

Basic Sciences

School of Medicine

New Appointments

Secondary, Adjunct/Adjoint, Visiting, Endowed Chair, Emerita/Emerita and Retired Status

Academic Titles	Term	Required Documents for Review											Required Approvals					
		*Letter of Understanding	**Chair Letter	☆ Letter from Home Institution	Copy of Offer Letter	Host Information	Minimum Letters	Documentation of Funding	Statement of Accomplishments (325-350 words)	Current CV (in SOM Format)	Background Check	Draft Appointment Letter	Faculty Information Form	Deans Admin Approvals	Dean	Provost	Chancellor	Board of Trust
Secondary																		
Professor	1-3		✓												✓	✓		
Associate Professor	1-3		✓												✓	✓		
Assistant Professor	1-3		✓												✓	✓		
Instructor	1		✓												✓	✓		
Adjunct/Adjoint																		
Professor	1-3	✓	✓	✓			3					✓	✓	✓	✓	✓		
Associate Professor	1-3	✓	✓	✓			3					✓	✓	✓	✓	✓		
Assistant Professor	1-3	✓	✓	✓			3					✓	✓	✓	✓	✓		
Instructor	1	✓	✓	✓			3					✓	✓	✓	✓	✓		
Visiting																		
Professor	1-3		✓	✓	✓	✓	3	✓			✓	✓	✓	✓	✓	✓		
Associate Professor	1-3		✓	✓	✓	✓	3	✓			✓	✓	✓	✓	✓	✓		
Assistant Professor	1-3		✓	✓	✓	✓	3	✓			✓	✓	✓	✓	✓	✓		
Instructor	1		✓	✓	✓	✓	3	✓			✓	✓	✓	✓	✓	✓		
Visiting Scholar – non faculty	1		✓	✓	✓	✓	3	✓			✓	✓	✓	✓	✓	✓		
Other																		
Emeritus/Emerita			✓						✓		✓		✓	✓	✓	✓	✓	✓
Retired			✓								✓		✓	✓	✓	✓	✓	✓

* For those Departments that require a Letter of Understanding, it should be included with the new appointment packet.

Chair letters for **New Secondary faculty need signatures from both the Primary & Secondary Chairs.

☆Letters from Home Institutions for **New** Adjunct/Adjoint positions are not required, but can be included. Click [here](#) to see the VU Basic Sciences Appointments Forms website.