7.1 Definitions, Resources, Title, Duration of Appointments

A. Instructor Role

The Instructor role is defined primarily by engagement in mentored research and scholarly activities that advance clinical medicine. Secondary and tertiary roles may involve teaching activities and clinical care, as applicable. The academic title and classification of Instructor was established to acknowledge individuals who demonstrate interest in and the potential for a successful academic career in investigation, teaching, and clinical care (as applicable), and to aid in the transition from training to a path that may lead to a faculty career in academic medicine. There is no expectation of a Stanford professorial appointment following an Instructor appointment.

Instructors are to be distinguished from individuals holding the title of Clinical Instructors in the Clinician Educator Line and from Adjunct Clinical Instructors in the Adjunct Clinical Faculty Line for whom the role is entirely different.

There are two categories of Instructor: Instructor and Instructor (Affiliated).

B. Definition of Instructor

Instructors are salaried employees of Stanford University, classified as exempt staff and, in general, subject to and expected to comply with the University’s applicable policies and procedures, including (in general) the employment policies and procedures in Chapter 2 of Stanford University’s Administrative Guide.

C. Definition of Instructor (Affiliated)

An Instructor (Affiliated) is not an employee of Stanford University. An Instructor (Affiliated) is employed by another institution with which the School of Medicine, Stanford Hospitals and Clinics and/or Lucile Packard Children’s Hospital has an affiliation agreement. An Instructor (Affiliated) demonstrates an interest in and potential for a successful academic career in investigation and teaching and whose contributions advance the missions of Stanford University and Stanford Medicine.

The appointment and reappointment criteria, duration, evidentiary requirements and review processes are generally the same for these individuals as for Instructors who are paid by Stanford.

Instructor (Affiliated) is an academic title only, rather than an employment category. An Instructor (Affiliated) does not receive compensation by or through Stanford University. Thus, the sections below that relate to Stanford employees are generally not applicable to an Instructor (Affiliated).

When using their Instructor (Affiliated) title, appointees must include the word
“(Affiliated)”.

Appointment as an Instructor (Affiliated) entitles the individual to identify himself or herself as such and to include his or her Instructor (Affiliated) title on stationary, business cards, and in scholarly publications - only when the subject research relates specifically to the Instructor (Affiliated) member’s Stanford-related duties, activities and responsibilities.

D. Programmatic Need, Position and Resource Allocation

Programmatic need, including financial viability, must be evaluated and established for each Instructor appointment and reappointment. Given this foundation, there is no limit on the number of Instructor positions in the School of Medicine. An Instructor appointment may be made by an academic department or by a School of Medicine Institute or Center. In these policies, a School of Medicine academic unit in which an Instructor appointment is made is referred to as “department”.

Each regular (benefits-eligible) Instructor is assigned a unique position number for purposes of recordkeeping and reporting. Instructors employed in contingent or casual capacity are assigned to shared position numbers.

In addition to salaries, Instructors may be provided with other resources such as participation in departmental incentive plans. Benefits available to Instructors are described in Section 7.4.

E. Identification of Candidates, Diversity Considerations

Instructor positions are not normally subject to the posting and search procedures required for other exempt appointments to the University staff. Candidates currently affiliated with Stanford in some other capacity (e.g., Postdoctoral Fellow) are often identified as potential Instructors. Other candidates may emerge as a result of networking conducted at peer institutions.

In their identification of candidates, departments are expected to keep in mind Stanford’s commitment to diversity and to the recruitment of women and members of minority groups, as well as others who would bring additional dimensions to the University’s research, teaching and clinical missions.

F. Licensure, Medical Staff Membership and Privileges, Malpractice Insurance, and Authorization to Work

1. Licensure

If the Instructor will assume responsibilities for the care of patients at Stanford Hospital and Clinics and/or Lucile Packard Children’s Hospital, he or she must have or obtain a professional license from the State of California and apply for Medical Staff membership and be approved through a formal credentialing
process that results in clinic privileges. Information about obtaining a professional license from the State of California may be obtained from the Medical Board of California, http://www.medbd.ca.gov/ and from Graduate Medical Education, http://med.stanford.edu/gme/current_residents/ca_md_license.html/.

