed to Ashley Klein or Rebecca Robinson.

**Revised Checklist: Adjunct Clinical Faculty**

Effective immediately, please provide biographical information for ACF appointments and promotions on the worksheet found [here](#) rather than directly on the Green Form. The ACF checklists have been revised. Please use the updated checklists and discard all previous versions.

Questions should be directed to Lisa Joo.
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.

Proportionality of Contributions for Instructors

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. Mentored research and scholarly activities must be at least 60% (or more) of an Instructor’s effort.

Questions should be directed to Ashley Klein.

Reminder: Visiting Scholar Funding Requirement Increases

Please note that as of October 1, 2016 the post-doctoral stipend will rise to $51,600. This affects Visiting Scholar appointments since the minimum funding amount is tied to the post-doctoral stipend. The new minimum proof of funds for Visiting Scholar appointments is $51,600 starting October 1, 2016.

Questions should be directed to Sharon Freiberg.

No Presidential Approval Lists Received for October