A letter of invitation letter, prepared on department letterhead, is required for each Adjunct Clinical Faculty (ACF) action. No appointment letter will be forthcoming from the Office of Academic Affairs. Instructions for filling in details included in the invitation letter are in [highlighted brackets]. Modifications from the template require prior approval from the Office of Academic Affairs.

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

[I am / We are] pleased to offer you, subject to review and approval of the School of Medicine, [an appointment as / a reappointment as / a promotion to] Adjunct Clinical [Rank] in the Adjunct Clinical Faculty line in the Department of [Name], [Division Name, if applicable], at Stanford University School of Medicine, effective [Month / Day / Year] through [Month / Day / Year].

Your knowledge, experience, perspective and participation in the clinical education of Stanford medical students, residents, and/or fellows are highly valued in our academic programs. Members of the Adjunct Clinical Faculty are generally expected to make a contribution to teaching or other academic activities approximately equivalent to 100 hours per year.

Your official title is Adjunct Clinical [Rank]. This is an academic title only and may be used only during the appointment period noted above. Your title must always be used in its entirety.

Your service as Adjunct Clinical [Rank] is voluntary; you are not an employee of Stanford University and are eligible for no employee-related benefits. Although term appointments are frequently made with the possibility of reappointment or promotion, there is no entitlement to such action at the end of the term and it is by no means automatic. Renewal of your appointment will depend on availability of faculty to fulfill the Department’s pedagogical obligations and the match between your teaching and interpersonal skills and our needs at the time. Membership on the Adjunct Clinical Faculty can be terminated at any time by either the Adjunct Clinical Faculty member or by the School, without necessity for a reason.

Additional information about the Adjunct Clinical Faculty appears in Chapter 6 of the School of Medicine Faculty Handbook, http://med.stanford.edu/academicaffairs/administrators/handbook/chapt6.html.

Membership in the Adjunct Clinical Faculty entitles an Adjunct Clinical Faculty member to identify himself or herself as such, and to include his or her Adjunct Clinical Faculty title, as appropriate, on stationery, business cards and in certain publications; it does not entitle an Adjunct Clinical Faculty member to use the Stanford University or School of Medicine logo on Stanford University or School of Medicine letterhead, except when creating correspondence pertinent to patients seen in the teaching function. The use of the Adjunct Clinical Faculty title on publications may only be included when the use is approved by the department chair in writing and in advance.

You are required to comply with the Stanford Industry Interactions Policy (SIIP), <http://med.stanford.edu/coi/siip/>, which prohibits accepting gifts from pharmaceutical and other biomedical companies of any amount, bans pharmaceutical, bio-device and related industry representatives from patient care areas, prohibits faculty from publishing articles that have been ghostwritten by industry representatives, and disallows participation in industry-sponsored “speakers bureaus” (i.e., contractual relationships to give talks in which the topic(s) and/or content are provided by industry). Your compliance with this policy is required at all times, both in connection with and outside of your official Stanford responsibilities.

Your signature below confirms the ownership and disposition of fees derived from your charges for patient-related professional services within the scope of your assigned academic duties at the Stanford University School of Medicine. Such services include direct or consultative patient care and diagnostic analyses and are further described in the Practice Policy for the Physicians and Psychologists in the School of Medicine (“Practice Policy”). The Practice Policy is available at <<https://med.stanford.edu/content/dam/sm/academicaffairs/documents/administrators/forms/rules-of-practice.pdf>>. As a condition of your appointment, any fees which are charged for your services are irrevocably assigned to, and belong to, the University (or other institution designated by the University), and must be transmitted to the accounts designated by the School of Medicine. This obligation does not apply to professional fees charged for the services rendered outside the scope of your Stanford duties. Please note that, as explained in the Practice Policy, the SUMIT insurance program (e.g., malpractice) covers you only for activities that are part of your Stanford duties, that is, it does not cover any activities for which you personally retain fees. As a further condition of your appointment, you are bound by the Practice Policy for your Stanford work, as that policy is now in effect and as it may be amended, or superseded by any successor Rules.

You must obtain and maintain unrestricted privileges at [Hospital] as required by your assigned duties and at any other facility to which you may be assigned by your employer and to comply with your employer’s policies and procedures concerning the Health Insurance Portability and Accountability Act (HIPAA), Prohibited Health Information (PHI), Blood Borne (BBP) Pathogen Standard and vaccination programs, data security, respectful workplace, sexual harassment prevention, mandatory reporting of child abuse and neglect, health and safety, and conflict of interest, including industry interactions.

All persons participating or intending to participate in research projects at Stanford must also sign a Stanford Patent and Copyright Agreement at <http://otlportal.stanford.edu/su18a>.

If you wish to receive a Courtesy ID card (for which there is a one time fee), please take this letter to the ID Card Office at Tressider Union, 459 Lagunita Drive, 2nd floor. The website address is <https://uit.stanford.edu/service/campuscard/cardoffice>.

The SUNetId is a unique account name that identifies you as a member of the Stanford community. You must have one to complete certain electronic policy acknowledgments required by your appointment. If you do not have a SUNetId, ask that your department contact, [Name / Phone Number / Email], sponsor you and provide the eight-digit identification number that you must enter at <https://sunetid.stanford.edu>. If you have an inactive SUNetId, ask that [Department Contact] renew the department’s sponsorship.

This academic appointment provides you with faculty borrowing privileges at Stanford University School of Medicine’s Lane Library. Your SUNetId allows you to connect remotely. More information is available at <http://lane.stanford.edu/using-lib/affiliates.html>.

[I am / We are] also available to help you with any other questions you might have regarding your appointment. Please sign and return this letter in acknowledgment.

Please excuse the administrative tone of this letter, which should not disguise our genuine enthusiasm and appreciation for all that you will contribute to our academic program.

Sincerely,

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[Name], Department Chair [Name], Division Chief

I have read, understand and accept the terms as set forth in this letter regarding my appointment in the Department of [Name, Division Name, if applicable], in the Stanford University School of Medicine. In addition, I affirm that I have reviewed the key policies outlined in this letter and understand their requirements.

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Signature of [Name] Date