

## New Appointment – School of Medicine

Full Time	Full-Status, Partial-Load Must indicate % of effort	Part Time (<50%)
-----------	--	------------------

Academic Titles (Job Code)	Term	Track	Required Documents for Review											Required Approvals						
			Chair Letter	Offer Letter (Use Required Template)	Mentor Letter	Brief Narrative Biography (200-500 Words)	Minimum Letters (**Non-Colleagues)	Trainee/ Teaching Letters	Critical References	Documentation of Teaching*	Current CV VUMS format	*Report of Recruitment (REDCap form)	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 along with a letter from the Mentor.

\*\* 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](https://www.vumc.org/faculty/sites/vumc.org/faculty/files/public_files/GuidelinesLetters_of_Evaluation.pdf)

+ See OFA website: [https://www.vumc.org/faculty/sites/vumc.org/faculty/files/public\\_files/GuidelinesLetters\\_of\\_Evaluation.pdf](https://www.vumc.org/faculty/sites/vumc.org/faculty/files/public_files/GuidelinesLetters_of_Evaluation.pdf)

\* A copy of REDCap survey DOES NOT need to be submitted with the new appointment packet. The REDCap system notifies OFA when a new survey is completed.

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