Official Communique
March 2017

- Training: New Long Form Assembly in ByCommittee
- Spring Quarterly FAA Meeting
- FASA Approver in the School of Humanities and Sciences
- Including Faculty Compensation on FASA Actions with Offer Letters
- Reminder: FASA – For All CE, Instructor, and Other Teaching Title/Short Term Faculty Actions
- Reminder: Updating Department Staff Lists with OAA
- Reminder: Updated Offer Letter Templates for Clinician Educators and Instructors
- Department of Medicine seeking Faculty Affairs Administrator 1
- Presidential Approval Lists for the Professoriate

Training: New Long Form Assembly in ByCommittee

As you have heard, we will transition to the University’s new long form using Interfolio’s ByCommittee software very soon (tentative April 15 roll out).

There will be two training sessions for FAA’s on **Monday, March 13 at 1651 Page Mill Road** in the seminar room (0500):
- 9:00am – 11:30am ([register here](#))
- 1:00pm – 3:30pm ([register here](#))

A representative from Interfolio will lead the training sessions. The first hour will be a review of the software, followed by a working session in which you can get one-on-one help.

Please bring a computer so that we can work with you to be sure everything is set up correctly. THESE ARE THE ONLY ON CAMPUS TRAINING SESSIONS FOR DEPARTMENT ADMINISTRATORS. We **strongly** encourage you to attend.

Questions and comments should be directed to Claudia Morgan.
Spring Quarterly FAA Meeting

Please save **Tuesday, March 7, 9:30-11:30 am** for the Spring Quarterly FAA meeting.

This quarterly FAA meeting will be focused on preparing for the late spring and summer volume OAA anticipates. We also will present a brief overview of recent OAA Process Improvement efforts, and if time allows, a bird's eye view of the Professoriate Appeals process.

Please see the tentative meeting agenda on the FAA workshops page.

Questions and comments should be directed to Audrey Yau.

**FASA approver in the School of Humanities and Sciences**

For all FASA actions for faculty with appointments (primary, joint, or courtesies) in the School of Humanities & Sciences (H&S) please include Sue Martin as the H&S approver.

**Including Faculty Compensation on FASA Actions with Offer Letters**

For all actions submitted through FASA that include an offer letter or addendum to an offer letter, please make sure to include Ann Bjelland as an FYI on the transaction. This applies to the Professoriate, Emeritus, CE, CE-Affiliated, Instructors, and Paid Short Term Faculty (Visiting, Adjunct, Lecturers) populations. A helpful guide has been posted below and will be included on the FASA webpage. Also, please attach to the FASA action all required documents for OAA and Faculty Compensation review (SOSS/PAF, draft offer letter or addendum, file or memo). Actions missing these elements will be returned to the originator.

Upon successful Faculty Compensation and OAA review, approval of the FASA action will now be the official notification that the offer letter has been approved, subject to incorporation of any edits and/or comments from OAA/Fac Comp. Additional revisions are not allowed without further approval. If further changes are required, please submit an updated letter with new changes highlighted in “track change mode” copying both OAA and Faculty Compensation in the same email request (a new FASA action is not required).

**Compensation change only** requests are not processed through FASA. The Personnel Action Form (PAF) should be emailed to Ann Bjelland in Faculty Compensation for review and approval. The PAF which replaces the SOSS will be available on the Faculty Compensation website very soon: [med.stanford.edu/fiscalaffairs/faculty-compensation.html](http://med.stanford.edu/fiscalaffairs/faculty-compensation.html)

Questions and comments should be directed to the appropriate OAA manager by population.
## FASA Action Grid

<table>
<thead>
<tr>
<th>Population</th>
<th>Appoint</th>
<th>Add’l Appt (joint/courtesy)</th>
<th>Reappoint / Rehire</th>
<th>Promote</th>
<th>Extension</th>
<th>FTE Change</th>
<th>Duties Change</th>
<th>Termination</th>
<th>Compensation Change Only</th>
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</thead>
<tbody>
<tr>
<td>Professoriate</td>
<td>Out</td>
<td>FASA/FC</td>
<td>Out</td>
<td>Out</td>
<td>FASA</td>
<td>FASA/FC</td>
<td>NA</td>
<td>FASA/FC</td>
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<tr>
<td>CE’s</td>
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<td>Faculty Compensation Only</td>
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<tr>
<td>Instructors</td>
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<tr>
<td>CE (A)</td>
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<td>Out</td>
<td>Out</td>
<td>FASA/FC</td>
<td>NA</td>
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<tr>
<td>Instructor (A)</td>
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<td>FASA</td>
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<td>Out</td>
<td>Out</td>
<td>FASA/FC</td>
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<tr>
<td>Emeriti (paid)</td>
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<td>Out</td>
<td>FASA/FC</td>
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### Unpaid Short Term/OTT
- Visiting Scholars
- Visiting Faculty
- Visiting Instructors
- Adjunct Faculty
- Lecturers

<table>
<thead>
<tr>
<th>Population</th>
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### Paid Short Term Faculty
- Visiting Faculty
- Adjunct Faculty
- Lecturers

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<thead>
<tr>
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<td>Faculty Compensation Only</td>
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<tr>
<td>Visiting Postdocs</td>
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<td>NA</td>
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FASA = process via FASA, but FYI to Faculty Comp not needed
FASA/FC = process via FASA, Faculty Compensation FYI in FASA required
Out = process outside FASA
NA = not applicable

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**Reminder: FASA - For All CE, Instructor, and Other Teaching Title/Short Term Faculty Actions**

As of February 1, all actions for the following titles must be submitted via FASA (not emailed to OAA):

- Clinician Educators
- Clinician Educator (Affiliated)
- Adjunct Faculty
- Adjunct Clinical Faculty
- Instructors
- Lecturers
- Visiting Faculty
- Visiting Instructors
- Visiting Scholars.

