

Change to Appointment: Instructors and Instructors (Affiliated)
Checklist ([Required Documents](#))

For changes to department, division, duties, or FTE

Candidate:

Requested Start

Date:

Changes will apply for the duration of the candidate's current appointment.

Attach to FASA transaction in a single file:

- 1 **Transmittal Memo** to Vice Dean
- 2 **FASTIFAC Person History**
- 3 If applicable, **Practice Policy [exemption request](#) ([policy](#))**
(for candidates between 50% and 99% FTE who will do clinical work outside Stanford)

Attach to FASA transaction in separate files (if needed):

- 1 **Offer Addendum/Letter of Invitation**
 - For changes in FTE, offer letter addendum (*submit in Word format*)
 - For CE (Affiliated): letter of invitation (*submit in Word format*)
- 2 [Personnel Action Form \(PAF\) \(paid Instructor's\)](#)

Please be sure to add your Faculty Compensation and Human Resources Representatives as FYI users on the FASA transaction.

We cannot review incomplete packages. If an item does not apply to this package, please explain in the public comments on the FASA transaction.

Faculty Affairs Contact

Date