Reappointment: Instructor and Instructor (Affiliated)

Checklist (Guidelines)

Candidate:			
Requested 1	Term:		
FTE:	%	Reappointment terms are for one to two years with a usual maximum of three years in rank.	
Attach to FA	SA transaction in	a single file:	
1	Transmittal Memo to Vice Dean		
2	FASTIFAC Person History		
3	Curriculum Vitae (CV) – template		
4	Two letters of evaluation – external, internal, or a mix		
5	If applicable, three Clinical Excellence Surveys from a mix of types of evaluators		
6	Standardized teaching evaluations or 3 trainee letters		
7		ce of Award (if appointment is coterminous with a sponsored award or grant, OA, including award name, granting agency, award number, and dates.)	
8	If applicable, Practice Policy exemption request (policy) - for candidates between 50% and 99% who will do clinical work outside Stanford		
Attach to FA	Draft Offer Letter Instructor: draft of	n separate files (if needed): not needed for reappointment with no changes in FTE or status fer letter (submit in Word format)	
2	·	d): letter of invitation (submit in Word format) upport Form	
Representa We cannot rev	tives as FYI use	Faculty Compensation and Human Resources rs on the FASA transaction. ckages. If an item does not apply to this package, please the FASA transaction.	
Faculty Affairs			