

Basic Sciences

Reappointments, Departure and Non-renewal Notification Checklist – School of Medicine

Renewals and notification of non-renewal are submitted through FAS. Click here to access FAS [here](#).

Paper submissions are permitted only for renewals outside of Basic Sciences, which require approval of primary appointment Chair/Dean.

Academic Titles	Usual Term (Years)	Track	Reappointments						Required Approvals		Departure/Non-Renewal*		
			Chair Letter	Mentoring Committee Report	Documentation of Funding	Copy of Reappointment Letter from Primary Dept	Current CV (in SOM format)	Letter from Home Institution	Dean	Provost	Documentation of Departure	Notification (upload resignation or notification letter)	
											1 Year Term	Multiple Year Term	
Investigator Track													
Professor		T								✓			
Associate Professor		T								✓			
Assistant Professor	1-3	TT	✓	✓	✓		✓		✓	✓	6 months	13 months	
Educator Track													
Professor	1-3	NTT	✓		✓		✓		✓	✓	6 months	13 months	
Associate Professor	1-3	NTT	✓		✓		✓		✓	✓	6 months	13 months	
Assistant Professor	1-3	NTT	✓		✓		✓		✓	✓	6 months	13 months	
Instructor	1	NTT	✓		✓		✓		✓	✓	6 months	NA	
Research Track*													
Professor	1-3	NTT	✓		✓		✓		✓	✓	6 months	13 months	
Associate Professor	1-3	NTT	✓		✓		✓		✓	✓	6 months	13 months	
Assistant Professor	1-3	NTT	✓		✓		✓		✓	✓	6 months	13 months	
Instructor	1	NTT	✓		✓		✓		✓	✓	6 months	NA	
Other													
Assistant In	1	NTT	✓		✓		✓		✓	✓	6 months	NA	
Secondary													
All Ranks	1-3	NTT	✓			✓	✓		✓	✓			
Adjunct/Adjoint													
All Ranks	1-3	NTT	✓				✓		✓	✓			
Visiting													
All Ranks	1	NTT	✓		✓		✓	✓	✓	✓			

*Notice of nonrenewal will normally be given as indicated but if funding is in doubt, notice can be given that appointment will not be renewed unless funding obtained. Click [here](#) to see the VU Basic Sciences Appointments Forms website.

Updated 06/2/19