

New Appointment/Promotion for Meharry Faculty at Vanderbilt – School of Medicine

Academic Titles	Term	Required Documents for Review					Required Approvals
		Vanderbilt Department Chair Letter	Letter from Meharry Department Chair	Offer Letter	Minimum Letters*	Current CV	Admin Approvals
Volunteer							
Clinical Professor	1-3	✓	✓		3	✓	✓
Associate Clinical Professor	1-3	✓	✓		3	✓	✓
Assistant Clinical Professor	1-3	✓	✓		3	✓	✓
Clinical Instructor	1	✓	✓		3	✓	✓
Adjunct							
Adjunct Professor	1-3	✓	✓		3	✓	✓
Adjunct Associate Professor	1-3	✓	✓		3	✓	✓
Adjunct Assistant Professor	1-3	✓	✓		3	✓	✓
Adjunct Instructor	1	✓	✓		3	✓	✓
Secondary Appointment w/Primary at Meharry	Used when there is salary support from both institutions. Faculty title is determined by Department Chairs.						
Proposed title by Department Chairs	1-3	✓	✓	✓	3	✓	✓

The appointment recommendation letter from the Department Chair at Vanderbilt School of Medicine and Meharry can be one letter signed by all parties.

* Recommendation letters are welcomed by not required in support of adjunct appointments.