Role of the Office of Academic Affairs

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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

• Sharon Freiberg
• Lisa Joo
• Ashley Klein
• Alexandra Obaya
• Rebecca Robinson

• Jessica Salas-Mendonça
• Yogesh Vazirani
• Ellen Waxman
• 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?