

Virginia Tech Carilion School of Medicine (VTCSOM)

Faculty Affairs Guidelines Section One - Appointments to the VTCSOM Faculty

Administrator: David W. Musick, PhD, Senior Dean, Faculty Affairs

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1 Purpose

All new appointments to the VTC School of Medicine faculty are documented in terms of faculty offer for academic appointment prepared by the Department Chair and approved according to stipulations in the faculty bylaws and guidelines. Further approvals are required by the Dean, the university Provost, the university President and the Virginia Tech Board of Visitors.

The assessment of faculty appointment category, track and rank reflects the standards and practices of VTCSOM. All faculty appointments will be processed as per these guidelines.

2 Guidelines

I. General Requirements

Department Chairs may seek guidance from either (or both) the Senior Dean for Faculty Affairs and/or the Chair of the APT Committee, particularly if a given recruitment is considered urgent. The Department Chair should recognize that advice from either or both of these individuals would not carry the assurance of the entire APT committee or the Dean.

Note: whenever the term “degree” is used in these guidelines, it is expected that the degree will have been earned from a university that has been accredited by the appropriate organization in the United States, or the equivalent.

The faculty candidate will assemble the following documentation prior to discussions with the Chair and prior to submission of the candidacy to the Dean:

1. *A curriculum vitae* in the VTCSOM format;
2. Official transcript of the terminal degree (in some circumstances, a notarized copy of an official transcript is acceptable);
3. Documentation of medical doctor degree if required for a specific category of appointment;
4. Board eligibility or board certification with maintenance of certification, if relevant (typically included in CV); this is expected of faculty candidates who anticipate active clinical practice, but not necessary for non-clinical faculty or physicians who no longer engage in clinical activities; completion of a demographic questionnaire as required by an accrediting body, e.g., State Council for Higher Education in Virginia (SCHEV) instructor qualification form;
5. Completion of Conflict of Interest in Student Assessment and Promotion form;
6. Completion of Family Educational Rights and Privacy Act of 1974 (FERPA) Confidentiality Agreement for Faculty;
7. Completion of any documentation as required by accrediting bodies;

8. Letter from the candidate requesting an appointment and indicating a desire to be involved with the education of medical students at VTCSOM and/or other learners and willingness to abide by faculty governance;
9. Evidence of completion of faculty orientation; for instructional faculty, orientation can be accomplished through an online mechanism with permission of the Senior Dean, Faculty Affairs.

Regardless of the rank of the Chair, his/her recommendation for appointment is made from the perspective of the Chair. Hence, a Chair can complete a recommendation for appointment regardless of the track or rank of the candidate.

Discussions with the Chair would result in a consensus recommendation for appropriate track and rank to be sent to the Dean. The recommendation from the Chair would come in the form of a letter accompanying the credentials to be submitted to the Dean.

For all candidates seeking appointment the Dean is empowered to make the appointment at the Assistant Professor rank or lower. If the recommendation from the Chair is at the rank of Associate Professor or Professor, the Dean consults with the APT committee. If the Dean and APT committee, after consideration of the candidate's credentials, agree on a rank and track, the appointment proceeds through the university review process. All initial appointments that involve granting of tenure to title require university approval. All appointments in any track and at any rank are reported to the office of the Provost at the university.

There may be circumstances in which the faculty member moving from another institution wishes to apply for a higher rank at VTCSOM. This circumstance is considered to be a promotion in rank and is subject to VTCSOM policies and guidelines concerning promotion. The CV of an applicant would have to be extraordinarily strong to warrant such an endorsement, especially in the recruitment phase.

For all faculty appointments the consensus decision by the Dean and the APT committee is final, subject to review by the office of the university Provost. If the appointment is declined, the faculty candidate has no recourse.

II. Regular Faculty, Primary Appointment, Tenure Track

A faculty candidate is eligible for appointment as regular faculty/primary appointment/tenure track if he/she is proposed for this title and track by the Chair of the Department AND is employed full time by Virginia Tech. The proposal for regular faculty/primary appointment/tenure track should result from a discussion between the faculty candidate and the Chair.

