

**B2 STANFORD PROFESSORIATE:
REAPPOINTMENT OR PROMOTION FOR A TERM OF YEARS**

TO THE ADVISORY BOARD AND THE PRESIDENT:

(last name) _____ (first name) _____ (middle name) _____

is hereby recommended for reappointment/promotion to the rank of:

For a term of years, beginning on _____ and ending on _____

Fill out as applicable: (for part time or joint appointment, indicate percent time employment)

Primary department/school/policy institute _____ at _____ % time

Secondary department/school/policy institute _____ at _____ % time

Medical Center affiliation (for MCL) _____

Courtesy department/school _____

For a re appointment or promotion coterminous with support or with an administrative assignment at Stanford or an affiliated institution, note the coterminous nature of the appointment:

___ Coterminous with continued salary and other research funding from sponsored projects

___ Coterminous with continued salary and other support from _____

___ Coterminous with _____

Recommended by (as applicable):

(Chair of primary department) (date)

(Dean of primary school) (date)

(Chair of secondary department/Director) (date)

(Dean of secondary school/Institute) (date)

Approved for recommendation to the Advisory Board (Academic Council) or to the President (MCL):

(Provost) (date)

Approved for recommendation to the President by the Advisory Board (Academic Council):

1. Evaluation Process

Provide the following (in one or more attached sheets):

- A. A list of the members of the evaluation committee. Disclose any collaborative and/or mentoring relationship an evaluation committee member may have with the candidate.
- B. A copy of the notification sent to the candidate that the review process has commenced.
- C. A description of the process that led to this recommendation.

2. Biographical and Bibliographic Information

Provide the following information in a dated curriculum vitae:

- A. Academic history:
- Colleges and universities attended, degrees received, dates.
 - Scholarships and honors
 - Post-doctoral and residency training
 - Other study and research opportunities
 - Medical Board eligibility (if applicable)
- B. Employment history. List all academic and non-academic positions. List any Stanford faculty appointments in a dd/mm/yyyy format.
- C. Public and professional service.
- D. Post-degree honors and awards, if any. Include major invited papers and addresses, memberships in professional associations and learned societies, etc.
- E. A complete list of scholarly publications or other creative works. Distinguish between peer-reviewed and non-peer-reviewed publications. Group original works (e.g. books, articles, performances, exhibitions) separately from other materials (e.g. commentaries, reviews, editorials). Include page numbers. If pertinent, list other writings such as abstracts, technical reports, etc.

3. Description of the Candidate's Role

Provide the following (in one or more attached sheets):

A. Scholarly work:

Describe (in no more than 2 pages) the candidate's scholarly work since initial appointment at Stanford, with particular reference to its significance and importance for the field, in terms that are understandable to a Stanford faculty member outside the candidate's field. If appropriate, comment on contemporary schools of thought in the field, its recent history, or other such contextual factors that might illuminate the candidate's contribution. For example, describe the authorship practices of the candidate's particular discipline, the contribution of the candidate to multi-authored publications listed in his or her CV, and the candidate's contribution to the work as compared to the other authors, particularly former mentors. Include in the description an account of at least one specific work by the candidate and its impact or importance. Indicate the author of this statement, normally a member or members of the evaluation committee. *(Please save your evaluation of the candidate for the "Evaluation of the Candidate" section below.)*

B. Other academic activities:

Describe, if applicable, the candidate's planned academic activities other than scholarship and teaching, and how they align with the programmatic needs of the department, school and University, for example:

1. Creative works (including dramatic productions, musical performance, studio art, etc.):

Describe (in terms that are understandable to a Stanford faculty member outside the candidate's field) any significant creative works produced by the candidate, with particular reference to their importance in the field. If appropriate, comment on contemporary schools of thought or practice in the field, the field's recent history, or other such contextual factors that might illuminate the candidate's contribution, and include in the description an account of at least one specific work by the candidate and its impact or importance. Indicate the author of this statement, normally a member or members of the evaluation committee. *(Please save your evaluation of the candidate for the "Evaluation of the Candidate" section below.)*

