

To the Advisory Board and the President:

(Last Name)	(First Name)	(Middle Name)
<i>is hereby recommended for:</i>	Appointment	Reappointment zz Promotion
<i>to the rank of:</i>	Assistant Professor	Associate Professor Professor

in the: UTL NTLR NTLT MCL at _____ (Medical Center Affiliation MCL only)

For a term of years Start: _____ End: _____

With tenure Effective date: _____

For a continuing term Effective date: _____

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

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

Courtesy department/school/ policy institute: _____

For an appointment coterminous with support or with an administrative assignment at Stanford or an affiliated institution, note, if applicable, 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/Director, Date)	(Dean of Primary School/Institute, Date)

_____	_____
(Chair of Secondary Department/Director, Date)	(Dean of Secondary School/Institute, Date)

_____	_____
(Chair of Secondary Department/Director, Date)	(Dean of Secondary School/Institute, Date)

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

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

(Advisory Board Chair)	(date)
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CONFIDENTIAL

BIOGRAPHICAL/ DEMOGRAPHICAL INFORMATION:

For new appointments only

Please use the link below to visit the Stanford Secure Appointment Portal, enter candidate’s information, and submit it for secure processing. Faculty Affairs will use the candidate’s personal data only to complete candidate’s appointment record in our systems. The data will not be retained in this portal server once the employee record has been created.

Website: [Stanford Secure Appointment Portal](#)

SEARCH AUTHORIZATION NUMBER

For new appointments only

BILLET INFORMATION:

For all appointments, reappointments or promotions

Please complete the following form, adding additional rows as needed for additional secondary appointments.

Primary Department:			
Billet/Position Number:		FTE:	
Secondary Department:			
Billet/Position Number:		FTE:	

Note: If the School intends to seek support through the Faculty Incentive Fund, please contact Cristen Shinbashi in the Provost’s Office/Faculty Affairs: cshinbashi@stanford.edu

Summary of Votes

In no more than one page:

- Summarize all relevant Departmental, School and Institutional voting practices;
- Explain any deviation from the usual voting practices, if applicable;
- Using the following table as a template, provide, for **each** voting unit a summary of all votes:

Yes	No	Abstentions (if allowed)	Recusals	Votes by Proxy (if allowed)	Absences	Total: Eligible Voters	Total: Actual Voters

For any negative votes, abstentions or recusals, provide a brief explanation (if known). Depending upon School practice, explanatory memoranda from voters may be appended.

I.A CURRICULUM VITAE

Provide a dated curriculum vitae.

I.B CANDIDATE'S STATEMENT

If applicable, provide a candidate's statement not to exceed **3 pages**. Candidate's statements are required for all reappointments and promotions. They are encouraged for new appointments at the junior level and optional for new appointments at senior rank.

II. NARRATIVE REPORT ON THE CANDIDATE

Description of the Candidate's Intended Role, Evaluation of the candidate

In no more than **5 pages**, provide a report, based on the assessment of the candidate and the evidence gathered, that both describes the intended roles of the candidate and evaluates the candidate's suitability for the position. Identify the author(s) of this report. In some cases, the description of the role and the assessment of performance may be written by different authors.

For issues that have arisen during the departmental, school or institutional review or to address issues not covered below, a cover memorandum from the Chair (or the Dean in Schools without departments) should be submitted to accompany the file. Cover memoranda should provide a quick overview of programmatic role and any issues requiring clarification, but should be kept brief and strive not to duplicate information already relayed in the file. Further information regarding cover memoranda may be found in Documentation Requirements/Tips.

Describe scholarship and/or creative contributions. Describe one work and its significance/impact. Note significant administrative, service activities, and/or awards and honors if applicable. **Evaluate the candidate's scholarship and/or creative contributions;** consider in your evaluation the comments (and if applicable, peer ranking) by referees and trainees, the candidate's trajectory and future directions, fit for programmatic role, any issues meriting particular attention such as negative referee letters and/or votes, special circumstances, etc.

