

Section of Surgical Sciences

MEMORANDUM

To: Section Department Chairs

From: Seth J. Karp, M.D.
Chair, Section of Surgical Sciences

Date: July 19, 2021

Re: Faculty Promotions and Annual Increases

The Section of Surgical Sciences is instituting a systematic approach for all faculty promotions and annual salary increases, beginning July 1, 2021. This will provide for the appropriate planning, review, approval and award of all faculty promotions, and will allow for the proper budgeting and planning for salary increases across all departments.

Beginning in July 2021, the schedule will be as follows:

Faculty Promotions:

- **August-September:** Department Chair to review faculty for possible promotion and make recommendation to Section Chair.
- **October-November:** Decision to support promotion made jointly with Section Chair. Promotional materials gathered by the Department for submission.
- **December:** Promotion dossiers submitted to the Section Admin. office for review by Section Promotion Committee. Sent for final review to the Section Chair.
- **January 1:** Approved promotion dossiers submitted to Office of Faculty Affairs and other groups as needed.
- **Promotion process takes 4-6 months once dossiers are submitted to the Section office.*
- **July 1:** Effective date of promotion; salary increase, if appropriate, will also be effective July 1.

Annual Salary Increases:

- **Jan-February:** Review base salaries for all faculty. Goal is 80% of AAMC benchmark median salary. Pay particular attention to equity across the Department.
- **March:** Review Departmental financials and make recommendations for salary increases to take effect January 1, as per VUMC guidance.
- **March-April:** New salaries are placed into the Finance Budget Shell for the next fiscal year.
- **August:** Salary increase to be reviewed/approved. Letters to go out in September regarding January increases.
- Section salary increases were awarded in recent months, during FY21. Therefore, the next salary increase will be scheduled for January 2023 unless there are extenuating circumstances.
- **Increases for promotions will be awarded on July 1 (see above). This is different from the annual salary increases.*