Professoriate Long Form Transmittal Memo Guidelines

#### When to Include One

The University long form requires a transmittal or cover memorandum only in the following cases:

* Actions that go to the Advisory Board:
  + All new appointments of internal to Stanford candidates (all professoriate lines, all ranks)
  + UTL promotions (for a term or tenure), and reappointments (conferring tenure only)
  + NTLR/NTLT promotions (for fixed or continuing term), and reappointments (conferring continuing term only)
  + All MCL continuing term actions.
* Actions where there are issues needing further clarification (e.g. questions about the candidate’s qualifications, split departmental vote, negative evaluations or referee comments).

**Do not** include a cover memorandum for straightforward cases in these categories:

* MCL reappointments and promotions for a term of years
* UTL/NTL reappointments for a term of years.

#### What to Put In

The requirements for what should be included in the cover memo:

* Note the candidate’s name and the proposed action, rank and line
* Give an overview of the programmatic need that the candidate will fulfill/does fulfill (e.g. “clinician/researcher in breast oncology”, “pediatric trauma surgeon”).
* Explain any issues in the file that require clarification. Examples:
  + Negative votes at the department level
  + Issues with the candidate’s qualifications, training, publication, etc
  + Unusual circumstances in the search (relationships between the candidate and search committee members, small pool, lots of known candidates, particularly long or short duration)
  + Negative comments by referees or trainees or in teaching or clinical evaluations
  + Low scores in clinical or teaching evaluations
  + Any irregularities with the process.
* If there are substantial issues with the candidate, for example very low teaching scores, please provide the department’s perspective on the problem and a summary of the plan for remediation.
* Include a brief statement that explains why the candidate merits the proposed action. (e.g. why is promotion rather than reappointment being proposed at this particular time? What criteria have been met or outstanding contributions have been made to merit promotion?)

#### Memos are typically no more than 1.5-3 pages long