



STANFORD PROFESSORIATE APPOINTMENT/REAPPOINTMENT/PROMOTION FORM

School of Medicine Evidence Requirements

To ascertain requirements for particular actions, including the minimum number of required referee and trainee letters, teaching and/or clinical evaluations and other evidence, please select the faculty rank and line, and the specific action being recommended (for example, promotion to Professor in the Medical Center Line for a term of years).

The number of referee letters indicated for each action refers to the minimum number of letters to be submitted in the file. While additional letters may be solicited to ensure an adequate response rate, departments should aim to keep as close to the minimum as possible.

Refer to "Best Practices" in each section of the form for further guidance regarding referee letters, trainee letters, teaching/clinical evaluations, and comparison peers.

Select from the choices below: the links will take you to the evidence requirements for the action:

[Assistant Professors](#)

[Associate Professors and Professors:](#)

- [Appointments \(term of years\)](#)
- [Appointments \(tenure/continuing term\)](#)
- [Reappointments/Promotions \(term of years\)](#)
- [Reappointments/Promotions \(tenure/continuing term\)](#)

Assistant Professor Actions

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Appointment to Assistant Professor – Term of Years

(Medical Center Line, University Tenure Line, Research Line)

Referee Letters	3 (external, internal, or a mix)
Trainee Letters	If candidate has prior faculty experience or Stanford experience: 1-3 letters No prior faculty position, external candidate: N/A
Teaching Evaluations	If candidate has prior faculty experience or Stanford experience: request evaluations from candidate, prior institution, or SUMC. No prior faculty position, external candidate: referee letters should comment on teaching.
Clinical Evaluations	If candidate has prior faculty experience or Stanford experience: request or solicit evaluations from candidate, prior institution, or SUMC. No prior faculty position, external candidate: referee letters should comment on clinical care.

Reappointment to Assistant Professor – Term of Years

(Medical Center Line, University Tenure Line, Research Line)

Referee Letters	3-5 (external, internal, or a mix)
Trainee Letters	All research trainees (up to 20), current and former (while faculty) Clinical trainees (if any) - 3-5 MCL, 1-3 UTL, mix current/former
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations (if clinical duties)	Required [link to CES section of Forms page]

**** [Guidelines](#) for soliciting trainees, especially for reappointment and promotion of Assist Profs**

Associate Professor and Professor Actions

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Appointments (for a term of years)

Medical Center Line - Appoint to Associate Professor or Professor (term)

Referee Letters	5 external
Trainee Letters	3-5
Teaching Evaluations	Request evaluations from candidate and/or prior institution.
Clinical Evaluations	Request evaluations from candidate and/or prior institution. If internal candidate, solicit clinical evaluations.

University Tenure Line - Appoint to Associate Professor (term)

Research Line – Appoint to Associate Professor or Professor (term)

Referee Letters	6 external The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	5 [add link to notes for this]
Trainee Letters	3-5 UTL 1-5 RL Obtain all trainee names; if the set is small, solicit all of them. Otherwise, the faculty lead should randomly choose the ones to solicit, including some current trainees.
Teaching Evaluations	Request evaluations from candidate and/or prior institution.
Clinical Evaluations (if clinical duties)	Request evaluations from candidate and/or prior institution. If internal candidate, solicit clinical evaluations.

[Appointment to Professor UTL for a term of years is not customary in the School of Medicine]

Teaching Line - Appoint to Associate Professor or Professor (term)

Referee Letters	6 (external, internal, or a mix)
Trainee Letters	5-10
Teaching Evaluations	Request evaluations from candidate and/or prior institution.
Clinical Evaluations (if clinical duties)	Request evaluations from candidate and/or prior institution. If internal candidate, solicit clinical evaluations.

[Appointments \(tenure/continuing term\)](#)

University Tenure Line – Appoint to Associate Professor or Professor (tenure)

Referee Letters	8-12 external The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	5 [add link to notes for this]
Trainee Letters	5-10
Teaching Evaluations	Request evaluations from candidate and/or prior institution.
Clinical Evaluations (if clinical duties)	Request evaluations from candidate and/or prior institution. If internal candidate, solicit clinical evaluations.

[Reappointments/Promotions \(term\)](#)

Medical Center Line – Reappoint/Promote to Associate Professor – (term)

Referee Letters	5-8 external, 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Trainee Letters	Reappoint to Assoc Prof - 3-5 trainees. Promotion: all research trainees (up to 20), current and former (while faculty) Plus 3-5 clinical trainees, mix of current and former
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required.

** [Guidelines](#) for soliciting trainees, especially for reappointment and promotion of Assist Profs

University Tenure Line - Reappoint to Associate Professor – Term of Years

Referee Letters	4-7 external, 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	Not required. If you think they might strengthen the case, consult with the Office of Academic Affairs.
Trainee Letters	3-5 Obtain all trainee names; if the set is small, solicit all of them. Otherwise, the faculty lead should randomly choose the ones to solicit, including some current trainees.
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

[Promotion to Associate Professor or Professor UTL for a term of years, and reappointment to Professor UTL for a term of years, are not customary actions in the School of Medicine.]

Research Line - Reappoint/Promote to Associate Professor or Professor (term)

Referee Letters	4-7 external, 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	Not required. If you think they might strengthen the case, consult with the Office of Academic Affairs.
Trainee Letters	Promote to Assoc Prof: all research trainees (up to 20), current and former (while faculty) Plus 3-5 clinical trainees, mix of current and former. All other actions: 1-5 trainees.
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

Teaching Line – Reappoint to Associate Professor (term)

Referee Letters	4-7 (external, internal, or a mix)
Trainee Letters	5 -10
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

[Reappointments/Promotions \(tenure/continuing term\)](#)

Medical Center Line – Reappoint/Promote to Professor (CT)

Referee Letters	5-8 external 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Trainee Letters	3-5 Obtain all trainee names; if the set is small, solicit all of them. Otherwise, the faculty lead should randomly choose 3-5 to solicit, including some current trainees.
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required.

University Tenure Line – Reappoint/Promote to Associate Professor or Professor (*granting tenure*)

Referee Letters	8-12 external 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	5 [add link to notes for this]
Trainee Letters	Promo to Assoc Prof: Guidelines; all others - 5-10 trainees.
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

University Tenure Line – Promote to Professor (*for Associate Professors who already have tenure*)

Referee Letters	5-8 external 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	Not required. If you think they might strengthen the case, consult with the Office of Academic Affairs.
Trainee Letters	3-5
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

**Research Line – Reappoint/Promote to Associate Professor or Professor
(granting continuing term)**

Referee Letters	8-12 external 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	5 [add link to notes for this]
Trainee Letters	Promo to Assoc Prof: Guidelines; all others - 1-5 trainees.
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

Research Line – Promote to Professor (for Associate Professors who *already have a continuing term*)

Referee Letters	4-7 external 3-5 internal The majority of external referee letters must come from independent experts in the field (non-mentors, non-collaborators).
Comparison Peers	Not required. If you think they might strengthen the case, consult with the Office of Academic Affairs.
Trainee Letters	1-5
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

Teaching Line – Reappoint to Associate Professor or Reappoint/Promote to Professor (granting a continuing term)

Referee Letters	8-12 external, internal, or a mix.
Trainee Letters	5-10
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.

Teaching Line – Promote to Professor (for faculty who *already have* a continuing term)

Referee Letters	4-7 external, internal, or a mix.
Trainee Letters	5-10
Teaching Evaluations	Include summary of all available evaluations.
Clinical Evaluations	Required if candidate has clinical duties.