Any candidate for appointment to regular faculty/primary appointment/tenure track would be expected to have: a doctoral degree; all necessary further education and/or training for the career choice (for example, but not limited to, completion of subspecialty fellowship or post-doctoral experience); appropriate licensure and credentialing, if relevant to the position; board certification or maintenance of certification, if relevant to the position. In the case of physicians, it is recognized that some medical/surgical specialties do not confer full board certification until some years after completion of residency or fellowship. This situation is described as "board eligible/eligibility." A

faculty appointment to VTCSOM may be considered as long as the candidate is deemed to be making adequate progress toward the relevant board certification.

Since appointment at the Assistant or Associate Professor level on the tenure track carries an expectation of future progress towards tenure and promotion, a record of inquiry, research and/or discovery sufficient to make judgment regarding one's likelihood for continuing or initiating such scholarship should be evident. Faculty in this track are expected to be active in the four domains of academic duty – teaching, clinical care (if relevant), scholarship, and service.

A faculty member with tenure moving to VTCSOM from another academic university most likely would apply for appointment in the tenure track at the rank of the previous university.

The proposal for rank on the tenure track will be the result of discussion between the faculty member and the department Chair. Initial appointment in the tenure track at a rank higher than assistant professor requires review by the school's APT committee and the Dean. Further, it also requires review by the following at Virginia Tech: Vice-Provost for Faculty Affairs, Provost, President and Board of Visitors. An initial appointment at a higher rank than assistant professor requires extensive documentation in the form of a portfolio, which will follow university guidelines and procedures.

III. Regular Faculty, Primary Appointment, Tenure to Title Track

A faculty candidate is eligible for appointment as regular faculty/primary appointment/tenure to title track if he/she is proposed for this title and track by the Chair of the Department. The proposal for regular faculty/primary appointment/tenure to title track should result from a discussion between the faculty candidate and the Chair.

Any candidate for appointment to regular faculty/primary appointment/tenure to title track would be expected to have: a Doctoral degree; all necessary further education and/or training for the career choice (for example, but not limited to, completion of subspecialty fellowship or post-doctoral experience); appropriate licensure and credentialing, if relevant to the position; board certification or maintenance of certification, if relevant to the position. It is recognized that some medical/surgical specialties do not confer full board certification until some years after completion of residency or fellowship. This situation is described as "board eligible/eligibility." A faculty appointment to VTCSOM may be considered as long as the candidate is deemed to be making adequate progress toward the relevant board certification.

Since appointment at the Assistant or Associate Professor level on the tenure to title track carries an expectation of future progress towards tenure to title and promotion, a record of inquiry, research and/or discovery sufficient to make judgment regarding one's likelihood for continuing or initiating such scholarship should be evident. Faculty in this track are expected to be active in the four domains of academic duty – teaching, clinical care (if relevant), scholarship, and service.

A faculty member with tenure moving to VTCSOM from another academic university most likely would apply for appointment in the tenure to title track at the rank of the previous university. The proposal for rank on the tenure to title track will be the result of discussion between the faculty member and the department Chair.

IV. Regular Faculty, Primary Appointment, Non-Tenure to Title Track

A faculty candidate is eligible for appointment as a regular faculty/primary appointment/non-tenure track if he/she is proposed for this title and track by the Chair of the Department. The proposal for regular faculty/primary appointment/non-tenure track should result from a discussion between the faculty candidate and the Chair.

Any candidate for appointment to regular faculty/primary appointment/non-tenure track would be expected to have a Doctoral degree; all necessary further education and/or training for the career choice (for example, but not limited to, completion of subspecialty fellowship or post-doctoral experience); appropriate licensure and credentialing, if relevant to the position; board certification or maintenance of certification, if relevant to the position. It is recognized that some medical/surgical specialties do not confer full board certification until some years after completion of residency or fellowship. This situation is described as “board eligible/board eligibility.” A faculty appointment to VTCSOM may be considered as long as the candidate is deemed to be making adequate progress towards the relevant board certification.

Appointment at the Assistant or Associate Professor rank may or may not involve the likelihood that promotion to the next rank is desired. Where promotion is desired, there should be indication that academic interest in inquiry, research and/or discovery will result in tangible scholarship or that the faculty candidate’s proposed teaching or service will result in adequate progress towards promotion.

A faculty member without tenure moving to VTCSOM from another academic university may likely apply for appointment in the non-tenure track at the rank of the previous university. The final proposal for rank on the non-tenure track will be the result of discussion between the faculty member and the department Chair.

