Appointments, promotions, and tenure in the School of Nursing are governed by Vanderbilt University regulations (Faculty Manual copyright 2003).

I. Definitions.

A. **Appointment** as used in this document refers to the original hiring of an individual to fill a faculty position at a designated rank.

B. **Reappointment** refers to renewal of a faculty member's appointment.

C. **Promotion** refers to advancement to a higher rank.

D. **Academic Appointments:**

   1. **Tenured and Tenure-Track Appointments.** In the School of Nursing, academic tenure-track appointments are for persons for whom a major focus of effort and expectations is excellence in research, scholarship, or creative expression in nursing, as described in the written terms of appointment (Faculty Manual, p. 45). In addition, faculty with these appointments are expected to perform to a high level of competence in teaching and satisfactory service. Persons in tenured or tenure-track positions are expected to hold a doctoral degree.

      Appointment, reappointment, or promotion to a tenured or tenure-track position requires a positive recommendation of the Tenure Committee and approval of the Dean. In addition, the conferring of tenure requires positive action by the University Board of Trust. The School of Nursing adheres to University policies, as set forth in the Faculty Manual, with regard to tenure, with one exception: In view of the complexity of integrating teaching, research, and service in nursing, the School permits a probationary period of up to nine years before tenure must be conferred or the person must leave the tenure track. Tenured and tenure-track ranks are:

      a. Professor of Nursing
      b. Associate Professor of Nursing
      c. Assistant Professor of Nursing

   2. **Non-Tenure Track Appointments.** In the School of Nursing, academic non-tenure track appointments are designated for regular teaching faculty positions that do not involve tenure. Ordinarily, these positions are reserved for persons whose **primary** responsibility consists of instruction...
in professional nursing knowledge and practice activities. **Faculty with these appointments are expected to perform to a high level of competence in scholarship and satisfactory service.** There is an increasing expectation that persons in these positions, above the rank of Instructor, will hold a doctoral degree. In the School of Nursing, these faculty members are full participants in faculty governance. Position titles in the Academic, Non-Tenure Track are:

- a. **Professor of Nursing**
- b. **Associate Professor of Nursing**
- c. **Assistant Professor of Nursing**
- d. **Instructor of Nursing**

E. **Clinical Track Appointments** are practice appointments where the majority of effort is in clinical care and clinical teaching. **Faculty with these appointments are expected to perform to a high level of competence in their clinical practice and satisfactory service.** The appointments may be in clinical areas of the School of Nursing or may be for individuals employed outside the University or for individuals who have a primary appointment in a university unit different from that making the nursing clinical track appointment. Upon recommendation of the Non-Tenure Committee and approval of the Dean, these individuals may be reappointed to a higher rank (non-tenure). Appointments are renewable for fixed terms of one to five years. **These are described below under Section II, B1 and 2.**

F. **Other appointments** in the School of Nursing include research faculty, lecturer and senior lecturer, visiting faculty, and joint appointments. These are described below under Section II, B1 and 2, and C1-4.

II. **Descriptions of Appointment at Each Rank in Academic and Clinical Tracks.**

A. **Academic Tracks:**

1. **Tenured and Tenure Track Appointments:**

   a. **Professor of Nursing.** Promotion or appointment as Professor of Nursing occurs only when there is also an approved recommendation for tenure, which is then conferred from the effective date of the promotion or appointment.

   When requested by a faculty member, the Tenure Committee shall initiate review procedures to consider whether a Professor of Nursing (non-tenure) should be recommended for tenure. Should tenure be recommended and conferred, that status is recognized in the individual’s letter of appointment or reappointment.
b. **Associate Professor of Nursing.** Appointment at the rank of Associate Professor is usually concurrent with the conferring of tenure. Under special circumstances, an appointment to Associate Professor may be made without tenure and with a probationary period of up to five years. In such instances, the Tenure Committee will review the person in the penultimate year of the probationary appointment. If tenure is not recommended, the final year of the probationary appointment will be the terminal year in the tenure track. Promotion to the rank of Associate Professor of Nursing in the tenure track occurs only when there is a concurrent recommendation for tenure and subsequent conferral by the Board of Trust.

c. **Assistant Professor of Nursing.** Appointment or promotion to the rank of Assistant Professor is for a probationary period of three years. The Tenure Committee shall review the candidate during the second year of the probationary period, provide an assessment of performance, and recommend to the Dean whether or not the person should be reappointed. If the recommendation is not for reappointment, the third year will be the terminal year in the tenure track. Upon the recommendation of the Tenure Committee, a person at the rank of Assistant Professor may receive up to two reappointments of up to three years each, with review in the penultimate year of each appointment. If the Tenure Committee does not recommend promotion to Associate Professor and tenure by the end of the eighth year, the ninth year shall be the terminal year in the tenure track.