In addition, **you do not need to fill out the application form** (“green form”, CE/Instructor appointment form, visiting scholar appointment form). Entering the action into FASA takes the place of the application form. Please bear with us while we update our checklists and instructions.

FASA job aids are available on the [FASA webpage](#). Also, please note that for the CE population, there are new [CE checklists](#) that need to be attached to FASA actions.

Questions and comments should be directed to Yogesh Vazirani and Ashley Klein.
Reminder: Updating Department staff lists with OAA

In an effort to maintain updated department staffing lists and rosters centrally, we are requesting that all departments provide OAA with an updated contact list bi-annually. We are asking in February (and we will ask again in September) for a current list to include the following: Department Chair, Division/Section Chiefs, Division Managers, DFAs, and FAAs (please include divisional FAAs as well). Please provide this information by email or in a word/excel document to Audrey Yau as soon as possible if you have not done so already.

Reminder: Updated Offer Letter Templates for Clinician Educators and Instructors

Updated Offer Letter templates are available on the OAA website for CE’s and Instructors. Please use these templates effective immediately. A number of changes were made reflecting updated links and language. The new templates are available at: http://med.stanford.edu/academicaffairs/administrators/letters.html

Department of Medicine seeking Faculty Affairs Administrator 1

The Department of Medicine is seeking a new member to join their Academic Affairs team. The position would be for a Faculty Affairs Administrator 1 (Job Id # 73998). Please find a full description and more information at http://stanfordcareers.stanford.edu/.
MEDICAL CENTER PROFESSORIATE
APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
APPROVED BY THE PRESIDENT
January 2017

OTHER APPOINTMENTS:
Capasso, Robson  
Associate Professor of Otolaryngology – Head and Neck Surgery at the Stanford University Medical Center, for the period February 1, 2017 through January 31, 2022

Lui, Natalie  
Assistant Professor of Cardiothoracic Surgery at the Stanford University Medical Center, for the period February 1, 2017 through January 31, 2021

OTHER PROMOTIONS:
Poston, Kathleen L.  
Associate Professor of Neurology and Neurological Sciences and, by courtesy, of Neurosurgery, at the Stanford University Medical Center, for the period February 1, 2017 through January 31, 2022

Staudenmayer, Kristan  
Associate Professor of Surgery at the Stanford University Medical Center, for the period February 1, 2017 through January 31, 2022

OTHER REAPPOINTMENTS:
Pao, Alan C.  
**Assistant Professor of Medicine and, by courtesy, of Urology, at the Veterans Affairs Palo Alto Health Care System, for the period August 1, 2017 through July 31, 2023**

Pinto, Harlan  
**Associate Professor of Medicine and, by courtesy, of Otolaryngology – Head and Neck Surgery at the Veterans Affairs Palo Alto Health Care System, for the period March 1, 2017 through February 29, 2020**

Sanders, Lee  
**Associate Professor of Pediatrics at the Lucile Salter Packard Children’s Hospital, for the period June 1, 2017 through May 31, 2022**

**Other Report Items:**

Mora-Mangano, Christina, **Professor of Anesthesiology, Perioperative and Pain Medicine** at the Stanford University Medical Center, change in percent time employment from 70% to 90%, effective March 1, 2017 for a continuing term
OTHER REAPPOINTMENTS:
Yeh, Ellen  
Assistant Professor of Biochemistry and of Pathology, for the period May 1, 2017 through April 30, 2020

OTHER APPOINTMENTS:
Hosseini, S. M. Hadi  
Assistant Professor (Research) of Psychiatry and Behavioral Sciences, for the period February 1, 2017 through January 31, 2021

Saggar, Manish  
Assistant Professor (Research) of Psychiatry and Behavioral Sciences, for the period March 1, 2017 through February 28, 2021

APPOINTMENTS WITH TENURE:
Fischbach, Michael A.  
Associate Professor of Bioengineering, effective April 1, 2017
OTHER REAPPOINTMENTS:
Chin, Frederick  Assistant Professor (Research) of Radiology, for
the period February 1, 2017 through January 31, 2020

Hitchins, Megan  Associate Professor of Medicine, for the period
July 1, 2017 through June 30, 2020

MEDICAL CENTER PROFESSORIATE
APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
APPROVED BY THE PRESIDENT
February 2017

PROMOTIONS FOR A CONTINUING TERM:
Chang, Daniel  Professor of Radiation Oncology, effective March 1, 2017

