Office of Academic Affairs

Official Communique
July 2017

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Organization of Clinician Educator and Instructor Actions by Department in OAA

Clinician Educator and Instructor actions will now be handled by department, rather than by rank. Consult the table below to note if Jessica Salas-Mendonça or Ashley Klein will be the contact for your department. This information is also listed on our updated Staff page. Please submit FASA transactions to the appropriate contact for your department and FYI the other manager.

<table>
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<tr>
<th>Jessica Salas-Mendonça</th>
<th>Ashley Klein</th>
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<td>Anesthesiology, Perioperative and Pain Medicine</td>
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<td>Stanford Institutes of Medicine</td>
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Website Updates

- The OAA home page has been redesigned to be easier to use by faculty members. Administrator Resources can be found below Professoriate and Clinician Educator Resources; we hope this will be useful to you. We have tried to reduce clutter and remove most of the links that duplicated what was easy to find in the top level menus.
- The Who’s Who in Academic Affairs page has been updated to reflect the recent changes in OAA staffing and responsibilities. Please review this to ensure requests and questions are directed to the appropriate OAA staff member.
- The FAA Workshops and Tutorials page has been updated to include tutorials. In an effort to provide better training materials, we are working on short 5 minute tutorials on select topics for FAAs. Please review our first effort (a brief tutorial on reporting from Qualtrics) on our website here (titled “Qualtrics Tutorial”). Please provide Audrey Yau with feedback on this tutorial, as well as suggestions for future tutorials.
- The Communique page has been redesigned so that relevant excerpts of best practices and policy changes by population from historical communiques are more easily accessible. Additionally, timelines for file submissions for each type of action reviewed by OAA are now available here. Lastly, Presidential Approval Lists will be posted to the Communique page as well.
- An updated CV sample is now available.
- An updated Transmittal memo guidelines is now available.

Questions and comments can be directed to Audrey Yau.

Annual Departmental Reporting

Please find on the OAA website under the Communique page or here, an updated 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, faculty departures, and faculty counseling.

Please complete and return this form to OAA by August 31 of each Academic Year to be compliant with annual on-time performance evaluations of departments.

Questions and comments should be directed to Audrey Yau.

Upcoming: Annual FAA Meeting

The Office of Academic Affairs would like to invite you to the Annual FAA Meeting, which will be held at the end of September (time and place TBD).

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.
**FAA Mentor/Mentee Program**

It has been nearly a year since we have launched the FAA mentor/mentee program. This is a program that relies on the involvement of mentors who have generously volunteered their time and effort to help grow the FAA community knowledge base. We truly appreciate the contributions of so many of you.

With the start of a new academic year, we are soliciting from the FAA community thoughts about this program, as well as new mentor volunteers. New FAAs should reach out to Audrey Yau if they would like to participate and be matched with an FAA mentor. Additionally, existing mentees in the program who would like to begin mentoring new FAAs should reach out to Audrey Yau.

Questions and comments should be directed to Audrey Yau.

**ByCommittee Manual in the works!**

Since its launch in April of 2017, 48 long forms have been initiated in ByCommittee with several having already made their way through School review. We would like to congratulate those departments who have begun using this system! While the system is quite intuitive, we understand that a detailed manual for completing an action in ByCommittee would be beneficial for you. We are currently working on a detailed manual – stay tuned for more information.

Questions and comments should be directed to Claudia Morgan.

**FASA Job Aid – EmplIDs for Paid/Unpaid Positions**

The [FASA 2.2 Reference Guide](#) has been updated for clarification regarding EmplIDs.

Updates to page 7:

**Paid**: If no results are found and the person will be paid you may proceed with finishing up the transaction and submitting for approvals without the EmplID. You do not need to submit a HelpSU ticket as your HR will create the EmplID when they process the candidate to be hired.

Questions and comments should be directed to Jessica or Ashley.

**PDL Accrual Limit and Required Memos**

The normal maximum accrual for the Clinician Educator Professional Development Leave (PDL) Program is 70 days (10 weeks). Departments (and divisions if applicable) are expected to make reasonable efforts to free a Clinician Educator who has reached the normal maximum accrual from his/her normal clinical and teaching duties. If the Professional Development Leave must be deferred for programmatic reasons, it may be taken at a later time. In this case, accrual continues until the leave is taken, but no more then 140 days (20 weeks) may be accrued in total.
If the Clinician Educator must defer taking leave by programmatic need then the decision regarding deferred leave with continued accrual to the 140 day maximum has been delegated to the Department Chair and Division Chief. We ask that the Department Chair or Division Chief provide OAA with a memo confirming his/her approval of the continued accrual. Thereafter, we will update the Clinician Educators accrued leave balance.