Describe the candidate's teaching role (if any) including, as applicable, classroom teaching, mentoring, and/or pedagogical innovations.

Evaluate the candidate's teaching performance to date, including trainee assessments and teaching evaluations.

Describe the candidate's clinical responsibilities (if any).

Evaluate the candidate's clinical role and performance to date, including clinical evaluations and comments on clinical performance by referees and trainees.

III. SEARCH or EVALUATION PROCESS

Provide the following for **new appointments**:

1. A description of the search process that led to this recommendation (**½ - 1 page**);
2. A copy of the search authorization for the position for which the candidate is recommended *or* for waived searches, a copy of the Provost’s waiver approval letter;
3. A brief description of applicants included on the short list, with particular attention given to any URM or female candidates on the list (**½ - 1 page**);
4. Affirmative action efforts and results obtained, including chart of availability pool data for the discipline (**½ page plus FASI or AJO grid plus chart of availability pool data**).
5. One copy of the search advertisement, if applicable.

Include the following for **reappointments and promotions**:

1. A copy of the notification sent to the candidate that the review process has commenced;
2. A brief description of the process that led to this recommendation.

Below, list members of the search and/or evaluation committee (and if applicable, of any separate evaluation committee). Briefly disclose information regarding any negative votes, abstentions, or recusals from final search/evaluation committee meeting, if applicable (**½ page**).

SEARCH/EVALUATION COMMITTEE MEMBERS

Read only sample:

Name	Position/Rank	School/Department	Relationship to Candidate

IV. REFEREE LETTERS

Provide the following:

1. A dated sample of the solicitation letter sent to referees;
2. All letters received from referees, plus declinations and other substantive correspondence from referees who did not submit letters

REFEREE GRID

Summarize the number of letters solicited and received.

Number of external letters	Solicited	Received
Number of internal letters	Solicited	Received

For each referee solicited, provide the following information: *(Read only sample)*

Referee name & title/rank			
Current Institution			
Brief description of stature and competence to serve as an evaluator			
Relationship to candidate	Expert	Co Author	Mentor
Status of Letter	Received?	Did not respond	Declined (provide reason if known)

PEER COMPARISON GRID *(required for all appointments, reappointments or promotions conferring tenure and for senior rank actions in the Non-Tenure Research Line; optional for promotion to already-tenured full Professor).*

A list of peer comparison scholars (please copy and paste the cells below for information pertaining to each individual)

Read only sample:

Name, Title	
Date of Ph.D. (or highest degree) and granting institution	
Brief description of peer's area of expertise, stature, accomplishments	

V. TRAINEE LETTERS

Provide the following:

1. A description of the process used to select trainees for solicitation;
2. A dated copy of the solicitation letter sent to trainees; for nonrespondents, there should be a minimum of two follow up requests;
3. All letters received from trainees, plus declinations or other substantive correspondence from trainees who did not submit letters.

TRAINEE LETTER GRID

Read only sample:

Name, current position	Former or current trainee?	Letter received , request declined , or did not respond ?	Dates of follow-up requests (if applicable)

VI. TEACHING AND CLINICAL EVALUATIONS

Provide the following:

1. A *summary* page or pages, in table form, of all courses for which teaching evaluations were available. *For most schools, classroom evaluations in table form are available from the [Registrar's Office](#); for other evaluations, please provide a customized summary, in table format, of all evaluations received and/or a list of the types of evaluative materials being provided;*
2. A summary of *representative* written comments by trainees, if applicable; *detailed evaluations and comments may be included in an appendix at the end of the form;*
3. Clinical Evaluations, if applicable.
4. If required evaluations are not available, please provide an explanation.

SAMPLE COURSE EVALUATION TABLE (if needed)

Quarter / Year	Course # Title	Course Units	Enrollment/ Responses	Amount Learned Mean (formerly Course Overall Mean)	Instruction Quality Mean (formerly Instructor Overall Mean)
Instruction Quality Mean (All courses) (formerly Instruction Overall Mean):					
Amount Learned Mean (All courses) (formerly Course Overall Mean):					

VII. COUNSELING (if applicable)

Provide a *draft* counseling memorandum to be provided to the candidate following the President's approval of the proposed action.

