Visiting and Short Term Appointments

FAA Roundtable

July 26, 2018
Job Groups

**CE/ACF**
- Clinical Instructor-Clinical Professor
- Clinical Instructor-Clinical Professor (Affiliated)
- Instructor
- Instructor (Affiliated)
- Adjunct Clinical Instructor-Adjunct Clinical Professor

**AST/OTS (paid or unpaid)**
- Lecturer
- Adjunct Professor/Adjunct Lecturer
- Visiting Instructor-Visiting Professor

**Visiting Scholar**
- Visiting Scholar
- Visiting Postdoctoral Scholar
Visiting Scholars

- Must have a professoriate faculty sponsor
- Must have a doctoral degree (or other terminal degree)
- Must have a job at a home institution elsewhere (faculty, industry, government, retired….)
- Must NOT be a trainee
- Must have external funding >$60,000 annual (keyed to minimum for postdoctoral stipend)
- CANNOT be paid by Stanford
- Maximum one year plus one year reappointment
- “Owned” by Dean of Research (doresearch.stanford.edu)
Visiting Postdoctoral Scholar

- Must have professoriate faculty sponsor
- Must have doctoral degree
- Must be a postdoctoral trainee at an outside home institution
- Must have external funding >$60,000 annual (keyed to minimum for postdoctoral stipend)
- CANNOT be paid by Stanford
- Maximum one year appointment
- “Owned” by Dean of Research (doresearch.stanford.edu)
- Submitted via email, not FASA
Visiting Instructors

Should be coming for advanced training in an area for which there is no formal course of study

- Must have doctoral degree; if MD, must have finished residency
- Not required to be employed at a home institution, but must be planning to go elsewhere after the appointment at Stanford
- If paid, a background check is required
- Maximum one year appointment, plus one year reappointment
Visiting Faculty

Should be coming in order to forward a collaborative research mission, to take advantage of their expertise or experience in research, teaching, or clinical care, or to pursue some other collaborative effort or for other reasons which may provide benefit to the School of Medicine.

- Must hold a faculty position at another university
- Must be on leave from their faculty position
- Home appointment must not expire prior to the end date of the Stanford appointment
- Must be appointed at the rank they hold at the home institution
- May be paid or unpaid
- If paid, background check NOT required at this time
- Appointment for up to one year; renewable one time
Adjunct Professor/Adjunct Lecturer

- Teaching only title
- Do not necessarily have to have doctoral degree
- Profession should not be primarily academic (business, industry, government or fully retired academics)
- May be employed outside of Stanford, but not required
- May be paid or unpaid
- If paid, background check is required
- Appointments may be for a single quarter or up to three years; unlimited renewal
Adjunct Professor vs Adjunct Lecturer

Adjunct Professor
- Primary course instructor or coinstructor
- Teach graduate seminars
- May be coadvisors but not principle advisors on masters or doctoral theses
- May serve on departmental committees

Adjunct Lecturer
- Assist in courses, but not primary instructor or coinstructor
- Ex: May serve as mentors, coaches or advisors for student projects over multiple weeks
- Ex: May work with faculty to develop a course or organize and manage a lecturer series
- Not for guest lectures, occasional coaching or participation in a panel
Lecturer

- Perform a significant amount of regular instruction with continuing programmatic need
- Or, persons in the community or on the university staff who possess special expertise or scholarly distinction and may contribute occasionally in their particular fields
- Or, individuals who are employed to meet specific departmental needs created by faculty leaves or unanticipated student load
- Needed courses must be well defined with the goals established by the department or program faculty
- May be paid or unpaid
- If paid, background check is required
- Initial appointments should be one year; reappointments up to five years
Most Common Problems
EmplID

Paid Appointment
- Search by name in FASA
- If no result, proceed with action
- HR will create the EmplID when they process the candidate to be hired

Unpaid Appointment
- Search by name in FASA
- If no result, create EmplID using TWO steps
- Add the Emplid to the FASA form
Create a New EmplID

- **A. HelpSU ticket:** This goes to HRMS (HR Management Systems) and asks them to double check for a valid EmplID and, when the next step (below) has been taken, to create a new person record with a new EmplID for the candidate. • Please include the candidate's legal name and sponsoring department name (or 4-letter code ID).

- **B. Secure Portal link:** You can enter the candidate’s bio/demo information or email the link to the candidate and ask them to do it. • For candidates who will be coming from abroad and do not have a social security number, enter one digit repeating (i.e. 111-111-1111), and the department's address.
Other Common Problems

Missing items: Include the checklists!
- Proof of leave
- Proof of funding

Offer Letters and Letters of Invitation
- Pull templates from OAA website
- Templates are dictated by OGC
- Check for appointment vs reappointment
- Make sure dates are consistent
Proof of Funding

Accepted documents
- Letter from employer
- Letter from scholarship committee
- Bank statement
- Letter from bank or other funding agency

Not allowable as proof:
- J-1 Funding Attestation Form
- Letter or email from candidate

- Values should be converted to USD and made clear for monthly or annual totals
- If the document itself is similar to a pay stub, a written summary of total compensation can be calculated by the FAA
Faculty Sponsorship

- Required for Visiting Scholars and Visiting Postdoctoral Scholars
- Must be a member of the Professoriate
- Can be emeritus, but must be recalled for the entire appointment term
- Faculty Sponsor must approve in FASA
Visas: why 60 days?

- Our goal is to review FASA actions for this population in three weeks; this is not always possible
- Once the OAA approval goes to Bechtel, they will conduct their review and approval
- Once Bechtel has approved, a copy of the DS-2019 must be picked up and sent to the candidate, who uses it to apply for the J-1 visa in their home country. 30 days is needed.
- For J-1 visa extensions, Bechtel says these requests must be made 60 days before expiration
- For all requests to Bechtel, select Med School Visiting Scholar/Faculty/Lecturer for the correct workflow
Conflict of Interest

- The university has determined that Visiting Scholar appointments are the main source of COI in visiting appointments.
- It is the department’s responsibility to verify whether there is conflict of interest.
- The faculty host should complete the COI form—5 questions.
- If the answer to any question is YES, send the file and form to Barbara Flynn (barbara.flynn@stanford.edu).
- Once Barbara has signed off on the document, submit the appointment file to OAA, including the COI form with Barbara’s signature.
- The COI questions at some point will be added to FASA.