

# School of Medicine Basic Sciences

## Reappointments, Non-renewal and Departure Notification Checklist

Renewals, non-renewals and Departures are submitted through FAS. Click to access FAS [here](#).

Academic Titles	Term	Track	Reappointment Documents Required in FAS									Reappointment Approvals in FAS			Timelines	
			Chair Letter	PI Letter/Memo	Current CV (In SOM format)	Funding Form	Annual Performance Evaluation	Mentoring Committee Report	Reappointment Letter from Primary Dept	Letter of Understanding/ Home Institution	Documentation of Departure	Chair	Dean	Provost	Reappointment & Non-Renewal Notification ☆	
															1-year Terms	Multi-year Terms
<b>Investigator Track</b>																
Professor		T														
Associate Professor		T														
Assistant Professor	1-3	TT	✓		✓				✓			✓	✓	✓	N/A	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	13 months
<b>Research Track</b>																
Professor	1-3	NTT	✓	✓	✓	✓	✓					✓	✓	◆	6 months	6 months
Associate Professor	1-3	NTT	✓	✓	✓	✓	✓					✓	✓	◆	6 months	6 months
Assistant Professor	1-3	NTT	✓	✓	✓	✓	✓					✓	✓	◆	6 months	6 months
Instructor	1	NTT	✓	✓	✓	✓	✓					✓	✓	◆	6 months	6 months
<b>Other</b>																
Assistant In	1	NTT	✓	✓	✓	✓	✓					✓	✓	◆	4 months	4 months
<b>Secondary § Φ</b>																
All Ranks	1-3	NTT	✓		✓				✓			✓	✓		N/A	N/A
<b>Adjunct/Adjoint</b>																
All Ranks	1-3	NTT	✓		✓							✓	✓		N/A	N/A
<b>Visiting</b>																
All Ranks	1-3	NTT	✓	✓	✓	✓				✓		✓	✓		N/A	N/A

☆Notice of non-renewal for NTT will normally be given as indicated, if funding is unconfirmed but expected at the time of reappointment, a limited renewal must be processed to comply with the Faculty Manual renewal policy. § If the Primary Department is VUMC SOM, the secondary reappointment will be processed by VUMC SOM, unless otherwise specified by the secondary department and VUMC SOM has been notified on the non-renewal. If the Primary Department is in VU, the secondary department is responsible for processing the reappointment. A copy of the reappointment letter from their Primary Department is required. Φ Departments must submit documentation to the Dean prior to any secondary non-renewals. ◆Provost approval needed only if more than 20% effort is institutionally funded. Click [here](#) to see the VU Basic Sciences Appointments Forms website.