2. **Non-Tenure Track Appointments:**

a. **Professor of Nursing.** Appointment or promotion to the rank of Professor of Nursing shall be made upon the recommendation of the Non-Tenure Committee and the approval of the Dean. Appointments or reappointments at this rank are for a term not to exceed three years. A longer term requires approval of the Vice Chancellor.

b. **Associate Professor of Nursing.** Appointment or promotion to the rank of Associate Professor of Nursing shall be made upon the recommendation of the Non-Tenure Committee and the approval of the Dean. Appointments or reappointments at this rank are for a term not to exceed three years. A longer term requires approval of the Vice Chancellor.

c. **Assistant Professor of Nursing.** Appointment or promotion to the rank of Assistant Professor of Nursing shall be made upon the
recommendation of the Non-Tenure Committee and the approval of the Dean. Appointments or reappointments at this rank are for a term not to exceed three years. A longer term requires approval of the Vice Chancellor.

d. **Instructor of Nursing.** Appointment or reappointment to the rank of Instructor in Nursing shall be made upon the recommendation of the relevant Senior Associate Dean and the approval of the Dean. Appointment or reappointment at this rank are for a term not to exceed one year. A longer term requires approval of the Vice Chancellor.

B. **Clinical Tracks:**

1. **Faculty of Clinical Nursing.** [See *Faculty Manual*, p. 39]. The titles Professor of Clinical Nursing, Associate Professor of Clinical Nursing, Assistant Professor of Clinical Nursing, and Instructor in Clinical Nursing are conferred upon persons engaged in clinical practice or management with very limited or no responsibilities for teaching or research. The appointment involves full-time or part-time (non-tenure) commitment of the individual to the actual teaching assignment and a predominate assignment in clinical practice in a variety of roles from clinician to various administrative positions. Within their clinical appointment, the individual may be engaged in teaching, research, service, supervising activities, or other scholarly endeavors in the clinical area. These roles may involve teaching and/or supervising students in a clinical setting or providing a service activity that serves as a framework for teaching but the role is not that of academic faculty. Upon the approval of the Dean, the relevant Senior Associate Dean may make appointments, reappointments, and promotions in this category. Appointments in this category may not exceed one year for Instructors in Clinical Nursing or three years for higher ranks. A longer term requires approval of the Vice Chancellor.

2. **Clinical Faculty of Nursing (formerly adjunct titles).** [See *Faculty Manual*, p. 39]. The titles Clinical Professor of Nursing, Associate Clinical Professor of Nursing, Assistant Clinical Professor of Nursing, or Clinical Instructor of Nursing designates individuals employed outside the University or for individuals who have a primary appointment in a university unit other than the School of Nursing. Upon the approval of the Dean, the relevant Senior Associate Dean may make appointments, reappointments, and promotions in this category. These individuals may be reappointed to a higher rank (non-tenure). Appointments are renewable for fixed terms of one to five years for faculty members who actively practice nursing together with students for teaching purposes. The
majority of effort for clinical faculty is in clinical care and clinical teaching. Persons in this category do not participate in faculty governance.

C. Other Appointments:

1. **Research Faculty.** [See Faculty Manual, p. 39]. The titles Research Professor of Nursing, Research Associate Professor of Nursing, Research Assistant Professor of Nursing, and Research Instructor in Nursing designate persons appointed to participate in a time-limited research program. Such persons do not usually have teaching responsibilities. Persons in this category do not participate in faculty governance. Upon the approval of the Dean, the relevant Senior Associate Dean may make appointments, reappointments, and promotions in this category. Appointments in this category may not exceed one year for Research Instructors in Nursing or five years for higher ranks.