Liang, David  Professor of Medicine at the Stanford University Medical Center, effective March 1, 2017

Lighthall, Geoffrey  Professor of Anesthesiology, Perioperative and Pain Medicine at the Veterans Affairs Palo Alto Health Care System, effective March 1, 2017
OTHER APPOINTMENTS:

Ahmad, Iram  
Assistant Professor of Otolaryngology – Head  
and Neck Surgery at the Stanford University  
Medical Center, for the period September 1, 2017  
through August 31, 2021

Periyakoil, Vvjeyanthi  
Assistant Professor of Medicine at the Stanford  
University Medical Center, for the period March 1,  
2017 through February 28, 2022

Priest, James  
Assistant Professor of Pediatrics at the Lucile  
Salter Packard Children’s Hospital, for the period  
March 1, 2017 through February 28, 2021

Schachar, Ira  
Assistant Professor of Ophthalmology at the  
Stanford University Medical Center, for the period  
March 1, 2017 through February 28, 2021

OTHER PROMOTIONS:

Park, Kun  
Associate Professor of Pediatrics at the Lucile  
Salter Packard Children’s Hospital, for the period  
March 1, 2017 through February 28, 2022

OTHER REAPPOINTMENTS:

Yang, Phillip  
Associate Professor of Medicine at the Stanford  
University Medical Center, for the period April 1,  
2017 through September 30, 2017

Other Report Items:

Leppert, John, Associate Professor of Urology at the Veterans Affairs Palo Alto  
Health Care System, also appointed Associate Professor, by courtesy, of Medicine,  
for the period January 1, 2017 through October 31, 2021
Nieman, Koen, Associate Professor of Medicine and of Pathology at the Stanford University Medical Center, change in appointment start date from October 1, 2016 to April 1, 2017 and in appointment end date from September 30, 2021 to March 31, 2022
Wang, Kevin  
Assistant Professor of Dermatology, for the period October 1, 2017 through September 30, 2018

Other Report Items:

Bollyky, Paul, Assistant Professor of Medicine, also reappointed Assistant Professor of Microbiology and Immunology, for the period January 1, 2017 through December 31, 2019

Chang, Steven, Robert C. and Jeannette Powell Neurosciences Professor, also appointed Professor, by courtesy, of Otolaryngology – Head and Neck Surgery, effective October 1, 2016

Donaldson, Sarah, Catharine and Howard Avery Professor in the School of Medicine, change in percent time employment from 100% to 50%, effective November 1, 2016

Egan, Elizabeth, Assistant Professor of Pediatrics, also appointed Assistant Professor of Microbiology and Immunology, for the period December 1, 2016 through September 30, 2019

Feng, Liang, Assistant Professor of Molecular and Cellular Physiology, also appointed Assistant Professor, by courtesy, of Structural Biology, for the period December 1, 2015 through February 28, 2017

Glenn, Jeffrey, Associate Professor of Medicine, also reappointed Associate Professor of Microbiology and Immunology, for the period November 1, 2016 through October 31, 2017

Goodman, Steven, Professor of Medicine, also appointed Professor of Health Research and Policy, effective September 1, 2016
Gurtner, Geoffrey C., Johnson & Johnson Professor of Surgery and Professor, by courtesy, of Bioengineering, also appointed Professor, by courtesy, of Materials Science and Engineering, for the period October 10, 2016 through August 31, 2018

Hsing, Ann, Professor (Research) of Medicine, also appointed Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through November 30, 2020

Lu, Ying, Professor of Biomedical Data Science and, by courtesy, of Radiology, also appointed Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through September 30, 2019

Mercola, Mark, Professor of Medicine, change in percent time employment from 85% to 100%, effective December 1, 2016

Nakauchi Hiromitsu, Professor of Genetics, extend current percent time employment at 90% from February 13, 2017 through March 31, 2017

Rehkopf, David, Assistant Professor of Medicine, also appointed Assistant Professor, by courtesy, of Health Research and Policy, for the period October 1, 2016 through October 31, 2018

Smolke, Christina, Professor of Bioengineering, also reappointed Professor, by courtesy, of Chemical Engineering, for the period September 1, 2016 through August 31, 2019

Teruel, Mary, Assistant Professor of Chemical and Systems Biology, also appointed Assistant Professor, by courtesy, of Bioengineering, for the period November 1, 2016 through October 31, 2018
PROFESSORIAL APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS
REVIEWED BY THE ADVISORY BOARD AND APPROVED BY THE PRESIDENT
February 28, 2017

APPOINTMENTS WITH TENURE:
Singer, Sara  Professor of Medicine, effective July 1, 2017

OTHER PROMOTIONS:
Rao, Jianghong  Professor of Radiology, effective March 1, 2017
Schneider, David S.  Professor of Microbiology and Immunology,
effective March 1, 2017

OTHER REAPPOINTMENTS:
Chan, David  Assistant Professor of Medicine, for the period
November 1, 2018 through October 31, 2019
Hu, Mickey  Associate Professor of Obstetrics and
Gynecology, for the period March 1, 2017
through May 31, 2017