2. Clinical activities:

Describe, if applicable, the candidate's planned clinical activities and how they align with the mission of the applicable school (e.g., the School of Law, the School of Medicine and the applicable medical center). *(Please save your evaluation of the candidate for the "Evaluation of the Candidate" section below.)*

C. Teaching and advising:

Describe, for all ranks as applicable, the candidate's teaching and advising role (all members of the Academic Council are expected to teach in some capacity). Include a summary of teaching commitments since the beginning of the candidate's Stanford appointment (or since the last multi-year reappointment), with course titles and numbers, units and enrollments. Describe any pedagogical innovations or course development activities in which the candidate has participated. Optional: Include a list

of current and former masters, Ph.D. and postdoctoral trainees and their current positions. *(Please save your evaluation of the candidate's teaching for the "Evaluation of the Candidate" section below)*

D. Candidate's statement:

Include a statement by the candidate about his or her current scholarly, teaching and other academic activities and plans (clearly legible and not to exceed 5 pages).

4. Referee Letters

Provide the following (in one or more attached sheets):

- A. A list of referees (determined through consultation between the department chair, if applicable, and dean) who were asked for evaluations, and a brief comment on the stature and competence of each to judge the candidate's work. Disclose any professional relationship of the referees with the candidate. Clearly note responses received, declines, and non-responses. *NOTE: Evaluations from internal referees may be submitted according to school practice.*
- B. A sample of the solicitation letter sent to referees and any follow-up correspondence. The solicitation letter should provide referees with a description of the candidate's role and the evaluative criteria so that referees may provide an informed and meaningful assessment (See the preceding chart for guidelines concerning referee letters that apply to particular actions). When no response is received to a solicitation, there should be a minimum of two follow-up requests. *NOTE: Refrain from having a mentor or co-investigator solicit referee evaluations.*
- C. A list of the scholars in the comparison set (if applicable). Include each named peer's highest degree, the year conferred and the academic institution from which he or she received it, his or her current title and institution, and a very brief description of his or her area of expertise.
- D. All external referee letters, declinations and any other correspondence with referees.
- E. All internal referee letters, declinations and any other correspondence with referees.

(Please save your discussion of the referee letters for the "Evaluation of the Candidate" section below.)

*School of Medicine Adaptive Long Form Evidence Table
For use with **University Long Form B2** (Reappointment or Promotion for a Term of Years)*

Reappointment or Promotion to the Rank of:	Scholarship: Usual Number of Letters	Comparative Evaluatons	Guidelines regarding scholarship	Teaching: usual number of letters	Guidelines regarding teaching	Other activities (includes clinical care): usual number of letters	Guidelines regarding other activities (includes clinical care):
Reappointment to Assistant Professor (UTL, MCL)	3 - 5 total referee letters are required Note A	Named comparison peers NOT required	Note B	3 - 5 trainee letters are required Note C	Note D	Note E	Note F
Reappointment to Assistant Professor (NTR)	3 - 5 total referee letters are required Note A	Named comparison peers NOT required	Note B	1 – 3 trainee letters are required Note C	Note D	Note E	Note F
Reappointment or Promotion to Associate Professor without tenure - University Tenure Line Note R	4 - 7 external and 3 - 5 internal referee letters are required Note G	Named peer comparisons are NOT required for this action; however, they may be appropriate in some cases - see Notes H, I	Notes H, I	3 - 5 trainee letters are required Note C	Note D	Note E	Note F
Reappointment or Promotion to Associate Professor or Full Professor for a fixed term - Non-Tenure Line - Research	4 - 7 external letters and 3 - 5 internal letters are required Note G	Named peer comparisons are NOT required for this action; however, they may be appropriate in some cases - see Notes H, J	Notes H, J	1 - 5 Trainee letters are required.	Note K	Note E	Note F
Reappointment as Associate Professor for a fixed term - Non-Tenure Line – Teaching Note S	Scholarship – specific referee letters <u>may</u> be required Note L	Named comparison peers NOT required	Note L	4 - 7 letters from internal and/or external referees are required. Note L 5 - 10 trainee letters are required. Note C	Note M	Note E	Note F
Reappointment or Promotion to Associate Professor - Medical Center Line Note T	5 - 8 external letters required. Note G 3 - 5 internal letters are required.	Named comparison peers NOT required	Note N	3 - 5 trainee letters required. Note O	Note D	Note P	Note Q

