

Documents Required by the Office of Academic Affairs for Instructors, August 2016

Rank	Action	Duration		Required documents (Number of letters shown are minimums)
Instructor	Appointment	Up to 3 years at year increments, total no >3 years unless the candidate has been awarded a mentored grant or an initial independent grant. In that case the appointment may be for the duration of the award, not to exceed a total of eight years in rank.	<input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> []	Appointment form Transmittal memo ¹ CV ² 3 referee letters ³ . A minimum of 1 must be from a person affiliated with the candidate's current institution and a minimum of 1 must be from a person external to the candidate's current institution. ⁴ Notice of award, if applicable ⁵ Letter of invitation for Instructors (Affiliated), if applicable, in a Word document ⁶ Practice policy exemption request, if applicable ⁷ Evidence of successful background check (email from HireRight stating "meets standards") ⁸

¹ The transmittal memo must provide an evaluation of the candidate measured against the relevant criteria and explain unusual circumstances such as the need for additional training or reentry to academia. Disclose if the candidate has been awarded a mentored grant or an initial independent grant or is in the process of applying for one. For initial appointment, describe the process by which the candidate was identified; if applicable. Address any concerns presented by contributors to the file – negative teaching evaluations or comments in letters from referees or trainees, for example and any departmental concerns arising during the review process, and describe an appropriate plan if intervention is warranted.

² Candidate's CV must be current and complete.

³ All referee letters must fully identify the writer. School practice does not require the Office of Academic Affairs' approval of the selection of referees for Instructor candidates, but all referees solicited must be able to provide a meaningful and substantive evaluation of the candidate against the relevant criteria from personal knowledge. Form letters from referees and recitation of information available in other file materials (e.g., CV, trainee evaluations) is discouraged. A referee solicitation letter template is available at <http://med.stanford.edu/academicaffairs/CEs/> in the section entitled "Instructors & Instructors (Affiliated)."

⁴ An external referee letter is waived for an Instructor candidate who has been a Resident or Fellow supervised by Stanford faculty or has held an academic appointment at Stanford within the past two years. In that case, a third letter from a referee affiliated with Stanford University is expected.

⁵ If Instructor appointment is to be coterminous with a sponsored award then a copy of the notice of award (NOA) is required. The NOA should include the award name, granting agency, award number, and award dates.

⁶ An invitation letter is required for each Instructor (Affiliated) action. The letter of invitation template is available at <http://med.stanford.edu/academicaffairs/CEs/#Instructors>.

⁷ For individuals appointed at 50% FTE or greater and who have outside clinical activity, <http://med.stanford.edu/academicaffairs/documents/rules-of-practice.pdf>.

⁸ All Instructors should receive a background check. If an Instructor is a MD who is going through credentialing through Stanford Hospital, a background check through HireRight should not be done. Stanford Hospital's process takes the place of the HireRight background check. If the Instructor is a MD and is not being credentialed through Stanford Hospital, a background check must be initiated through HireRight.

Rank	Action	Duration		Required documents (Number of letters shown are minimums)
Instructor	Reappointment	Up to 2 years at year increments, total no >3 years unless the candidate has been awarded a mentored grant or an initial independent grant. In that case the appointment may be for the duration of the award, not to exceed a total of eight years in rank.	<input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> []	Appointment form Transmittal memo FAST FAC Person History CV 2 referee letters from persons affiliated with or external to the candidate's current institution (or a mix) ⁹ 3 clinical excellence core competencies evaluations from a mix of evaluator types ¹⁰ Standardized teaching evaluations since last review or 3 individual trainee letters ¹¹ Notice of award, if applicable Letter of invitation for Instructors (Affiliated), if applicable, in a Word document Practice policy exemption request, if applicable
Instructor	Change to current appointment: --Department or division change (add, delete) --Assignment change --Percent time of appointment (FTE) change	Through duration of current appointment	<input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> []	Appointment form ¹² Transmittal memo ¹³ FAST FAC Person History Letter of invitation for Instructors (Affiliated), if applicable, in a Word document Practice policy exemption request, if applicable

⁹ Referees selected must be able to provide a meaningful and substantive evaluation of the candidate's contributions since his/her last review and assess his/her trajectory towards an academic career.

¹⁰ If the candidate is clinically active, clinical evaluations are wanted from a broad mix of professional colleagues with the training, experience and exposure to the candidate's clinical work allowing for informed commentary on clinical performance. Clinical evaluator types include referees, health care providers who consult with the candidate and non-physician health care professionals. Clinical evaluations completed by trainees will not be considered teaching evaluations.

¹¹ All trainee letters must fully identify the writer.

¹² If the proposed change is temporary, the appointment form must indicate the subsequent action needed to occur for the remainder of the current appointment.

¹³ Not required if page 2 of the appointment form completely explains the reason for the change action and the effect, if any, on allocation of effort.

Rank	Action	Duration		Required documents (Number of letters shown are minimums)
Instructor	Extend current appointment	Up to six months	<input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> [] <input type="checkbox"/> []	Appointment form Transmittal memo ¹⁴ FAST FAC Person History Document confirming candidate's departure (e.g., candidate's resignation or communication from Chair/Chief to the candidate)

¹⁴ The reason for the extension must be thoroughly explained.