

December 5, 2014

Dear Adjunct Clinical Faculty Member:

We wish to sincerely thank you for your immense service to our academic community this past year. Your commitment and expertise is highly valuable to our department's faculty and trainees, and we are grateful for your continued contribution to the "Stanford Family."

We write to also provide a gentle reminder about our end-of-year requirements and to provide policy updates. For those of you who have supplied us with an email address, you will also receive this letter via email. If either the email address or phone number that the Department has on file has changed over the past year, it is essential that you send us your current preferred email address and phone number to us for department communications. Please take a few minutes to read this letter carefully because it includes changes from last year.

End-of-Year Requirements

The Medical School and the Department require one service report and at least one evaluation by a trainee or faculty member for each year of your appointment. As you know, you must document 100 hours of voluntary service yearly. Emeriti are not required to submit service reports. Still, we request Emeriti who continue volunteering to submit reports so that your file reflects your activity within the Department and you remain eligible to receive certificates of appreciation for longstanding service. Emeriti who no longer volunteer and do not wish to receive this annual mailing should contact the Department's Office of Faculty Affairs.

Service reports and trainee evaluations can be submitted online. Online data is transmitted in confidence directly to the Committee, and links to both online submission forms are available on the ACF Association's website (<http://acf-association.stanford.edu>). A link to evaluations is also on Medhub. If you wish to use paper forms, we have included them with this letter. Copies of these forms can also be downloaded from the ACF Association website. Evaluation forms (or the URL) should be given to residents, post-doctoral psychologists and students whom you supervise or teach, as well as academic faculty with whom you work. We will remind all trainees and send them the URL as well. We ask that you please ensure that you initial each attestation in the paragraph at the top of the service report form, either on the paper version or online. All 2014 service reports and evaluations need to be submitted to the ACF Office by June 1, 2015. Our 30 members whose appointments terminate August 31, 2015 must bring their files up to date for each year of their current appointments by the end of January, as well. Neither this committee nor the School's committee reviews incomplete files.

We would like to take this opportunity to emphasize that it is incumbent upon each ACF member

to advise the Department of any new planned service activities outside the scope of their originally proposed service activities, in order to ensure that these activities meet departmental guidelines and contribute toward the faculty member's required minimum contribution of hours.

**** New Policy on Timely Submission of Annual Service Reports ****

Beginning in the 2015 calendar year, the Department will require that all active ACF members submit annual service reports for the previous year no later than June 1st of each year. Those who fail to submit service reports by this date may be terminated from the ACF, by mandate of the Dean's Office. This policy is being implemented because the Department has a responsibility to determine that all ACF are in compliance with the 100-hour rule each year of their ACF appointment and to permit the Committee to complete its work in a timely manner. ACF members who have one or more missing service reports from previous years of their current appointment term will be notified in a separate communication and provided the opportunity to bring their files up to date by June 1, 2015.

Security Policies at Stanford University

Data security continues to be a critical issue for the School of Medicine and adherence to these policies is your personal responsibility. Last year, the School of Medicine mandated that all computers and mobile devices that may be used to interact with restricted or prohibited data, including Protected Health Information (PHI), must be protected according to established guidelines. As of the time of this letter, School of Medicine has expanded this requirement to include all computers and mobile devices used to conduct any Stanford-related business, regardless of whether such business includes restricted or prohibited data. As such, we ask that all ACF to update their attestation of computing devices used for any Stanford-related business. The web address for the attestation is <http://med.stanford.edu/attestation/>. If you do not ensure that your computers and mobile devices meet the necessary standards, there may be resulting restrictions on access to Stanford systems followed by escalating consequences up to and including termination and legal action. Full information about the policy, along with frequently asked questions and definitions of PHI, restricted and prohibited data can be found at <http://med.stanford.edu/datasecurity/>. We appreciate your continued efforts to work with our Department IT staff to ensure your compliance with these security requirements.

Also, beginning in early 2015, the School of Medicine will require that all ACF complete an annual online Stanford University's Privacy and Security Training, regardless of whether their work involves access to restricted or prohibited data. The training takes approximately 20-30 minutes and is conducted via the Stanford Privacy Office. More information about this requirement will be communicated via email in the months ahead. If you have questions about the training at this time, contact Roxane Meade at [\(650\) 498-4308](tel:6504984308) or roxanem@stanford.edu.

Contact Information

Our mailing address and fax number are:

Office of Faculty Affairs
Department of Psychiatry & Behavioral Sciences
Office of Faculty Affairs
401 Quarry Road
Stanford, CA 94305-5717
Fax: [\(650\) 723-4655](tel:(650)723-4655)

Thank you again for your continued honorable contributions to our academic community and your responsiveness to communications from our office. We greatly appreciate your service and dedication our department and the medical school.

Warm wishes for a wonderful 2015!

Sincerely,

Laura Roberts, M.D., M.A.
Chairman and Katharine Dexter McCormick and Stanley McCormick Memorial Professor
Department of Psychiatry and Behavioral Sciences

Harvey E. Dondershine, M.D., J.D.
Chairman, Adjunct Clinical Faculty Appointments and Promotions Committee
Department of Psychiatry and Behavioral Sciences