Reappointment: Instructor and Instructor (Affiliated)

Checklist (Required Documents)

Candidate:

Requested Term:

FTE: **%** Reappointment terms are for one to two years with a usual maximum of three years in rank.

Attach to FASA transaction in a single file:

- ☐ 1 **Transmittal Memo** to Vice Dean
- ☐ 2 FASTIFAC Person History
- ☐ 3 **Curriculum Vitae** (CV) – template
- ☐ 4 **Two letters** of evaluation – external, internal, or a mix
- ☐ 5 **Teaching evaluations** (since last review)**. If teaching evaluations are not available,** then a minimum of three trainee letters from current trainees.
- ☐ 6 If applicable, three **Clinical Excellence Surveys** from a mix of types of evaluators
- ☐ 7 If applicable, **Notice of Award** (if appointment is coterminous with a sponsored award or grant, include copy of NOA, including award name, granting agency, award number, and dates.)
- ☐ 8 If applicable, **Practice Policy exemption request** (policy) - *for candidates between 50% and 99% who will do clinical work outside Stanford*

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

- ☐ 1 **Draft Offer Letter** - not needed for reappointment with no changes in FTE or status
  - Instructor: draft offer letter *submit in Word format)*
  - Instructor (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 in the FASA transaction.

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Faculty Affairs Contact Date