CLINICIAN EDUCATOR AND INSTRUCTOR FINANCIAL PACKAGE
INSTRUCTIONS FOR ADMINISTRATIVE STAFF

GENERAL CONSIDERATIONS

Draft Offer Letters

An offer letter must be reviewed by the Office of Academic Affairs (OAA) before the document may be released to the candidate. This review normally occurs in conjunction with the review of the academic appointment recommendation to ensure correct use of the template document, inclusion of appropriate appointment facts, performance expectations and policy references.

The document must also be reviewed by School of Medicine Finance to ensure the inclusion of appropriate language regarding salary and other resources to be provided to the candidate.

Edits may be requested by OAA and/or Finance.

In exceptional circumstances the Senior Associate Dean for Academic Affairs will authorize the release of an offer letter to the candidate before an appointment is confirmed. The department must explain the circumstances in writing, supply the facts regarding the proposed appointment, and submit the candidate’s CV and all available referee letters obtained for the candidate.

Before releasing the approved offer letter to the candidate, you are responsible for ensuring that all requested edits have been made to the document, and that explicit permission to release the letter has been received from both Finance and OAA. Any subsequent edits must be resubmitted for review and approval prior to release. Draft offer letters may not be released to any candidate.

Immigration Issues

If the candidate is not a U.S. citizen, please ensure that the department has handled any relevant immigration issues.

GENERAL PROCESS OVERVIEW:

1. Department submits required appointment to OAA via secure email. (Requirements are available on OAA’s Clinician Educator web page at http://med.stanford.edu/academicaffairs/CE.
2. Department submits required financial documents to Finance via secure email.
3. OAA reviews appointment materials and draft offer letter. If approved, OAA issues academic approval.
4. Faculty Compensation reviews financial materials. If approved, Faculty Compensation supplements OAA’s academic approval with the communication of the financial approval to department and transmits the draft offer letter to the department containing all edits.
5. Department makes edits and releases offer letter to candidate.
6. Department sends a PDF copy of final offer letter containing all signatures to both OAA and Faculty Compensation via secure email.
ITEMS TO BE SUBMITTED (via secure email) TO FINANCE:

1. DRAFT OFFER LETTER – (soft copy to allow for editing)

2. SOURCE OF SALARY SUPPORT FORM – (signature(s) required)

3. BUSINESS PLAN (if applicable)
   • For MCL faculty candidates and Clinical Educators, attach a business plan. If you have not attached a business plan for an MCL faculty candidate or CE, please briefly explain.

4. SUPPORT MEMO (if applicable)
   • If the faculty candidate will have significant responsibilities at an outside institution and/or be paid by an outside institution, attach a brief memo ("support memo") from that institution acknowledging the faculty candidate’s planned role and funding as applicable. This most commonly applies to faculty members based at the VA.

5. HOUSING EXCEPTION APPROVAL (if applicable)
   • If this offer includes exceptions to the standard Stanford Housing Assistance Program, attach evidence of authorization. For example, you could include an email authorizing the exception(s).

6. CURRENT CV AND BIBLIOGRAPHY