

Reappointments, Departures and Non-renewal Notifications – School of Medicine

Renewals, Departures and Notification of non-renewals are submitted through FAS at <https://ofa.app.vumc.org/FAS>.

Academic Titles	Usual Term (Years)	Track	Reappointments			Departure/Resignation		Non-Renewal*	
			FAS Department Chair Approval	Statement on tenure progress required (upload document)	Current CV (submitted every 3 years unless changes have occurred since last submission)	Departure Notification Required by Faculty	Notification (required by Faculty to Department)	Notification of Non-Renewal (upload notification letter)	
								One Year Term	Multiple Year Term
Investigator Track									
Tenured Professor	N/A	T	N/A		N/A	✓	6 months	N/A	N/A
Professor (^{wo} /tenure)	1-3	TT	✓	✓	✓	✓	4 months	4 months	13 months
Associate Professor, with Tenure	N/A	T	N/A		N/A	✓	6 months	N/A	N/A
Associate Professor (^{wo} /tenure)	1-3	TT	✓	✓	✓	✓	4 months	4 months	13 months
Assistant Professor	1-3	TT	✓	✓	✓	✓	4 months	4 months	13 months
Educator Track									
Professor	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Associate Professor	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Assistant Professor	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Instructor	1	NTT	✓		✓	✓	4 months	4 months	NA
Clinical Practice Track									
Professor of Clinical	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Associate Professor of Clinical	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Assistant Professor of Clinical	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Instructor in Clinical	1	NTT	✓		✓	✓	4 months	4 months	NA
Research Track*									
Research Professor	1-3	NTT	✓		✓	✓	6 months	6 months	6 months
Research Associate Professor	1-3	NTT	✓		✓	✓	6 months	6 months	6 months
Research Assistant Professor	1-3	NTT	✓		✓	✓	6 months	6 months	6 months
Research Instructor	1	NTT	✓		✓	✓	6 months	6 months	NA
Other									
Senior Associate in	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Associate in	1-3	NTT	✓		✓	✓	4 months	4 months	13 months
Assistant in	1	NTT	✓		✓	✓	4 months	4 months	NA
Volunteer - Clinical/Adjunct/Adjoint	1-3	NA	✓		✓	✓			
Volunteer - Instructor Rank	1	NA	✓		✓	✓			
Visiting Ranks	Up to 1 Year	NA	✓		✓				

*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. Tenured faculty are not on term appointments and may not be given a Notice of Non-renewal.

(Updated: 12/12/2024)