California Business and Professions Code Sections 2100 et seq. apply to the applications of graduates of medical schools located outside the United States or Canada. In particular, Section 2113 applies to a person who does not immediately qualify for a physician and surgeon’s certificate and who is offered by the dean of an approved medical school in the State of California a full time faculty position. Section 2113 describes the requirements for applying for a certificate of registration to engage in the practice of medicine only to the extent that the practice is incident to and a necessary part of the person’s duties as approved by the Medical Board of California in connection with the faculty position. Section 2113 registration is for full time faculty positions only. Additional information regarding this legislation is available from the Division of Consumer Affairs, Medical Board of California at http://www.leginfo.ca.gov/cgi-bin/displaycode?section=bpc&group=02001-03000&file=2100-2115 and from Graduate Medical Education (GME), http://med.stanford.edu/gme/current_residents/ca_md_license.html/.

The “Notice of Separation Under Business and Professions Code Sections 2111 and 2113”, used to notify the Medical Board of California that the faculty appointment of a 2113 registration holder has ended, is available on the GME’s web site.

2. Medical Staff Membership and Privileges

Instructor appointments for which clinical care activity is applicable are contingent upon and coterminous with the candidate obtaining and maintaining in good standing the privileges necessary for the performance of his or her intended clinical role. Failure to obtain and maintain in good standing such privileges will generally result in the immediate termination of the Instructor appointment. Medical Staff membership and privileges apply only to clinical practice as an Instructor and are coterminous with that appointment. Information about medical staff membership and privileges at the Stanford University Medical Center may be obtained from the Medical Staff Office, http://medicalstaff.stanfordhospital.org/index.html.

The Stanford University Medical Center Medical Staff Office will conduct a credentialing process for an Instructor (Affiliated). This process includes a full background check requiring “primary source” verification of all information provided in the application. Additionally, an Instructor (Affiliated) who supervises students and trainees at an affiliated institution where medical staff privileges are required must obtain and maintain medical staff privileges at the
affiliated institution. Failure to obtain and maintain in good standing such privileges will generally result in the immediate termination of the Stanford appointment.

3. Malpractice Insurance

Information regarding malpractice coverage for providing clinical services at the Stanford University Medical Center is available from Risk Consulting, [http://src.stanfordhospital.org/services/](http://src.stanfordhospital.org/services/).

4. Authorization to Work, Visas for and Employment of Foreign Nationals

An Instructor must be authorized to work as required by the Immigration Reform and Control Act. See [https://www.stanford.edu/group/fms/fingate/staff/payadmin/i9.html](https://www.stanford.edu/group/fms/fingate/staff/payadmin/i9.html).

If the candidate for an Instructor position is a foreign national, the candidate and the department must comply with the applicable policies and procedures appearing in Administrative Guide Memo 2.4.1, [https://adminguide.stanford.edu/chapter-2/subchapter-4/policy-2-4-1](https://adminguide.stanford.edu/chapter-2/subchapter-4/policy-2-4-1), and on the Bechtel International Center website, [http://icenter.stanford.edu/scholars/atstanford/classification.html - faculty](http://icenter.stanford.edu/scholars/atstanford/classification.html - faculty).