Notes – Form B2:

- A. The letters may include internal and/or external referees, at the discretion of the department, and as most appropriate to assess the candidate's performance. At least one external independent (non-mentor, non-collaborator) letter is required by the School for UTL candidates, and recommended for NTLR candidates. Even when not explicitly required, some external input is usually included, as this often helps establish a more compelling case for reappointment.
- B. Evaluation letters are expected to include assessment of the candidate's scholarship and career trajectory.
- C. If the candidate is expected to direct graduate study, include the names and dates of doctoral graduates for whom the candidate was the principal advisor, and include letters from those individuals wherever practicable. In addition, if applicable, evaluations should normally be sought from current doctoral students and postdoctoral fellows who are directly supervised by the candidate. Evaluations may take the form of letters, or they may be in the form of a summary of confidential conversations with a member of the evaluation committee. Summaries of all available standardized course evaluations are required. Results of peer reviews of teaching, summaries of individual course evaluation forms, representative transcribed comments from such forms, etc. should be submitted as available and applicable.
- D. If a large number of trainees are available from whom to solicit evaluation letters, use a random sampling process to determine the trainees who should be solicited. (For small courses and for individually supervised student projects, the entire set of students should be solicited for letters.) There should be a minimum of 2 follow-up requests to non-respondents. The department should document the process used to generate trainee letters, following the guidelines just described, should include tallies of the number of letters requested and received. For example, the department might state, "The candidate provided us a list of 12 former and current trainees. The departmental evaluation committee solicited letters from all three of the candidate's current doctoral trainees and two randomly selected remaining trainees. Four of the five letters were received. A letter was not received from Dr. ____ despite two follow-up attempts."
- E. No separate letters required, but some assessment is required by the School if the candidate has a clinical care role – see note F.
- F. If the candidate has a clinical care role at Stanford or one of Stanford's affiliates, Clinical Excellence Core Competency Evaluation (CECCE) forms should be obtained as described in the CECCE form instructions.
- G. The clear majority of external letters **obtained** should come from independent, non-mentor, non-collaborator referees - as a general guideline, no more than 1 or 2 should come from mentors or collaborators.
- H. In some cases the department may elect to use named comparisons in an effort to strengthen a case for reappointment or promotion. This should be done in consultation with the Office of Academic Affairs. If named peers are used, review guidelines for peer set consideration carefully.
- I. Peers in the UTL: If named comparisons are used, the referee and peer sets should be selected to allow calibration of candidate's distinction and recognition across a broadly defined field (hundreds of researchers working in the area). All or most of the peers should be scholars who would likely be appointed at Stanford. In general, the School recommends selection of peers who are tenured (or expected to be tenured) at their home institutions.
- J. Peers in the NTLR: If named comparisons are used, the peer set should be selected to allow calibration of candidate's distinction in the relevant field. Due to differences in the institutional roles of NTLR faculty, the breadth of scope of comparison fields in the NTLR may be narrower than for comparable actions in the UTL. Consult OAA for guidance. All or most of the peers should be scholars who would likely be appointed at Stanford.
- K. Teaching evidence in addition to the trainee letter(s) is not expected; however, if teaching evidence is available and appropriate to the candidate intended role, it may be included.
- L. If the candidate is an active scholarly contributor, 2-3 of the 4 - 7 external and/or internal letters required by the teaching section should also address the candidate's scholarly contributions. In other words, 4 – 7 total referee letters are required and may come from internal and/or external referees; if the candidate is an active

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scholarly contributor, 2 or 3 of these letters should address the scholarly work. These cases are unusual; please consult OAA in advance for guidance regarding this requirement and the mix of external and internal letters. Scholarship-specific letters, if required, may come from external and/or internal referees, as appropriate.