V. Instructional Faculty, Adjunct Appointment

A faculty candidate is eligible for appointment as an instructional faculty/adjunct if he/she is proposed for this title and track by the Chair of the Department. The proposal for instructional faculty/adjunct should result from a discussion between the faculty candidate and the Chair. This discussion should reflect the faculty candidate’s personal desires as well as an assessment of the candidate’s credentials and abilities.

Any candidate for appointment to instructional faculty/adjunct would be expected to have a Doctoral or other terminal degree; all necessary further education and/or training for the career choice (for example, but not limited to, completion of subspecialty fellowship or post-doctoral experience, achievement of appropriate job or career level for the applicant’s skill); appropriate licensure and credentialing, if relevant to the position; Board certification or maintenance of certification, if relevant to the position.

A faculty candidate for instructional faculty/adjunct appointment may have or have had a primary appointment at another academic institution. The extent of service expected from an instructional faculty/adjunct would be moderate to minor and could consist, for example, of: lecturer in an

instructional block; lecturer/small group leader for a section of a block or thread; intermittent involvement in teaching a curricular “thread” or elective; mentor for a research project; preceptor for a clinical unit, or the equivalent; or any other service deemed necessary in the education of medical students and/or other learners. The advice and recommendation of the Chair of the Department will be important in determination of the extent of involvement.

Discussions with the Chair would result in a consensus recommendation for appropriate rank as an instructional faculty/adjunct. The recommended rank may reflect the faculty candidate’s attained rank at the primary university, or the recommendation of the Chair. The VTCSOM rank in the adjunct track will be expected to be at least equivalent to the expectations for the similar rank for a VTCSOM regular faculty/primary appointment; the rank may not be higher than that of the primary or previous appointment. The recommendation from the Chair would come in the form of a letter accompanying the credentials to be submitted to the Dean.

VI. Instructional Faculty, Clinical Preceptor Appointment

A faculty candidate is eligible for appointment as an instructional faculty/clinical preceptor if he/she is proposed for this title by the Chair of the Department. The proposal for instructional faculty/clinical preceptor should result from a discussion between the faculty candidate and the Chair. This discussion should reflect the faculty candidate’s personal desires as well as an assessment of the candidate’s credentials and abilities.

Any candidate for appointment to instructional faculty/clinical preceptor would be expected to have the MD, DO, MBBS, or equivalent medical doctor degree; all necessary further education and/or training for the career choice (for example, but not limited to, completion of subspecialty fellowship); appropriate licensure and credentialing; board certification or maintenance of certification, whichever is relevant; an expression of interest to participate in the education of VTCSOM medical students and/or other learners; and willingness to abide by faculty governance.

A faculty candidate for instructional faculty/clinical preceptor would be a medical doctor who practices in a setting involving VTCSOM medical students and/or other learners. Examples of such a role might include: attending physician on an inpatient service; preceptor in the emergency department; preceptor in a clinic or medical office; preceptor in public health or similar settings; medical practitioner in an administrative setting; and so on. The advice and recommendation of the Chair of the Department will be important in determination of the extent of involvement. The clinical preceptor appointment carries no requirement for participation in research or scholarship, although such activities may be undertaken. Similarly, there is no requirement for participation in service although such activity is encouraged.

VII. Instructional Faculty, Senior Instructor/Instructor Appointment

A faculty candidate is eligible for appointment as an instructional faculty (senior instructor, instructor) if he/she is proposed for this title by the Chair of his/her Department. The proposal for senior instructor/instructor should result from a discussion between the faculty candidate and the Chair. This discussion should reflect the faculty candidate’s personal desires as well as an assessment of the candidate’s credentials and abilities.

Any candidate for appointment to senior instructor/instructor would be expected to have a minimum of a Bachelor's degree or equivalent, or a higher degree, with a doctoral degree required for senior instructor; a job, appointment or position congruent to the opportunities or needs of the VTCSOM curriculum; appropriate licensure and credentialing, if relevant to the position; an expression of interest to participate in the education of VTCSOM medical students and/or other learners and willingness to abide by faculty governance.

