

Reappointment: Clinical Instructor and Clinical Instructor (Affiliated)

Checklist ([Guidelines](#))

Candidate:

Requested Term:

FTE: % Reappointment terms can be up to three years in duration.

Attach to FASA transaction in a single file:

- 1 **Transmittal Memo** to Vice Dean
- 2 **FAST|FAC Person History**
- 3 **Curriculum Vitae (CV)** – [template](#)
- 4 **Teaching evaluations** (since last review). If teaching evaluations are not available, then a minimum of **three trainee letters from current trainees**. (solicit using [template](#))
- 5 [Clinical Excellence surveys](#): for candidates at 50-100% FTE, 9-14 surveys For candidates below 50% FTE, 4-7 surveys.
- 6 If applicable, **Practice Policy exemption request** ([policy](#))
(for candidates between 50% and 99% FTE who will do clinical work outside Stanford)

IF applicable, attach to FASA transaction in separate files:

- 1 Draft Offer letter addendum or Letter of Invitation
 - For changes in FTE, [offer letter addendum](#) (submit in Word format)
 - For changes to salary of duties only, [offer letter addendum](#) (submit in word format)
 - For Clinical Instructor (Affiliated): [letter of invitation](#) (submit in Word format)
 - For candidates changing from concurrent appointment to regular CE appointment: [draft offer letter](#) (submit in Word format)
- 2 [Personnel Action Form \(PAF\)](#) (paid CE's)

Please be sure to add your Faculty Compensation and Human Resources Representatives as FYI users on the FASA transaction.

We cannot review incomplete packages. If incomplete, package will be returned to originator and date submitted in FASA will be reset. If an item does not apply to this package, please explain in the public comments in the FASA transaction.

If complete, Faculty Affairs Signature

Date