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Letters of Invitation for Clinician Educators (Affiliated), Instructors (Affiliated) and Adjunct Clinical Faculty

The Office of Academic Affairs has been issuing brief appointment letters for Clinician Educators (Affiliated), Instructors (Affiliated) and Adjunct Clinical Faculty. Effective November 1, 2013, these letters will be replaced by a more comprehensive “letter of invitation” issued directly by departments to the candidate at the beginning of the appointment process.

This change is being made to ensure that members of these populations receive information about the terms and conditions of their appointment in a thorough and organized way and have the name of a contact person in the department or division should questions emerge.

To assist FAAs in carrying out this responsibility, the following templates are available on the OAA website:

Clinician Educator (Affiliated) letter of invitation template
Instructor (Affiliated) letter of invitation template
Adjunct Clinical Faculty Letter of Invitation Template

A copy of the letter of invitation is required as part of the appointment, reappointment or promotion file. The Clinician Educator and Instructor required appointment documents pages have been updated to include the letter of invitation requirement and are available at:

Clinician Educator -- Required appointment documents
Instructor – Required appointment documents

Each department will be responsible for sending letters of invitation and maintaining the original signed by the chair or chief and the appointment holder. To reiterate, these letters of invitation will replace the appointment letter currently being issued by OAA.
As always, your cooperation is very much appreciated. Questions regarding Clinician Educator and Instructor letters of invitation should be directed to Jessica Mendonca. Questions regarding Adjunct Clinical Faculty letters of invitation should be directed to Lisa Loo.

**Signing Offer Letters and Letters of Invitation**

Although it is preferred that an offer letter or a letter of invitation contain a script signature, a department chair may electronically sign an offer letter written to a faculty candidate and personally send it to the candidate from her/his Stanford email address. The department chair's email message, as well as any message from the candidate returning the document to Stanford with his/her signature, is to be retained to indicate that the digitally signed document is intended as a valid and enforceable agreement.

Reminder: Draft offer letters may not be extended to the candidate without first obtaining the approval of both OAA and Faculty Compensation.

**Visiting Faculty: Clarification of Policy**

University policy requires that Visiting Faculty show evidence of leave from their home institution. Over the last several years, the Office of Academic Affairs has been increasingly flexible in granting policy exceptions in order to support departmental requests, assist with visas and streamline the appointment process. However, after consulting with staff in the Provost’s Office, it has become clear that, going forward, the School must adhere strictly to the policy that requires evidence of leave.

Effective immediately, the following guidelines must be observed:

- The visiting faculty member must be on leave from his or her current institution; this leave must not expire prior to the end date of the Stanford appointment.
- The visiting faculty member must have a defined role in research, teaching or clinical activities which justifies conferring the title.
- The visiting faculty member must have a physical presence on campus for the duration of the appointment.
- The minimum duration of an appointment will be one month; the maximum duration of an appointment will be one year (but may be renewed for additional periods of time).
- Individuals who would otherwise be appointed as Visiting Faculty, but who cannot show evidence of leave covering their time at Stanford, may be considered for appointment as Visiting Scholars.

Any questions should be directed to Rebecca Robinson or Mihaela Bozdog.
Reminder: Workshop on Visas for Visiting Scholars and Visiting and Consulting Faculty

As announced in the September Communique, a workshop on the topic of visas for Visiting Scholars and Visiting and Consulting Faculty will be held on Thursday, October 24, from 3:00 to 4:30 p.m. in Room M106 of the Alway Building. We encourage each department to send a representative.

If you have not already registered, please RSVP to Mihaela Bozdog.

Background Checks for Academic Staff and Other Teaching Titles

The University currently performs a background check on potential staff hires. While there is no plan to add background checks to the professoriate hiring process, staff from Academic Affairs participated on a committee which evaluated a possible expansion of that program. University leadership has now decided to expand the current background check program to academic staff, other teaching titles, and academic contingent positions. In addition, temporary/casual staff who are being converted to benefit-eligible staff positions will be required to have a background check.

The School of Medicine has decided to implement the program effective February 1, 2014. The expanded program will include new hires in the following job titles:

- Instructors
- Lecturers
- Sr. Lecturers
- Consulting appointments: Assistant, Associate, and full Professors

Please note that Clinician Educators will not be affected, as they already undergo a background check when they request hospital credentials through Medical Staff Services and Credentialing.

We are still working on fine-tuning the implementation for the School of Medicine. You will receive more information once the process and training plans are developed.

If you have any questions, please direct them to Jessica Mendonca or Rebecca Robinson.

Office of Academic Affairs Staffing

Jane Volk-Brew is now working part time. She expects to be on campus most Mondays, Tuesdays and Wednesdays and working from home Thursday mornings. Jane will monitor email and voicemail, however, unless a systems problem is serious, there may be a slightly longer response and resolution time.