A faculty candidate for senior instructor/instructor would likely be an educator in a medically related program (e.g., a faculty member at an affiliated nursing, physician assistant or other allied health program), a practitioner in a medically oriented field (e.g., medical social worker), an advanced trainee in an established clinical or research setting (e.g., a fellow or postdoctoral candidate), or a similar relationship.

Of importance to consideration in this faculty position is the background and experience brought to the medical encounter and the skill and willingness to teach such a perspective. This role as educator is the basis for consideration for inclusion in the VTCSOM faculty. The senior instructor/instructor appointment carries no requirement for participation in research or scholarship, although such activities may be undertaken. Similarly, there is no requirement for participation in service although such activity is encouraged.

Physicians who have completed their primary (ACGME designated) residency training period, eligible for independent licensure, and are in training either as a chief resident completing an extra year as an administrative resident; or who are currently completing an ACGME accredited fellowship: these physicians may or may not be eligible for appointment, depending on graduate medical education accreditation guidelines.

The rank of senior instructor would be recommended for those candidates with a doctoral degree.

Because of the strong value domain of health systems science and interprofessional practice in the VTCSOM curriculum, recognition is afforded those practitioners/teachers who assist in the education of medical students in realms crucial to medical practice. Such individuals may be appropriate candidates for appointment as senior instructor/instructor. The advice and recommendation of the Chair of the Department will be important in determination of the extent of involvement.

VIII. Instructional Faculty, Visiting Faculty Appointment

A faculty candidate is eligible for appointment as an Instructional Faculty – Visiting Faculty if he/she is recommended for a faculty appointment by the Chair of his/her Department. This appointment is designed to be temporary, yet to allow the faculty candidate to engage in teaching, evaluation, and assessment of VTCSOM medical students and/or other learners while the process of faculty appointment is completed. The rank of Instructional Faculty – Visiting Faculty does not limit the eventual faculty appointment by track or rank.

The documentation requirement for this appointment includes the letter of recommendation by the Chair of the faculty candidate's Department and an updated curriculum vitae. A letter from the Chair is evidence that the Chair has reviewed the candidate's curriculum vitae, clinical and/or research

credentials and accomplishments, and made an assessment of the capability of the candidate to teach in the VTCSOM. The letter of recommendation by the Chair and the curriculum vitae is the only documentation necessary for conferral of the rank of Visiting Faculty. This letter would be directed to the Dean. The appointment as visiting faculty is time-limited to six (6) months, and such an appointment can be made only once; it is not possible to renew a visiting faculty appointment, or to provide an individual with more than one such appointment. When the faculty candidate completes the documentation materials for appointment in a more enduring track/rank, and is appointed by the Dean, the visiting faculty appointment automatically ceases. If the faculty candidate does not complete the documentation requirements within six (6) months, the visiting faculty appointment is withdrawn.

IX. Co-Appointments

Co-appointment occurs when a faculty member desires to have an appointment in a department in addition to his/her primary department. This is different from an adjunct appointment discussed elsewhere in that the co-appointment recognizes a faculty member whose primary department and department of co-appointment are both within VTCSOM. The faculty member has a primary department to which he/she has been appointed but the department of co-appointment also wishes to recognize skills or service by including the individual on its roll of faculty.

Co-appointment may occur under a number of situations. The individual has special training in two medical specialty areas; has a special interest and expertise in an area that crosses specialty lines; provides a special teaching, research or clinical activity in another area; or other situations.

The appointment to the primary department follows the steps noted above. Co-appointment to a second department would usually be initiated by the Chair of the department in which the co-appointment will be held. Co-appointment for faculty in the instructional faculty tracks may also occur.

Co-appointment may be in either the tenure to title or non-tenure tracks. However, co-appointment can only be in the tenure to title track if the primary department appointment is in the tenure to title track; otherwise both appointments would be non-tenure track. If the Chair proposing the co-appointment chooses the rank of Assistant Professor, the request may be approved at the level of the Dean via a letter of request by the Chair. If the proposed rank for the co-appointment is Associate Professor or Professor, the department APRT committee needs to concur with the Chair. Neither the Chair nor the faculty should assume the co-appointment would automatically be granted at the same rank as the primary appointment; indeed the rank cannot be higher than that held in the primary department. The department APRT committee would need to apply its own criteria to the proposed co-appointment rank, taking into account both the accomplishments within the primary department and appropriate overlap with the department for the co-appointment.

