

Reappointments, Departure and Non-renewal Notification – School of Medicine

Renewals and notification of non-renewal are submitted through FAS at <https://ofa.app.vumc.org/FAS>.

Paper submissions are permitted only for renewals outside the School of Medicine which require approval of primary appointment Chair/Dean.

Academic Titles	Usual Term (Years)	Track	Reappointments			Departure/Non-Renewal*		
			FAS Department Chair Approval	Statement on tenure progress required (upload document)	Current CV (submitted every 3 years unless changes have occurred since last submission)	Documentation of Departure	Notification (upload resignation or notification letter)	
							One Year Term	Multiple Year Term
Investigator Track								
Professor (w ^o /tenure)	1-3	TT	✓		✓	✓	4 months	13 months
Associate Professor (w ^o /tenure)	1-3	TT	✓		✓	✓	4 months	13 months
Assistant Professor	1-3	TT	✓	✓	✓	✓	4 months	13 months
Educator Track								
Professor	1-3	NTT	✓		✓	✓	4 months	13 months
Associate Professor	1-3	NTT	✓		✓	✓	4 months	13 months
Assistant Professor	1-3	NTT	✓		✓	✓	4 months	13 months
Instructor	1	NTT	✓		✓	✓	4 months	NA
Clinical Practice Track								
Professor of Clinical	1-3	NTT	✓		✓	✓	4 months	13 months
Associate Professor of Clinical	1-3	NTT	✓		✓	✓	4 months	13 months
Assistant Professor of Clinical	1-3	NTT	✓		✓	✓	4 months	13 months
Instructor in Clinical	1	NTT	✓		✓	✓	4 months	NA
Research Track*								
Research Professor	1-3	NTT	✓		✓	✓	6 months	13 months
Research Associate Professor	1-3	NTT	✓		✓	✓	6 months	13 months
Research Assistant Professor	1-3	NTT	✓		✓	✓	6 months	13 months
Research Instructor	1	NTT	✓		✓	✓	6 months	NA
Other								
Senior Associate in	1-3	NTT	✓		✓	✓	4 months	13 months
Associate in	1-3	NTT	✓		✓	✓	4 months	13 months
Assistant in	1	NTT	✓		✓	✓	4 months	NA
Volunteer - Clinical/Adjunct/Adjoint	1-3	NA	✓		✓	✓		
Volunteer - Instructor Rank	1	NA	✓		✓	✓		
Visiting Ranks	Up to 1 Year	NA	✓		✓			

*Notice of nonrenewal will normally be given as indicated but if funding is in doubt, notice can be given that appointment will not be renewed unless funding obtained.

(Updated: 4/26/2022)