Refresher on: New OAA Policies and Practices

May 24, 2017
## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:30</td>
<td>Professoriate – Best Practices for Faculty Searches conforming to New Provost Requirements</td>
<td>Audrey/Rebecca</td>
</tr>
<tr>
<td>8:30-9:00</td>
<td>Professoriate - Discussion on New Trainee Solicitation Guidelines</td>
<td>Audrey/Rebecca</td>
</tr>
<tr>
<td>9:00-9:20</td>
<td>New Systems Review</td>
<td>Claudia</td>
</tr>
<tr>
<td></td>
<td>• FASA 2.2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ByCommittee</td>
<td></td>
</tr>
<tr>
<td>9:20-9:40</td>
<td>CES Reporting from Qualtrics</td>
<td>Audrey</td>
</tr>
<tr>
<td>9:40-10:00</td>
<td>Open Discussion and Q&amp;A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Topics that would apply to all Departments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Questions for OAA or other FAAs</td>
<td></td>
</tr>
</tbody>
</table>
Best Practices for Faculty Searches

Audrey Yau
Highlighted Changes

• Size of Candidate Pool
  • More strictly following guidelines for expected pool sizes (MCL, UTL, UTL w/ clinical activity, NTLR)
  • Number of candidates that can be pulled from one search will be scrutinized

• Conflicts of Interest
  • Previously allowed members with COI to just be recused from discussion – now must step off of the search committee as soon as a conflict is identified
  • For concluding searches, notate in search report that recusal was consistent with SoM practice at the time
Highlighted Changes

• Choosing a known, internal candidate
  • is not desirable, though may occur and should be thoroughly justified in the search report
  • Additionally, to strengthen the case for choosing an internal candidate, at least 2 external referee letters should be included in the search report

• Voting by search committee
  • Individuals who participate on a search committee can vote at Department A&P review
  • A search committee member can also author the evaluation of candidate/scholarly role sections
  • A search committee member cannot provide a letter of recommendation
• The Provost’s Office is more critically reviewing School of Medicine faculty searches

• As a result, OAA will be more critically reviewing search initiation requests and search reports to be consistent with these new policies and best practices

• Many situations that arise during a search are highly situational – please consult OAA early on
Discussion on New Trainee Solicitation Guidelines

Rebecca Robinson
FASA Updates

• Reporting Terminations (2 weeks before departure)
  – Destination & reason for departure needed
  – Have requested ability to enter this information for CE as well as Professoriate

• Creating EmplIDs for International Candidates
  – Either fill it out yourself or send link to candidates with instructions:
    000-00-0000 SS#
    94305 for zip
    CA for state
FASA: Importance of selecting correction action type

• Professoriate Amendment

• Academic Staff-Teaching/Other Teaching Staff
  Visiting Faculty
  Adjunct Professor/Adjunct Lecturer
  Lecturers

• Visiting Scholar

• Clinician Educator/Adjunct Clinical Faculty/Instructor
FASA: Help Tickets Submitted

• System Speed

• Multiple emails for same action
FASA Enhancements Awaited

• Addition of FYI recipients to approval emails
• Addition of Division/Position number to approval emails
• Search options: either add SUNet ID search or remove it from text
• Sending approval emails for appointment modifications
• Accurate action in approval email (defaults to “appointment”)
• Inability to have more than one action at a time (eg if extension needed)
• Currently 22 cases in process
  11 New appointments
  6 Promotions
  5 Reappointments

• Two instances of system emails going to spam/clutter
CES Reporting from Qualtrics

Audrey Yau
Open Discussion
Q&A
Issues that apply to all Departments?