Questions and comments should be directed to Alex Obaya.

**Faculty Compensation – New PAF Form**

Faculty Compensation has developed a new Personnel Action Form (PAF). The PAF is an improved version of the SOSS form to help departments communicate salary and FTE information for new appointments, promotions and other compensation changes.

Benefits include:

- Automatically calculates and prorates compensation totals based on salary and FTE data.
- Includes “drop down menus” for many fields to reduce need to type out information.
- Entries to identify incentive commitments, relocation related payments and sign-on bonus provide a reference for developing the offer letter and payroll set-up.
- Compensation attributes to track data used to program BI’s Salary Setting and Clinical FTE dashboards:
  - AAMC, MGMA & SCA clinical specialty codes (plus AAAP and AAARAD for Pediatrics and Radiology)
  - Job duty effort (i.e., clinical, research, teaching, administrative)
  - External years in rank
- An area for Department Comments
- An area for Faculty Compensation to note processing instructions for department FAAs and HRAs to eliminate the need to send departments extra emails and reminders

In the future, the PAF form will be returned with the Offer Letter in FASA or with the emailed letter. It should be retained and used as a “tickler” to initiate the hire, FTE and/or compensation change on a timely basis.

Faculty Compensation will no longer accept the SOSS form after 9/1/17. Immediate use of the new PAF will help improve accuracy and speed up the review process for all. SOSS forms already submitted in FASA will be processed up, but after 9/1, the new PAF from must accompany any offer letter or compensation request, and SOSS forms will be returned.
This PAF is also available on the Faculty Comp website at http://med.stanford.edu/fiscalaffairs/faculty-compensation.html along with instructions for use.

Your feedback, both positive or suggestions for improvement, regarding form or instructions for its use, is very welcome and should be sent to Ana Barragan abarraga@stanford.edu.

**Reminder: Visiting Scholars Funding Minimum Requirement**

Visiting Scholars must show proof of funding in the amount at least equal to the current first-year postdoctoral stipend, which is updated every year on October 1. Your Visiting Scholars must be able to show the correct amount depending on the time span of their appointment; that is, if the appointment starts or continues on or after October 1, 2017, the new amount must be matched.

- $51,600/year or $4300/month starting October 1, 2016
- $53,406/year or $4451/month starting October 1, 2017

Acceptable proof of funding: letter from employer, scholarship committee, bank, or funding agency; bank statement.

Unacceptable: J-1 Funding Attestation Form, letter/email from candidate.

Please contact Alex Obaya with questions.

**Reminder: Best Practices for Visiting Appointments**

Please review the following best practices regarding Visiting appointments. We hope these guidelines will help reduce the back and forths required in reviews of these actions.

- Faculty Sponsor must be a member of Professoariate.
- Select **Med School Visiting Scholar/Faculty/Lecturer** as the Stanford Classification for all Visa submissions.
- All FASA transactions for **NON-paid** visiting actions MUST have an Employee ID added before sending to OAA for review (paid actions may proceed without empl ID if there isn’t a historical empl ID). We will return the action if this information is missing.
- All Visiting Postdoctoral Scholars should be submitted via email. (Also need an empl ID created through this link.)
- Proof of Funding must be translated into USD.

***Updated July 2017***
**Reminder: Exporting historical referee information from FastFac**

We are working with IRT to explore the ability to extract Referee Grid data from FASTFAC before it is decommissioned. If your department is interested in receiving a copy of your referee data then please submit a request to Yogesh Vazirani.

**Reminder: Background Checks – Who’s In, Who’s Out?**

The School of Medicine follows the Stanford University policies on background checks (found [here](#)). Here is a condensed version:

**Need Background Check** (only paid individuals in these categories)
- Visiting Instructors
- Adjunct Faculty
- Adjunct Lecturers
- Instructors with no clinical duties

**Do Not Need Background Check:**
- Non-employee affiliates
- Visiting Scholars
- Visiting Faculty
- CE’s (checked through the Medical Staff Office at their hospital)
- Professoriate (checked through the Medical Staff Office at their hospital)
- Adjunct Clinical Faculty (checked through the Medical Staff Office at their hospital)
- Instructors with clinical duties (checked through the Medical Staff Office at their hospital)