

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

Renewals and notification of non-renewal are submitted through FAS at <https://medschool.vanderbilt.edu/faculty/fas>.

Paper submission 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
<b>Investigator Track</b>								
Professor <sup>(wo)/tenure</sup>	1-3	TT	✓		✓	✓	4 months	13 months
Associate Professor <sup>(wo)/tenure</sup>	1-3	TT	✓		✓	✓	4 months	13 months
Assistant Professor	1-3	TT	✓	✓	✓	✓	4 months	13 months
<b>Educator Track</b>								
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
<b>Clinical Practice Track</b>								
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
<b>Research Track*</b>								
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
<b>Other</b>								
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
<b>Volunteer - Clinical/Adjunct/Adjoint</b>	1-3	NA	✓		✓	✓		
<b>Volunteer - Instructor Rank</b>	1	NA	✓		✓	✓		
<b>Visiting Ranks</b>	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.