

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	
Investigator Track																				
Professor (2120)		T	✓	✓		✓	5**	2-3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	C
Associate Professor (2050)		T	✓	✓		✓	5**	2-3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B/C
Assistant Professor (2035)	1-3	TT	✓	✓	☆		3				✓	✓	✓	✓	✓		✓			
Educator Track																				
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				✓	✓	✓	✓	✓	✓				
Clinical Practice Track																				
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				✓	✓	✓	✓	✓	✓				
Research Track																				
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				✓	✓	✓	✓	✓	✓				
Other																				
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://www.vumc.org/faculty/sites/vumc.org/faculty/files/public_files/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