Basic Sciences

New Appointments Checklist
School of Medicine

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

Academic Titles	Term	Track	Required Documents for Review														Required Approvals					
			Chair Letter	Draft Offer Letter	Mentor Information	Statement of Accomplish-ments (300-500 Words)	**Letters of Recom-mendation	Trainee Letters	Critical References	Documentation of Teaching	Documentation of Funding	Current CV (SOM format)	Report of Recruitment	Draft Appointment Letter	Background Check	Faculty Information Form	Dean' s Admin Approvals	FAPC	ECEF	Dean	Provost	Chancellor / BOT
Investigator Track																						
Professor		T	✔	✔		✔	6	2-3	✔	✔		✔	✔	✔	✔	✔	✔	✔		✔	✔	C/B
Associate Professor		T	✔	✔		✔	6	2-3	✔	✔		✔	✔	✔	✔	✔	✔	✔		✔	✔	C/B
Assistant Professor	1-3	TT	✔	✔ *			3					✔	✔	✔	✔	✔	✔			✔	✔	C
Educator Track																						
Professor	1-3	NTT	✔	✔			6	2-3	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		✔	✔	
Associate Professor	1-3	NTT	✔	✔			6	2-3	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔		✔	✔	
Assistant Professor	1-3	NTT	✔	✔			3				✔	✔	✔	✔	✔	✔	✔			✔	✔	
Instructor	1	NTT	✔	✔			3				✔	✔	✔	✔	✔	✔	✔			✔	✔	
Research Track☆																						
Professor	1-3	NTT	✔	✔	✔		3				✔	✔		✔	✔	✔	✔			✔	✔	
Associate Professor	1-3	NTT	✔	✔	✔		3				✔	✔		✔	✔	✔	✔			✔	✔	
Assistant Professor	1-3	NTT	✔	✔	✔		3				✔	✔		✔	✔	✔	✔			✔	✔	
Instructor	1	NTT	✔	✔	✔		3				✔	✔		✔	✔	✔	✔			✔	✔	
Other																						
Assistant In	1	NTT	✔	✔	✔		3				✔	✔		✔	✔	✔	✔			✔	✔	

* Identification of the mentoring committee members must be included in the Offer Letter.

☆ Identification of the faculty mentor must be included in the Offer Letter.

** 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. Click **here** to see the VU Basic Sciences Appointments Forms website.

Updated: 02/20/2019