

## New Appointment – School of Medicine

Full Time	Full-Status, Partial-Load Must indicate % of effort	Part Time (<50%) Must indicate % of effort
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Academic Titles (Job Code)	Term	Track	Required Documents for Review											Required Approvals						
			Chair Letter	Offer Letter or Research Pledge and Funding Plan	Mentor Letter	Biographical Sketch	Minimum Letters (*Non-Colleagues)	Trainee/ Teaching Letters	Critical References	Documentation of Teaching	Current CV VUMS format	Report of Recruitment (chart must be complete)	Background Check	Admin Approvals	FAPC/CPAPC	ECEF	Dean	Provost	BOT/ Chancellor	
<b>Investigator Track</b>																				
Professor (2120)		T	✓	✓		✓	5**	2-3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	C
Associate Professor (2050)		T	✓	✓		✓	5**	2-3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B/C
Assistant Professor (2035)	1-3	TT	✓	✓	☆		3				✓	✓	✓	✓	✓		✓			
<b>Educator Track</b>																				
Professor (2120)	1-3	NTT	✓	✓			5+	2-3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Associate Professor (2050)	1-3	NTT	✓	✓			5+	2-3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Assistant Professor (2035)	1-3	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓			
Instructor (2100)	1	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓			
<b>Clinical Practice Track</b>																				
Professor of Clinical (2073)	1-3	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓	✓		
Assoc Prof of Clinical (2075)	1-3	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓	✓		
Asst Prof of Clinical (2077)	1-3	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓	✓		
Instructor in Clinical (2100) (2079***)	1	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓			
<b>Research Track</b>																				
Research Professor (2150)	1-3	NTT	✓	✓	✓		3				✓	✓	✓	✓	✓	✓	✓	✓		
Research Assoc Prof (2140)	1-3	NTT	✓	✓	✓		3				✓	✓	✓	✓	✓	✓	✓	✓		
Research Asst Prof (2135)	1-3	NTT	✓	✓	✓		3				✓	✓	✓	✓	✓	✓	✓	✓		
Research Instructor (2145)	1	NTT	✓	✓	✓		3				✓	✓	✓	✓	✓	✓	✓	✓		
<b>Other</b>																				
Senior Associate in (2155)	1-3	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓	✓		
Associate in (2045)	1-3	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓	✓		
Assistant in (2025)	1	NTT	✓	✓			3				✓	✓	✓	✓	✓	✓	✓	✓		

☆ Identification of the faculty mentor must be included in the Chair Letter.

\*\* Letters must be from nationally recognized leaders in the relevant area of scholarship and from individuals who have not been collaborators or played significant role in training or career development of the individual. See OFA website: [https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu/faculty/themes/tao/pdfs/GuidelinesLetters\\_of\\_Evaluation.pdf](https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu/faculty/themes/tao/pdfs/GuidelinesLetters_of_Evaluation.pdf)

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\*\*\*2079 can only be used for individuals whose primary position is as a clinical fellow approved through GME