2. **Lecturer and Senior Lecturer.** These titles designate appointments that are not within the usual sequence from Instructor to Professor. Persons in this category do not participate in faculty governance. Upon the approval of the Dean, the relevant Senior Associate Dean may make appointments, reappointments, and promotions in this category for a fixed term of no more than one year for the Lecturer rank and no more than three years for the Senior Lecturer rank. The individual may not acquire tenure within this classification.

3. **Visiting Appointments.** Visiting appointments may be given to faculty members from other institutions of higher education who temporarily transfer their primary base to Vanderbilt. Upon the approval of the Dean, the relevant Senior Associate Dean may make appointments, reappointments, and promotions in this category. The titles are applicable for full-time or part-time service at Vanderbilt. Persons in this category do not participate in faculty governance. The School of Nursing will usually confer a visiting appointment for no more than one year, with the possibility of renewing for a second year.

4. **Joint Appointments.** These appointments must have a single department designated as its base department and the primary department is responsible for processing all personnel actions. Upon the approval of the Dean, the relevant Senior Associate Dean may make appointments, reappointments, and promotions in this category. When the School of Nursing is the primary department, the requirements for appointment, promotion, and tenure relevant to the appropriate position title apply. Terms and conditions must be included in the appointment document.

5. **Adjoint Appointments.** The prefix Adjoint designates a person who is based at another institution and who contributes to the mission of the
School of Nursing at Vanderbilt. Such persons usually do not have teaching assignments.

6. **Other titles** as outlined in the *Faculty Manual* may be used with the approval of the Dean of the School of Nursing.

### III. Academic Ranks and Examples of Performance.

The attached table lists the academic ranks and provides examples of performance appropriate to each rank. The examples are not intended to be exhaustive, but an effort has been made to include some examples relevant to both tenure-track and non-tenure track appointments, reappointments, or promotions in the School of Nursing. It is unlikely that any one person would demonstrate all the types of performance listed for a given rank.

### IV. Review for Appointment, Reappointment, Promotion, or Tenure.

Faculty members in the Academic Tracks shall follow the defined procedures of the appropriate committee (Tenure Committee or Non-Tenure Committee) with regard to review for appointment, reappointment, promotion, or tenure. It is the faculty member’s responsibility to submit all required materials by the deadlines stated in the respective procedures.

### V. Termination.

All matters regarding employment and termination are governed by the policies and procedures of Vanderbilt University and its Board of Trust.

A. **Notice of Non-Reappointment.** The Dean shall notify all faculty members of the decision to reappoint or not to reappoint by June 1 of each year, for persons with one-year appointments, and by June 1 of the penultimate year of appointment for persons with longer term appointments. Failure to give timely written notice of non-reappointment will result in the faculty member’s being offered an additional year of appointment, which will be the terminal year.

B. **Resignation.** A faculty member may terminate an appointment effective at the end of an academic year, provided that he or she gives notice in writing to the Dean of the School of Nursing as early as possible, preferably before March 1. Faculty members who are not on academic-year appointments are expected to give notice in writing at least four months prior to the date of intent to terminate. Faculty members resigning tenure appointments are expected to give at least six months’ notice. Waivers of notice periods may be negotiated.

C. **Termination for Cause.** Faculty members may be terminated for cause subject to the procedures described in "Disciplinary Actions," Part IV, Chapter 1 of the *Faculty Manual.*
VI. **Policy and Procedures.**

A. **Affirmative Action.** All appointments and promotions must comply completely with appropriate Affirmative Action rules and regulations. The details of this procedure are published elsewhere, but may be stated briefly as giving all minority candidates an opportunity to know of, apply for, and receive genuine consideration for any available position and further, that such employees receive equal treatment in salary increase decisions and promotion consideration.

B. Two committees are established in the School of Nursing for review of faculty candidates. The **Tenure Committee** reviews those faculty candidates for tenure-track positions for appointment, reappointment, promotion, and tenure. The **Non-Tenure Track Committee** reviews those faculty candidates for appointment and promotion to non-tenure academic tracks. The bylaws for the respective committees describe each committee including the composition of the committee. The bylaws and procedures under which each committee operates can be found at www.vanderbilt.edu/nursing.