G. Concurrent Appointments

1. Joint Appointments

a. Definition

Two departments may recognize the interdisciplinary nature of an Instructor’s role and responsibilities with joint appointments. Under this arrangement, the two departments appoint the Instructor equally with one department is designated as “primary” and the other as “joint.” Normally, both departments split the salary. The Instructor is assigned two position numbers, one in each unit.

b. Titles

Titles reflect both of the Instructor’s primary and joint departmental roles by using, for example, the following format: Instructor of (subject affiliated with primary department) and of (subject affiliated with secondary department).
c. Terms

Joint appointments are normally effective and coterminous with the primary appointment. If the joint appointment is added, the start date may postdate the start date of the primary appointment but under no circumstances may the joint appointment extend beyond the end date of the primary appointment.

d. Responsibilities

An Instructor holding a joint appointment is expected to carry a normal load of scholarly activity, teaching and clinical care (if appropriate) applicable to the percent time of appointment and responsibilities identified by the departments to which he or she is appointed. Under no circumstances may the Instructor’s total percent time of appointment and related effort exceed 100% full time equivalent (FTE).

2. Secondary Appointments

a. Definition

A secondary appointment is defined as an arrangement whereby the Instructor holds a primary appointment of greater percent time, as well as a secondary appointment of less percent time, in departments within the School of Medicine. It is permissible for an Instructor to hold more than one secondary appointment. A secondary appointment acknowledges the Instructor’s active participation in a department’s scholarly, educational and, if appropriate, clinical mission, recognized by the secondary department with the allocation of resources (e.g., position number, salary) commensurate with the percent time of appointment. Under no circumstances may the Instructor’s total percent time of appointment and related effort exceed 100% full time equivalent (FTE).

b. Titles

Titles reflect the Instructor’s primary and secondary departmental roles by using, for example, the following format: Instructor of (subject of primary affiliation) and of (subject of secondary affiliation). Multiple secondary appointments should be listed in descending order of involvement or in alphabetical order.

c. Terms

Secondary appointments are normally effective and coterminous with the primary appointment. If the secondary appointment is added, the start
date may postdate the start date of the primary appointment but under no circumstances may the secondary appointment extend beyond the end date of the primary appointment.

d. Responsibilities

Departments have discretion in determining the set of responsibilities that are associated with secondary appointments, although it is expected that a minimum threshold will be established for conferral of the title and will be applied equitably and will reflect the department’s specific programmatic need.

H. Duration of Appointments

The duration of appointment is generally the same for Instructors paid by Stanford and for Instructors (Affiliated).

Instructor appointments are for one year and may be renewed, upon a showing of high quality performance at Stanford and programmatic need (including budgetary considerations). Appointments are generally limited to a total of three years, unless the candidate secures a mentored grant, an initial independent grant, or other funding consistent with his or her career goals. In that case, the appointment may be considered for an extension for the duration of that award for up to an additional five years, for a total of no more than eight years in rank.

In accordance with Administrative Guide Memo 2.1.9.5, Instructors are notified in writing of the planned fixed term end.

1. Term Appointments

Although term appointments are frequently made with the clear possibility of reappointment, there is no entitlement to such action at the end of the term, and it is not automatic. Instead, decisions on reappointment, like decisions on initial appointment, are subject to programmatic need and budgetary considerations, as well as the exercise of professional and scholarly judgment and discretion by the School’s departmental faculty and the School’s academic leadership.

Reappointment reviews are generally (but not always) initiated approximately four months in advance of the appointment end date so that a decision is reached before the candidate’s current appointment ends. Extension of term appointments is discouraged. In the event that an extension is necessary, it is expected to be of short duration and supported by a reasonable explanation.

2. Coterminal Appointments

As stated above in G.1 and G.2, all joint and secondary appointments are
coterminous with the Instructor’s primary appointment.

The appointment of an Instructor (Affiliated) is coterminous with the agreement between Stanford Hospital and Clinics (SHC) and/or Lucile Packard Children’s Hospital (LPCH) and the institution that employs the Instructor (Affiliated)’s. as well as the continued employment of the Instructor (Affiliated) by that institution. In the event that either the agreement ends or the Instructor (Affiliated)’s employment terminates, the Instructor (Affiliated)’s Stanford appointment will likewise terminate, unless Stanford at its sole discretion determines that an alternative position is available.