- M. Solicitation letter should provide referees with description of the candidate's role and the evaluative criteria so that referees may provide an informed and meaningful assessment. If a large number of trainees are available from whom to solicit evaluation letters, use a random sampling process to determine the trainees who should be solicited. (For small courses and for individually supervised student projects, the entire set of students should be solicited for letters.) There should be a minimum of 2 follow-up requests to non-respondents. The department should document the process used to generate trainee letters, following the guidelines just described, and should include tallies of the number of letters requested and received. For example, the department might state, "The candidate provided us a list of 12 former and current trainees. The departmental evaluation committee solicited letters from all six of the candidate's current doctoral trainees and four randomly selected remaining trainees. 9 of the 10 letters were received. A letter was not received from Dr. ____ despite two follow-up attempts."
- N. Evaluation letters must include assessment of the candidate's scholarly contributions.
- O. Summaries of individual course evaluation forms, representative transcribed comments from such forms, etc. should be submitted as available and applicable.
- P. MCL: No separate letters required, but some assessment is required by the School – see note Q.
- Q. MCL: If the candidate has a clinical care role at Stanford or one of Stanford's affiliates, as is the norm in the MCL, Clinical Excellence Core Competency Evaluation (CECCE) forms should be obtained as described in the CECCE form instructions.
- R. As a matter of practice, the School of Medicine does not reappoint or promote to Full Professor without tenure in the UTL
- S. The University normally does not normally reappoint or promote to Full Professor for a fixed term in the Non Tenure Line (Teaching).
- T. As a matter of practice, reappointment or promotion to Full Professor in the MCL in the School of Medicine normally confers a continuing term – see Form B3

End

5. Student Letters

Provide (in one or more attached sheets):

- A. A list of trainees solicited for letters, with a description of the process used to determine which trainees to contact. Indicate which are current and which are former trainees.
- B. A sample of the solicitation letter sent to trainees. When no response is received to a solicitation, there should be a minimum of two follow-up requests.
- C. All student/trainee letters, declinations and any other correspondence with students/trainees.

(Please save your discussion of these letters for the "Evaluation of the Candidate" section below.)

6. Teaching and Clinical Evaluations

Provide the following (in one or more attached sheets):

- A. Copies of all available standardized course evaluation summaries. Do not include large volumes of individual evaluations; if comments are included in such evaluations, provide a representative sample.
- B. If applicable, copies of all available forms or other instruments used to document clinical skills, with summaries of responses.

(Please save your discussion of these evaluations for the "Evaluation of the Candidate" section below.)

7. Evaluation of the Candidate

Provide the following (in one or more attached sheets):

- A. An evaluation of the quality and promise of the candidate's performance to date in the areas of scholarship, teaching, clinical work (if applicable), and/or other pertinent aspects of his or her performance. If there are identified weaknesses, describe what provisions are being made to help the candidate improve his or her performance. Justify the recommendation to reappoint or promote the candidate in light of the qualifications described above.

- B. Provide the evaluation committee report, if applicable

Deans and department chairs are reminded that consideration of reappointment and promotion cases should include an account of the future of the department/division and/or school, which may include consideration of programmatic need.

8. Counseling

Provide (in one or more attached sheets):

The proposed (draft) counseling letter or memorandum that the candidate will receive regarding his or her academic progress and performance based on the results of this review.

9. Department or School Approval

Provide the following (in one or more attached sheets):

- A. Discuss any reservations that may have been expressed concerning the candidate and how they have been resolved.
- B. Describe the departmental voting practice.
- C. Was this voting practice employed for this recommendation?
- D. Did all members of the group(s) have an opportunity to vote on this recommendation?
- E. Summarize the vote. If the vote was not unanimous, please explain.