Promotion – School of Medicine

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

Academic Titles (Job Code)	Term	Track	Required Documents for Review									Required Approvals					
			Chair Letter	Mentor or Progress Letter	Biographical Sketch 200-300 Words	Minimum Letters (**Non-Colleagues)	Trainee/ Teaching Letters	Selected Article Reprints	Critical References	Documentation of Teaching	Current CV VUMS format	Admin Approvals	FAPC/CPAPC	ECEF	Dean	Provost	BOT/ Chancellor
Investigator Track																	
Professor (2120)		T	✔		✔	5**	2-3		✔	✔	✔	✔	✔	✔	✔	✔	C
Associate Professor (2050)		T	✔		✔	5**	2-3	3-5	✔	✔	✔	✔	✔	✔	✔	✔	B/C
Assistant Professor (2035)	1-3	TT	✔	✔		3					✔	✔			✔		
Educator Track																	
Professor (2120)	1-3	NTT	✔			5+	2-3		✔	✔	✔	✔	✔	✔			
Associate Professor (2050)	1-3	NTT	✔			5+	2-3		✔	✔	✔	✔	✔	✔			
Assistant Professor (2035)	1-3	NTT	✔			3					✔	✔					
Clinical Practice Track																	
Professor of Clinical (2073)	1-3	NTT	✔			3*				✔	✔	✔	✔	✔			
Assoc Prof of Clinical (2075)	1-3	NTT	✔			3*				✔	✔	✔	✔	✔			
Asst Prof of Clinical (2077)	1-3	NTT	✔			3					✔	✔					
Research Track																	
Research Professor (2150)	1-3	NTT	✔	✔		3					✔	✔					
Research Assoc Prof (2140)	1-3	NTT	✔	✔		3					✔	✔					
Research Asst Prof (2135)	1-3	NTT	✔	✔		3					✔	✔					
Other																	
Senior Associate in (2155)	1-3	NTT	✔			3					✔	✔					
Associate in (2045)	1-3	NTT	✔			3					✔	✔					
Emeritus/Emerita			✔		✔						✔	✔		✔	✔	✔	B

**(Investigator) Letters must be from nationally recognized leaders in the relevant area of scholarship and from individuals who have not been collaborators or played significant role in training or career development of the individual. See OFA website: https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu.faculty/themes/tao/pdfs/GuidelinesLetters_of_Evaluation.pdf

+ (Educator) See OFA website: https://medschool.vanderbilt.edu/faculty/sites/medschool.vanderbilt.edu.faculty/themes/tao/pdfs/GuidelinesLetters_of_Evaluation.pdf

* (Clinical Practice) At least three letters must be submitted by professionals holding the requested rank or a higher rank. These letters should be from individuals at Vanderbilt University Medical Center and the region who are knowledgeable of the candidate's contributions in clinical service. At least one letter must be obtained by a professional from outside of the faculty member's department.

(Updated: 11/10/2016)