

Appointments and Promotions in the Vanderbilt Department of Psychiatry

(Approved by Psychiatry Leadership Council in November 2013; Revision approved in May 2016)

The process of appointments and promotions in the Department of Psychiatry is governed by the Vanderbilt University faculty manual and by the policies and procedures of the Vanderbilt University School of Medicine (see: <https://medschool.vanderbilt.edu/faculty/>).

Appointment Tracks and Ranks

Vanderbilt University School of Medicine recognizes five separate tracks for appointment to the faculty:

- 1) The **Basic Science Investigator/Physician Scientist Investigator Track** (tenure track and tenured) is used for faculty with major efforts in research and teaching. There are four ranks on this track: Instructor, Assistant Professor, Associate Professor and Professor. Appointments and promotions to senior ranks on this track are subject to review by the processes defined below.
- 2) The **Basic Science Educator/Clinician Educator Track** is used for faculty with major efforts in teaching and service. There are four ranks on this track: Instructor, Assistant Professor, Associate Professor and Professor. Appointments and promotions to senior ranks on this track are subject to review by the processes defined below.
- 3) The **Clinical Practice Track** is primarily for faculty whose primary contributions are to the clinical service mission of the School. There are four ranks on this track: Instructor, Assistant Professor, Associate Professor and Professor. Appointments and promotions to senior ranks on this track are subject to review by the processes defined below.
- 4) The **Research Track** is appropriate for faculty involved in time-limited research programs with no or minimal teaching responsibilities. There are four ranks on this track: Instructor, Assistant Professor, Associate Professor and Professor. Appointment and promotions on this track are recommended by the chair of the department and approved by the Dean's Office.
- 5) The **Assistant/Associate Track** is for faculty whose discipline is not formally represented in the departmental organization of the VUSM (e.g., social work, nursing), but who contribute to the mission of the school. There are three ranks on this track: Assistant, Associate and Senior Associate. Appointments and promotions on this track are recommended by the chair of the department and approved by the Dean's Office.

Initial appointments below the Associate Professor rank on any of the 5 tracks require only administrative approval by the Dean upon recommendation by the Department Chair.

Promotions to Associate Professor or Professor on tracks #1-3 require approval by the Appointments and Promotions Committees of the Department and the School of Medicine (see tables below).

Management of appointment and promotion in the Department of Psychiatry

The Department Chair, the Departmental Leadership Council (**LC**) and the Departmental Appointments and Promotions Committee (**APC**) work together to manage the appointment and promotion of faculty members in the Department of Psychiatry.

The office of the Department Chair manages all faculty appointments and promotions. This includes:

- a) collecting and filing of all necessary documents,
- b) convening meetings of the APC to review recommendations for promotions to Associate Professor or Professor on the Basic Science Investigator/Physician Scientist Investigator Track, the Basic Science Educator/Clinician Educator Track or the Clinical Practice Track, and
- c) sending recommendations for appointment and promotion to the Dean of the School of Medicine.

The **LC** ensures that all faculty members eligible for promotion will be reviewed in a timely manner. In addition, the LC advises the Department Chair on the policies and procedures governing faculty appointments and promotions.

The **APC** reviews all faculty who have been recommended for promotion to Associate Professor or Professor on the Basic Science Investigator/Physician Scientist Investigator Track, the Basic Science Educator/Clinician Educator Track or the Clinical Practice Track. The APC is convened by the Department Chair as needed, in order to ensure a timely review of all recommendations for promotion.

Department of Psychiatry Appointments and Promotions Committee (APC)

- 1) The APC is constituted by the full professors of the Department.
- 2) The APC reviews all appointments and promotions to Associate or Full Professor on the Basic Science Investigator/Physician Scientist Investigator Track, the Basic Science Educator/Clinician Educator Track or the Clinical Practice Track. Based on these reviews, the committee, in an advisory capacity, makes recommendations to the Department Chair.
- 3) Only tenured professors will participate in deliberations regarding appointments and promotions on the Basic Science Investigator/Physician Scientist Investigator Track (tenure track and tenured).
- 4) The office of the Department Chair will schedule the APC meetings, provide all necessary documents for review to the members of the APC, and prepare minutes of the APC meetings.

Process for Appointment

- 1) Initial appointments to Instructor or Assistant Professor ranks on the Basic Science Investigator/Physician Scientist Investigator Track, the Basic Science Educator/Clinician Educator Track or the Clinical Practice Track and all appointments on the Research Track and Assistant/Associate Track are managed by the Department Chair.
- 2) Initial appointments to ranks of Associate or Full Professor on the Basic Science Investigator/Physician Scientist Investigator Track, the Basic Science Educator/Clinician Educator Track or the Clinical Practice Track are reviewed by the APC (see above).
- 3) All faculty without tenure will be reviewed for their scheduled reappointment. Faculty will be notified by the office of the Department Chair prior to their appointment renewal date to provide an updated CV (Vanderbilt University School of Medicine format) and other supplemental materials documenting academic scholarship, teaching evaluations, clinical productivity, and community service, if needed. The annual review will be conducted by the Department Chair or a designee (Division Director or Vice Chair).

Process for Promotion

- 1) Any faculty member, Division Director, Vice Chair or the Department Chair can recommend a faculty member for promotion. Self-nominations are also allowed, in which case the recommendation should be accompanied by a letter from a Vice Chair and/or Division Director, evaluating the faculty member's qualification for promotion. All recommendations should be made to the Department Chair.
- 2) The review for promotion to Associate Professor or Professor on the Basic Science Investigator/Physician Scientist Investigator Track, the Basic Science Educator/Clinician Educator Track and the Clinical Practice Track is a multi-step process, including two reviews within the department and several reviews by School of Medicine committees and University officials (see checklist below). Each recommendation for promotion will be reviewed initially by the APC. If the simple majority of APC members supports the recommendation, the office of the Department Chair will request appropriate letters of reference on behalf of the candidate. The APC will then review the complete dossier (including CV and letters of reference) and make a final recommendation to the Department Chair. An administrative staff member from the office of the Department Chair attends the APC meetings and records the recommendation votes. The Department Chair will take the APC recommendation under advisement and make the final decision about a recommendation for promotion to the Dean of the School of Medicine.
- 3) In the case of self-nomination, if there is diverging opinion between the candidate and the Vice Chairs and/or Division Director regarding the faculty member's readiness for promotion, the faculty member desiring promotion should submit a two-page letter to the APC. This letter should address the rationale for promotion. The APC will consider the letter, and may decide to request a full set of promotion materials for further consideration; however, such decision does not suggest an outcome of the deliberation.