Department of Medicine Reappointment Guidelines

The Department adheres to the School of Medicine process outlined at the website for the Office of Faculty Affairs and Career Development. https://medschool.vanderbilt.edu/faculty/

For all reappointments not requiring a change of status, Division Directors are expected to meet with faculty and complete a ***Reappointment Review*** form, or a ***Reappointment Details*** form, depending on the track. Form templates are available at the Department SharePoint site.

Basic Science Investigator (TT), Physician-Scientist (TT), Research Scientist (NTT), Clinician Educator (NTT) and Clinical Practice Track (NTT) reappointments require a current CV and the appropriate ***Reappointment Review*** form.

In addition, tenure track reappointments (BS and PS tracks) require ***Mentor Meeting Notes***. Assistant Professor level faculty members are responsible for convening their mentorship committees and updating their CVs prior to meeting with their Division Directors.

"Assistant in", Volunteer, Visiting and Adjunct reappointments require a current CV and a ***Reappointment Details*** form. Appointment and reappointment terms are from 1 – 3 years.

Reappointment schedule is as follows:

Physician-Scientist, Basic Science Investigator (Reappointment Review form for PS_BS_ RS)

Initial Appointment to Assistant Professor	3 years
First Reappointment to Assistant Professor	2 years
Subsequent Reappointments to Assistant Professor	Annually
Reappointment as Associate Professor or Above (BS, PS)	Annually
Reappointment as Associate Research Professor (NTT)	Annually

Division Directors must submit a draft Chair's Recommendation for any promotion, or change of track. Chair's Recommendation templates are available at the Department SharePoint site.

Request for a change off of the tenure track must be submitted not later than the end of the 6th year of the tenure probationary period. Occasionally, the Department may ask for a one year delay in any decision to request a track change.

*Or annually if there are concerns related to productivity