Once determined, the request for co-appointment is accomplished by letter of request from the department Chair, along with a letter from the department APRT committee if deemed appropriate. The letter is addressed to the Dean and will initially go to either the Dean (for the rank of assistant professor or instructional appointments) or to the VTCSOM APT Committee (for the rank of associate professor or professor). The final step in consideration of the appointment is provided by the Dean.

X. Appointment to a Department Other than Specialty

All faculty are appointed to an academic department. On some occasions, the department to which a faculty member is appointed is not the specialty in which the faculty has his/her training or board certification(s). This may occur because of mid-career changes, particular skills being more suited to a department different from one's training, or other reasons. Since all appointments are proposed by the Chair of an academic department, it is assumed the Chair is agreeable to the appointment under these circumstances.

XI. Track Changes for Regular Faculty

It is recommended that a faculty member be in one of the regular faculty tracks for two (2) years before considering a change. The recommendation for track change may come from the faculty member him/herself, from the Chair of the Department, from the departmental Appointment, Promotion, Retention, and Tenure (APRT) committee, or from the College APT Committee.

The Chair or APRT committee may recommend that a faculty member in the tenure to title track consider changing to a non-tenure track or an instructional track, if it appears the faculty member is not making adequate progress towards tenure and promotion or other circumstances change.

The faculty member in the tenure to title track may request a change to a non-tenure track or an instructional track if one's circumstances (job description change, personal issues) make it likely that the expectations for promotion cannot be achieved, or if promotion in rank is no longer desired.

A faculty member in the non-tenure track, after appropriate consultation, may decide that he/she has ability for productive accomplishment that should be adequate for consideration for promotion on the tenure to title track. In such a circumstance, the non-tenure track faculty may elect to apply for change to the tenure to title track.

Regular faculty members who wish or are recommended to change to a tenure to title track should complete appropriate counseling with the department Chair regarding this possible change. If a change is considered, the faculty member must submit a brief letter (addressed to the department chair) requesting the track change and present an updated CV to support the change. The recommendation of the Chair and the Department APRT committee would be sent to the VTCSOM Appointment, Promotion, and Tenure (APT) Committee for deliberation. The APT Committee decision would be relayed to the Dean for a final decision. It is expected that a faculty member requesting change to the tenure to title track will be ready to present a promotion portfolio no later than five (5) years after approval of the change.

All track changes must be reflected in a new letter of appointment. It is emphasized that a track change by regular faculty, with rare exceptions, should only occur once. If the faculty member, after changing tracks, does not meet criteria for maintenance of appointment or progress towards promotion in that track, or is no longer desirous of promotion, the faculty member may remain at the current rank permanently or change to a Clinical Preceptor or Instructional title. Track changes are recommended by the department Chair and/or the department APRT committee. If the change involves a rank at the associate professor level or higher, the change is reviewed by the VTCSOM APT committee. All track changes are approved by the Dean.

In the exceptional circumstance in which a second change in track is anticipated, both the department APRT committee and the School APT committee would provide consultation to the Chair and Dean.

Faculty who have been awarded tenure to title do not have tenure to title or rank removed except for egregious circumstances. Conferring of tenure to title, even without significant additional scholarly progress, ensures one's rank on the tenure to title track and consideration for change to a non-tenure track position is not necessary.

XII. Track Changes for Instructional Faculty

Track changes for instructional faculty may be appropriate under any of several circumstances.

A faculty member who is a Clinical Preceptor may find that he/she is teaching more than expected, performing more service to VTCSOM and affiliated institutions than originally planned, or developing accomplishments that may be worthy of a different faculty track and/or rank.

A faculty member who is a Senior Instructor may have finished a training period or find he/she is expending greater time in teaching, research/scholarly activity, or service and wish to be considered for an adjunct or regular faculty track. A faculty member who is an Instructor may earn a doctoral degree and wish to be considered for the title of Senior Instructor.

A faculty member with instructor title who has a doctoral degree may wish to apply for appointment to a different track/rank/title. Such a change is considered a promotion in rank and subject to guidelines and expectations for promotion within this category as established by the department and the school. All such changes, if successfully approved via the promotion process, must result in the revised appointment being at the rank of Assistant Professor.