I. Offer Letters

It is the responsibility of the department chair to see that a candidate for appointment as an Instructor is informed in writing of, and agrees to, the terms and conditions of his or her proposed appointment before hire. The approved offer letter template is available on the Office of Academic Affairs’ website, [http://med.stanford.edu/academicaffairs/CEs/#Instructors](http://med.stanford.edu/academicaffairs/CEs/#Instructors). An offer letter addendum is required if there are changes to an Instructor’s percent time of appointment, assigned role and responsibilities, and/or compensation other than an increase occurring as a midyear salary adjustment or as part of the annual salary setting process. The approved addendum template is also available on the Office of Academic Affairs website.

Similarly, Instructors (Affiliated) are to receive a Letter of Invitation from the department chair or director of the Institute or Center to which he or she is to be appointed stating the start date, end date, and the terms and conditions of the appointment. The approved template is available on the Office of Academic Affairs’ website, [http://med.stanford.edu/academicaffairs/CEs/#Instructors](http://med.stanford.edu/academicaffairs/CEs/#Instructors).

All offers are contingent upon final review and approval by the School of Medicine.

J. Appointment Letters

Administrative Guide Memo 2.1.9.5(1) requires that at the time of appointment, the department notify a fixed-term employee in writing of the planned termination date. This requirement is met with the issuance of a letter from the Vice Dean of the School of Medicine to the Instructor when an initial appointment or a reappointment has been approved. The letter confirms the appointee’s rank, the name of the department and the name of the division (if applicable), the percent time of appointment (if applicable), and the effective dates of the appointment.

K. Resignations

For planning purposes, the University requests that employees notify their supervisors as soon as possible of any intention to resign. At least four weeks’ prior notice is expected. Therefore, if an Instructor resigns before his or her appointment ends, a written statement
of resignation should be submitted that includes the date of and reasons for the resignation.

In the event that an Instructor (Affiliated) resigns from his or her employment at the affiliated institution, a written statement of resignation from his or her Stanford appointment should be submitted as well.

L. Terminations and Nonrenewal

An Instructor may be separated from employment prior to the planned termination date of his or her appointment as set forth in Administrative Guide Memos 2.1.9.6 and 2.1.17. Generally, such termination may be based on a change in programmatic need (including budgetary considerations) or for just cause, when satisfactory performance ceases. Proper notice should be given in all circumstances, normally 90 days for programmatic reasons and 30 days for non-programmatic reasons.

As noted above, although continued affiliation in the form of a reappointment may occur, there is no entitlement to such action at the end of a term, and it is not automatic. It is expected that discussions between an Instructor and his or her supervisor will be held well in advance of the appointment end date regarding the possibility, if any, of renewal.

M. Personnel Files

The Personnel Files and Data policy found in Administrative Guide Memo 2.1.3, https://adminguide.stanford.edu/chapter-2/subchapter-1/policy-2-1-3, applies to the personnel files of Instructors. Section 2.1.3.4, Access & Use, reflects Stanford’s policy of many years that an individual should be able to learn the general substance of the information contained in his or her personnel file.

However, material supplied to the University by a third party (whether inside or outside the University), or supplied by a member of the University to a third party, is presumed to be confidential unless otherwise stated and should not be shown to the individual. Because the quality of the University’s appointment and reappointment process depends on the candor of the participants, Stanford’s policy is to protect vigorously the sources of information. Accordingly, materials in an Instructor’s appointment file such as peer evaluations from outside and inside sources, letters from students, departmental or higher-level documents regarding the review process, and documents containing statements based on personal knowledge, judgments or opinions are regarded as confidential. Such material should, therefore, upon request, be summarized by a responsible School officer in a manner that preserves the confidentiality of the source of the information.

N. Records Retention

Records of former Stanford employees should be retained until the later of eight years following the date of termination or, if a claim is brought (e.g. grievance, lawsuit, or
charge with state or federal agency), until the disposition of the claim is final. See Administrative Guide Memo 2.1.3.5.b. The records of non-employee affiliates who formerly held an academic appointment as Instructors (Affiliated) should be retained in a similar manner.