Role of the Office of Academic Affairs

Claudia J. Morgan, PhD
Associate Dean for Academic Affairs
School of Medicine
Mission of OAA

To serve as a resource in preserving and enhancing the excellence of the School of Medicine through the appointment, reappointment, promotion and retention of a distinguished and diverse faculty.
Role of OAA

The Department, the School and the University have a shared role in:

- Safeguarding the integrity, fairness, and transparency of policies and processes affecting the faculty
- Providing a supportive environment in which faculty can develop, flourish and succeed.

OAA’s main function is to support this shared role.
OAA Constituencies

- Faculty in all lines
- Department chairs and division chiefs
- Faculty Affairs Administrators
- Office of the Dean
- Office of the Provost
OAA Staff

- Lisa Joo
- Ashley Klein
- Alexandra Obaya
- Denise Reyes
- Jessica Salas-Mendonça

- Yogesh Vazirani
- Ellen Waxman
- Mary Watten
- Audrey Yau

med.stanford.edu/academicaffairs
OAA Responsibilities

• Oversight of faculty appointment and promotion processes
• Development and implementation of School-wide policies regarding academic affairs issues
• Interpretation and application of University policies regarding academic affairs issues
• Collection, maintenance and analysis of faculty data for reporting to the School and University and for informing policy decisions
OAA Responsibilities

• Management of sabbaticals and other leaves, FTE changes, resignations, retirements

• Resolution of conflicts informally or through official investigations in response to formal complaints or grievances

• Direction of the training and processes of department and institute academic affairs staff

• Collaboration with other schools and the University to help streamline processes and improve outcomes
OAA Responsibilities

- Faculty onboarding
- Faculty workshops (line-specific and general)
- Chair and chief workshops
- Communication (OAA website, Faculty Handbook, *Communique*)
- Other faculty development opportunities (mentoring, leadership, diversity, engagement, wellness)
Faculty Workshops

- The tenure review process
- Promotion to Professor in the UTL, MCL, CE
- Promotion to Clinical Associate Professor
- Reappointments and promotions in the NTL
- Evaluation of teaching excellence
- Sabbaticals
- PI Waivers (CE)
- Senior faculty transitions: Retirement and FRIP
Role of the Faculty Member
Ultimate Responsibility for Career Trajectory and Success

• Attend workshops
• Be familiar with policies and procedures concerning reappointment and promotion
• Meet with mentors on a regular basis
• Participate actively in annual counseling sessions with the department chair or division chief
Questions?