

*School of Medicine Adaptive Long Form Evidence Table
(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	<i>New guidelines</i> Note C Not less than 3-5	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	<i>New guidelines</i> Note C Not less than 1-3	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	<i>New guidelines</i> Note C Not less than 3-5	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	<i>New guidelines</i> Note C Not less than 1-5	Note K	Note E	Note F
Reappointment as Associate Professor for a fixed term - Non-Tenure Line – Teaching Note S	4 - 7 letters from internal and/or external referees are required. Note L Scholarship – specific referee letters <u>may</u> be required.	Named comparison peers NOT required	Note L	<i>New guidelines</i> Note C Not less than 5-10	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	<i>New guidelines</i> Note C Note O Not less than 3-5	Note D	Note P	Note Q

Notes:

- 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. Even when not explicitly required, some external input is usually included, as this often helps establish a more compelling case for reappointment.
- B. Letters should include assessment of the candidate's scholarship and career trajectory.
- C. **Solicit all research trainees (up to 20) who have worked with the candidate (current or former), and a mix of clinical trainees (if any).** 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. There should be a minimum of 2 follow-up requests to non-respondents. The department should obtain a list of all of the candidate's current and former trainees, and must document the process used to generate trainee letters, for example, "The candidate provided us a list of 7 research trainees and 5 clinical trainees. All research trainees were solicited and three of the five clinical trainees were solicited. A letter was not received from Dr. ____ despite two follow-up attempts."
- D. Solicit all research trainees who have worked with the candidate (current or former), and a mix of clinical trainees (if any). 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. 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.
- 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 Surveys must be obtained; see the OAA website for instructions on who should be surveyed.
- 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

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