

Basic Sciences Promotions Checklist School of Medicine

Full Time	Full-Status, Partial-Load Must indicate % of effort	Part Time (<50%) Must indicate % of effort
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Academic Titles	Term	Track	Required Documents for Review													Required Approvals						
			Table of Contents	Chair Letter	Mentor Information	Statement of Accomplishments (300-500 Words)	+ ** Letters of Recommendation	Trainee Letters	Teaching Letters	Selected Article Reprints	Critical References	Documentation of Teaching	Documentation of Funding	Current CV SOM format	Recommendation Of Promotions Committee §	Draft Promotion Letter	Dean's Admin Approvals	FAPC	ECEF	Dean	Provost	Chancellor / BOT
Investigator Track																						
Professor		T	✓	✓		✓	6	2-3		3-5	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	C
Associate Professor	1-3	T	✓	✓		✓	6	2-3		3-5	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	C/B
Educator Track																						
Professor	1-3	NTT	✓	✓			6		2-3		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Associate Professor	1-3	NTT	✓	✓			6		2-3		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Assistant	1	NTT		✓			3						✓	✓		✓	✓	✓	✓	✓	✓	
Research Track																						
Professor	1-3	NTT		✓	✓		3						✓	✓	✓	✓	✓	✓	✓	✓	✓	
Associate Professor	1-3	NTT		✓	✓		3						✓	✓	✓	✓	✓	✓	✓	✓	✓	
Assistant Professor	1-3	NTT		✓	✓		3						✓	✓	✓	✓	✓	✓	✓	✓	✓	

** (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. Click [here](#) to see the VU Basic Sciences Appointments Forms website.

+ (Educator) Click [here](#) to see the VU Basic Sciences Appointments Forms website.

§ Only if applicable.