Updated Guidelines for Soliciting Trainees - Professoriate

**These apply to:**

* Reappointment to Assistant Professor (all lines)
* Promotion to Associate Professor (all lines)
* Associate Professor UTL reappointment to tenure

**They do NOT apply to:**

* Any new appointments
* Any other tenure cases (appointment to Assoc Prof or Prof UTL with tenure)

**How to Solicit Trainees in These Cases**

For the cases mentioned above, the **candidate** provides to the **department**:

* A list of all significant research trainees, current and former
* “All” means “while they have been faculty members at Stanford or elsewhere.”
* “Significant” means “prolonged and intensive research mentoring experience.”
* A selection of up to 10 clinical trainees (a mix of current and former)

The **department** is asked to provide to **OAA**:

* All research trainees. If “all” is more than 20, the department can:
  + send all and ask to solicit all
  + send all and ask for help choosing a sample to solicit
  + send a minimum of 20.
* A selection of 3-5 current and former clinical trainees.

**How to Solicit Trainees for Everyone Else**

The **candidate** provides to the **department** a list of sufficient numbers of current and former research and clinical trainees so that faculty leaders can make a random selection.

The **department** is asked to provide to **OAA** a list of at least the number of trainees specified for the action, including both current and former research and clinical trainees if possible.

**Who Counts as a Trainee?**

Anyone in a student-type role who received significant training, mentoring, or supervision from the candidate *while they were a faculty member at Stanford or elsewhere*. This could include undergraduates, graduate students, residents, postdoctoral fellows, junior faculty, visiting scholars or visiting faculty, for example.

It is acceptable to obtain letters from trainees who were trained by the candidate prior to their faculty appointments (say, when the candidate was a graduate student), but it is not required. They do not have to be included in the list of “all” trainees as described above.