

DEPARTMENT OF PEDIATRICS POLICY¹ REGARDING INSTRUCTORS
Effective January 2011

In order to acknowledge individuals who demonstrate interest in and potential for a successful academic career and to aid in the transition from fellowship training to a path that may lead to a faculty career in academic medicine, the academic title and classification of Instructor has been established in the School of Medicine. Individuals holding this title have completed their doctoral degree but are not yet ready for candidacy for an Assistant Professor position. This policy does not apply to Clinical Instructors.

Appointment:

The initial appointment must be proposed by the Division Chief and reviewed and approved by the Chair and is generally limited to a one year term. The appointment can be renewed annually for up to a total of three one year terms after review by the Chair. Thereafter the appointment can only be renewed when there is external funding (outside of Stanford University and its related and supporting organizations) such as an award from the NIH K series (<http://grants.nih.gov/training/careerdevelopmentawards.htm>). The duration of the subsequent appointment will usually be determined by the duration of the external award.

Effort:

Without External Funding – The maximum “protected” time for research during the first two years is 50% without external funding.

With External Funding – The Department follows NIH guidelines regarding level of effort. Instructors awarded a NIH career development award will commit to research a minimum amount of time that is equivalent to 9 person-months (75% of full-time professional effort). The remaining time, equivalent to 3 months (25% effort), should be assigned to clinical responsibilities with physicians working an equivalent of 12 weeks of clinical time.

Career Development and Review

Instructors will participate in in the Department’s mentorship programs and annual performance reviews (Goals and Achievements).

Funding:

The non-research salaries and associated cost-sharing may be charged to the clinical budgets of each division if the following requirements are met:

1. Appointments are formally approved after the Chair’s review of the academic potential of the individual. This includes the initial appointment as well as all future appointments.

¹ Further details on Instructor Appointments are within the School of Medicine Faculty Handbook (<http://med.stanford.edu/academicaffairs/handbook/chapt5.html>).

2. During the first two years the Instructor has 50% effort assigned to clinical responsibilities (approximately 24 weeks or its equivalent) if there is no external funding.
3. After the Instructor receives external funding he or she is expected to have 25% effort devoted to clinical responsibilities (approximately 12 weeks or its equivalent).

Consideration of re-budgeting to cover a portion or all of the salary cost-sharing. The majority of NIH Career Awards include \$75,000 in salary support (plus benefits) and \$25,000 in other research support. Under expanded authorities, re-budgeting funds within the total costs awarded to cover increased salaries is allowed. However, supplementation may not be from Federal funds unless specifically authorized by the Federal program from which such funds are derived. In no case may PHS funds be used for salary supplementation.

K award recipients are encouraged to apply for independent research grant support during the latter period of their award².

Bonus and Academic Executive Funds:

Financial recognition for Instructors who successfully obtain external funding will be considered on an individual basis and require approval by the Chair.

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² Requests for a PI waiver to apply, on a one time only basis, for an RO-1 grant can be made to the School of Medicine. K award recipients that obtain independent support during the K award period may hold concurrent research support, and under certain circumstances salary support from their career award and a competing NIH research project grant when recognized as a Principal Investigator.