Counseling memoranda are **REQUIRED** for:

- All reappointments except for those conferring tenure
- All promotions except for those conferring tenure

For reappointments or promotions conferring tenure, counseling memoranda are optional and at the discretion of the Department Chair and/or Dean.

The counseling memorandum should:

- Address the candidate's performance
- Make recommendations for improvement as applicable
- Include the full text of criteria for future advancement, if applicable.

VIII. APPENDICES (if applicable)

Items to include in an appendix may include:

- Additional copies of the search advertisement and/or solicitation letter;
- Lists of persons and organizations solicited during the search process;
- Limited additional back-up material for teaching evaluations;
- Other materials as may be relevant to sections of this form.



STANFORD PROFESSORIATE APPOINTMENT/REAPPOINTMENT/PROMOTION FORM

INSTRUCTIONS

Use of the Stanford Appointment/Reappointment and Promotion Form

The following instructions provide guidance for preparing the Stanford Professoriate Appointment/Reappointment/Promotion Form. This form should be used for appointments, reappointments and promotions in the Stanford Professoriate, which consists of the University Tenure Line (UTL), the Non-Tenure Research Line (NTRL), the Non-Tenure Teaching Line (NTLT), and the Medical Center Line (MCL). Amendments to Professoriate appointments should be made using the FASA appointment system [\[link\]](#).

Users of these forms can find definitions of the faculty lines as well as other policies and practices relevant to Professoriate appointments in Chapter 2 of the Stanford School of Medicine Faculty Handbook [\[link\]](#). Users should also consult their school Dean's Office, as schools may have school-specific policies and practices in addition to those set forth in these forms and in the Stanford Faculty Handbook [\[link\]](#). Those carrying out faculty searches should consult their school Dean's Office for guidance.

Pages of the Professoriate Appointments/Reappointments/Promotions form include a blue "Instructions" button that links to the relevant section of the instructions provided below.

Formatting Guidelines

This form replaces the previous university "Long Form" in an effort to streamline procedures and to reduce the volume of appointment, reappointment and promotion files. **Users preparing the form should make every effort to be as succinct as possible while still conveying the information and evidence necessary for reviewers to make an informed evaluation.** For this reason, the form instructions state page limits to narrative sections of the form and recommend that non-essential material be placed in an appendix at the end of the form (see the form instructions below for Section VIII for types of non-essential material that may be moved to an appendix). In addition, the new form provides sample tables for listing votes, committee members, referees, peer comparators (where applicable), trainees, and teaching/clinical evaluations.

Narrative sections of the form should be in 12-pt. font, single-spaced, with one-inch margins on all sides.

“Tips” are provided below in green, and offer recommendations for improving the quality of the forms to be submitted. Should you have a suggestion you would like to see added to these Tips, please contact the Office of Academic Affairs at academicaffairs@stanford.edu

The Stanford Appointments/Reappointments/Promotions Form should be used for the following actions:

This form should be used for the following actions:

- Assistant Professor (term appointment or reappointment)
- Associate Professor (appointment, reappointment with or without tenure, promotion with or without tenure)
- Professor (appointment with or without tenure, reappointment with or without tenure, promotion with or without tenure)
- Assistant Professor (Research) (appointment, reappointment or promotion)
- Associate Professor (Research) (appointment, reappointment or promotion)
- Professor (Research)(appointment, reappointment or promotion, term or continuing term)
- Associate Professor (Teaching)(appointment, reappointment or promotion)
- Professor (Teaching)(appointment, reappointment or promotion, term or continuing term)
- Assistant Professor (Medical Center Line)(appointment or reappointment)
- Associate Professor (Medical Center Line)(appointment, reappointment or promotion)
- Professor (Medical Center Line)(appointment, reappointment or promotion, term or continuing term)

