## Appointment: Instructor and Instructor (Affiliated)

**Checklist (Guidelines)** 

Candidate:	
Requested Ter	rm:
FTE:	% Appointment terms are for one to three years with a usual maximum of three years.
Attach to FAS	A transaction in a single file:
	Transmittal Memo to Vice Dean – evaluates candidate against criteria for appointment, describes how candidate was identified
2 (	Curriculum Vitae (CV) -template
	<b>Three letters of evaluation</b> – one internal to candidate's current institution, one external to same.( <i>if candidate has been at Stanford in past two years, as student or faculty, letters can all come from Stanford</i> )
4	Evidence of successful <b>background check</b> (email from HireRight stating "meets standards") <i>note: If clinical duties are planned, not required - background check will be done by credentialing office.</i>
	If applicable, <b>Notice of Award</b> (if appointment is coterminous with a sponsored award or grant, include copy of NOA, including award name, granting agency, award number, and dates.)
6	If applicable (clinical duties), CA medical license information from www.breeze.ca.gov
•	f applicable, Practice Policy <u>exemption request</u> ( <i>policy</i> ) for candidates between 50% and 99% FTE who will do clinical work outside Stanford)
Attach to FASA transaction as separate files:	
1	raft Offer Letter
	Instructor: draft offer letter (submit in Word format)
-	Instructor (Affiliated): letter of invitation (submit in Word format)
2 9	Source of Salary Support Form
FYI users on the We cannot review	re to add your Faculty Compensation and Human Resources Representatives as the FASA transaction.  w incomplete packages. If an item does not apply to this package, please blic comments in the FASA transaction.
Faculty Affairs Co	ontact Date