

# School of Medicine Basic Sciences

## New Appointments Checklist

|           |  |   |
|-----------|--|---|
| Full Time | Full-Status, Partial-Load<br>Must indicate % of effort | Part Time (<50%)<br>Must indicate % of effort |
|-----------|--|---|

| Academic Titles           | Term | Track | Required Documents to<br><b>Make an Offer &amp; Request Appointment</b> |                         |     |                 |                     |                           |                             |                  |   |                      |                       |                           |                      |                                     | Required Documents to<br>finalize<br><b>Appointment</b> |                               |   | APPROVALS                |              |      |      |      |         |
|---------------------------|------|-------|---|-------------------------|-----|-----------------|---------------------|---------------------------|-----------------------------|------------------|---|----------------------|-----------------------|---------------------------|----------------------|-------------------------------------|---|-------------------------------|---|--------------------------|--------------|------|------|------|---------|
|                           |      |       | Submit through Interfolio<br>by Candidate                               |                         |     |                 |                     |                           |                             |                  | Submit to the Dean's Office<br>Electronically |                      |                       |                           |                      |                                     | Submit to the Dean's<br>Office Electronically           |                               |   |                          |              |      |      |      |         |
|                           |      |       | Current CV  | ** Letters of Reference | EEO | Trainee Letters | Critical References | Documentation of Teaching | Research/Teaching Statement | Article Reprints | DRAFT Offer Letter                            | Search Plan Document | Report of Recruitment | ◇ Letter of Understanding | PI Letter of Request | Make an Offer & Appointment Request | Documentation of Funding                                | Signed & Dated Offer Letter Ψ | Background Check/Exemption & Education Verification | Faculty Information Form | Deans Office | FAPC | ECEF | Dean | Provost |
| <b>Investigator Track</b> |      |       |   |                         |     |                 |                     |                           |                             |                  |   |                      |                       |                           |                      |                                     |   |                               |   |                          |              |      |      |      |         |
| Professor                 |      | T     | ✓   | 6                       | ✓   | 2-3             | ✓                   | ✓                         | ✓                           | 3-5              | ✓   | ✓                    | ✓                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    | ✓    | C/B     |
| Associate Professor       |      | T     | ✓   | 6                       | ✓   | 2-3             | ✓                   | ✓                         | ✓                           | 3-5              | ✓   | ✓                    | ✓                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    | ✓    | C/B     |
| Assistant Professor       | 1-3  | TT    | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           | 3-5              | ✓   | ✓                    | ✓                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    |      |         |
| <b>Educator Track Ω</b>   |      |       |   |                         |     |                 |                     |                           |                             |                  |   |                      |                       |                           |                      |                                     |   |                               |   |                          |              |      |      |      |         |
| Professor                 | 1-3  | NTT   | ✓   | 6                       | ✓   | 2-3             | ✓                   | ✓                         | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    | Ω    |         |
| Associate Professor       | 1-3  | NTT   | ✓   | 6                       | ✓   | 2-3             | ✓                   | ✓                         | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | Ω    |      |         |
| Assistant Professor       | 1-3  | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | Ω    |      |         |
| Instructor                | 1    | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    |      |      |         |
| <b>Research Track ☆</b>   |      |       |   |                         |     |                 |                     |                           |                             |                  |   |                      |                       |                           |                      |                                     |   |                               |   |                          |              |      |      |      |         |
| Professor                 | 1-3  | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    | Ω    |         |
| Associate Professor       | 1-3  | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    | Ω    |         |
| Assistant Professor       | 1-3  | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | Ω    |      |         |
| Instructor                | 1    | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  | ✓   | ◆                    | ◆                     |                           | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    |      |      |         |
| <b>Visiting Ω</b>         |      |       |   |                         |     |                 |                     |                           |                             |                  |   |                      |                       |                           |                      |                                     |   |                               |   |                          |              |      |      |      |         |
| Professor                 | 1    | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  |   | ✓                    | ✓                     | ✓                         | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    |      |         |
| Associate Professor       | 1    | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  |   | ✓                    | ✓                     | ✓                         | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    |      |         |
| Assistant Professor       | 1    | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  |   | ✓                    | ✓                     | ✓                         | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    |      |         |
| Instructor in             | 1    | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  |   | ✓                    | ✓                     | ✓                         | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    |      |         |
| Visiting Scholar          | 1    | NTT   | ✓   | 3                       | ✓   |                 |                     |                           | ✓                           |                  |   | ✓                    | ✓                     | ✓                         | ✓                    | ✓                                   | ✓   | ✓                             | ✓   | ✓                        | ✓            | ✓    | ✓    |      |         |

\*\* Investigator Track letters must be from nationally recognized leaders in the relevant area of scholarship, individuals who have not been collaborators or played significant role in training or career development of the individual. ◇ Letter of Understanding from the home institution is required for all visiting faculty. Ω Provost approval needed for all multi-year terms and institutionally funded appointments. ☆ Faculty mentor must be included in the Offer Letter. ◆ Required for External Searches only. Ψ If a change in start date on the offer letter occurs after the initial dean approval, notify the dean's office staff of the change. Click [here](#) to see the VU Basic Sciences Appointments Forms website. **NOTE: All Destination Vanderbilt candidates require pre-approval from the Dean, Provost and Chancellor.**