## Promotion – School of Medicine

Full Time	Full-Status, Partial-Load Must indicate % of effort	Part Time (<50%) Must indicate % of effort
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Academic Titles (Job Code)	Term	Track	Required Documents for Review									Required Approvals					
			Chair Letter	Mentor or Progress Letter	Biographical Sketch <small>200-300 Words</small>	Minimum Letters <small>(**Non-Colleagues)</small>	Trainee/ Teaching Letters	Selected Article Reprints	Critical References	Documentation of Teaching	Current CV <small>VUMS format</small>	Admin Approvals	FAPC/CPAPC	ECEP	Dean	Provost	BOT/ Chancellor
<b>Investigator Track</b>																	
Professor (2120)		T	✓		✓	5**	2-3		✓	✓	✓	✓	✓	✓	✓	✓	C
Associate Professor (2050)		T	✓		✓	5**	2-3	3-5	✓	✓	✓	✓	✓	✓	✓	✓	B/C
Assistant Professor (2035)	1-3	TT	✓	✓		3					✓	✓		✓			
<b>Educator Track</b>																	
Professor (2120)	1-3	NTT	✓			5+	2-3		✓	✓	✓	✓	✓	✓			
Associate Professor (2050)	1-3	NTT	✓			5+	2-3		✓	✓	✓	✓	✓				
Assistant Professor (2035)	1-3	NTT	✓			3					✓	✓					
<b>Clinical Practice Track</b>																	
Professor of Clinical (2073)	1-3	NTT	✓			3*					✓	✓	✓	✓			
Assoc Prof of Clinical (2075)	1-3	NTT	✓			3*					✓	✓	✓				
Asst Prof of Clinical (2077)	1-3	NTT	✓			3					✓	✓					
<b>Research Track</b>																	
Research Professor (2150)	1-3	NTT	✓	✓		3					✓	✓					
Research Assoc Prof (2140)	1-3	NTT	✓	✓		3					✓	✓					
Research Asst Prof (2135)	1-3	NTT	✓	✓		3					✓	✓					
<b>Other</b>																	
Senior Associate in (2155)	1-3	NTT	✓			3					✓	✓					
Associate in (2045)	1-3	NTT	✓			3					✓	✓					
<b>Emeritus/Emerita</b>			✓		✓						✓	✓	✓	✓	✓	✓	B

\*\* (Investigator) Letters must be from nationally recognized leaders in the relevant area of scholarship and from individuals who have not been collaborators or played significant role in training or career development of the individual. See OFA website: [https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu/faculty/themes/tao/pdfs/GuidelinesLetters\\_of\\_Evaluation.pdf](https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu/faculty/themes/tao/pdfs/GuidelinesLetters_of_Evaluation.pdf)

+ (Educator) See OFA website: [https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu/faculty/themes/tao/pdfs/GuidelinesLetters\\_of\\_Evaluation.pdf](https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu/faculty/themes/tao/pdfs/GuidelinesLetters_of_Evaluation.pdf)

\* (Clinical Practice) At least three letters must be submitted by professionals holding the requested rank or a higher rank. These letters should be from individuals at Vanderbilt University Medical Center and the region who are knowledgeable of the candidate's contributions in clinical service. At least one letter must be obtained by a professional from outside of the faculty member's department.

## Volunteer/Affiliate/Visiting (Non-Salaried) New Appointment/Promotion – School of Medicine

Academic Titles	Term	Required Documents for Review					Required Approvals
		Chair Letter	Letter from Home Institution	Letter of Understanding*	Minimum Letters	Current CV	Admin Approvals
<b>Volunteer</b>							
Clinical Professor	1-3	✓		✓	3	✓	✓
Associate Clinical Professor	1-3	✓		✓	3	✓	✓
Assistant Clinical Professor	1-3	✓		✓	3	✓	✓
Clinical Instructor	1	✓		✓	3	✓	✓
<b>Adjunct</b>							
Adjunct/Adjoint Professor	1-3	✓		✓	3	✓	✓
Adjunct/Adjoint Associate Professor	1-3	✓		✓	3	✓	✓
Adjunct/Adjoint Assistant Professor	1-3	✓		✓	3	✓	✓
Adjunct/Adjoint Instructor	1	✓		✓	3	✓	✓
<b>Visiting**</b>							
Visiting Professor	1-3	✓	✓		3	✓	✓
Visiting Associate Professor	1-3	✓	✓		3	✓	✓
Visiting Assistant Professor	1-3	✓	✓		3	✓	✓
Visiting Instructor	1	✓	✓		3	✓	✓
<b>Other**</b>							
Visiting Scholar – not faculty	1	✓	✓		3	✓	✓

\* For those Departments that require a Letter of Understanding, it should be included with the new appointment packet.

\*\* For international Visiting Faculty and Visiting Scholars, a copy of their Visa and verification of insurance coverage (including all accompanying family members) should be submitted with the packet.