**Purpose**

The fundamental requirement for a faculty appointment is that the potential faculty member teaches. This requirement must be clearly identified before any other application steps are begun. Teaching for VTCSOM ideally involves medical students; faculty teaching may be directed to residents, fellows or faculty working in VTCSOM-affiliated clinical sites, but interaction with VTCSOM medical students should at least be feasible. The potential faculty member meets with the department chair to discuss the extent of teaching, clinical, service and scholarly accomplishments. At this meeting, the potential faculty member and the department chair should reach agreement regarding the teaching role and possible rank and track.

The application packet can be found on the Faculty Affairs website at: https://medicine.vtc.vt.edu/faculty-affairs/applying-for-appointment.html - "Candidates Seeking a Faculty Appointment."

The documents to be completed by the candidate for appointment, listed below, are submitted in a complete packet to the office of the candidate’s Department Chair:

- **Letter of intent from the candidate seeking appointment.**
  This letter, addressed to the Dean, should: (1) express a desire for a VTCSOM faculty appointment; (2) state the anticipated teaching opportunities with as much detail as possible; and (3) express willingness to abide by the faculty bylaws and school policies.

- **Curriculum vitae in the VTCSOM format.**
  All candidates for faculty appointment must complete a CV in the VTCSOM format through the electronic faculty system, Digital Measures. To obtain a Digital Measures account, the candidate should email digitalmeasures@vt.edu. Additional information can be found in Appendix A of the Faculty Bylaws.

  *Please note:* For the clinician candidate, expiration dates for medical licenses and board certifications are required on the curriculum vitae; this data is documented in Digital Measures under “General Information,” Licensures and Certifications.

- **Official transcript of the terminal degree.**
  VTCSOM is required by its accrediting organizations to maintain an “official” transcript on anyone having a faculty appointment. It is the responsibility of the potential faculty member to obtain the transcript. The official transcript may be included in the appointment packet when given to the Department Chair or sent directly to the Office of Faculty Affairs.

  **Official transcripts from U.S. medical schools:**
  - Transcripts from U.S. medical schools may include the school seal as a watermark or crimping. In most cases, the word “copy” will appear if an official transcript is copied.
  - VTCSOM is registered as a receiving institution for the transmission of electronic transcripts through ScripSafe International. If your degree-granting institution features Transcripts on Demand™ by Scrip-Safe International as a service, transcripts may be submitted electronically. Transcripts on Demand™ is a trusted agent for processing online transcript requests. The Office of Faculty Affairs will receive electronic notification from Transcripts on Demand™ that a transcript is available.
  - Electronic transcripts are also accepted through the National Student Clearinghouse Transcript Ordering Service and should be sent to vtcsomfaculty@vt.edu.

  **Official transcripts from foreign medical schools:**
  VTCSOM understands there may be instances when it is impossible to obtain official transcripts from foreign medical schools. In this event, the following are acceptable:
  - A notarized copy* of an official transcript;
  - Official verification from ECFMGs Certification Verification Service (CVS);
- Official verification from the Federation of State Medical Boards (FSMB); or
- A notarized copy* of an original ECFMG certificate, including a copy of the transcript if available.

*Any notarization of original documents must include the notarial statement certifying the document is “a complete, full, true and exact reproduction of the original document.” The notary must compare the copy with the original from which the copy is made.

- **State Council on Higher Education in Virginia (SCHEV) Instructor Qualification form.**
  VTCSOM is certified by SCHEV to operate in the State of Virginia.

- **Faculty Conflict of Interest in Student Assessment and Promotion Management form.**
  Occasions may arise in which a faculty member has direct supervision over a student in matters of assessment and/or promotion. Completion of this form is required for accreditation purposes ensuring there is no conflict of interest between the faculty member and student. Completion of this form is an annual requirement once the faculty appointment is in place or at any time during an academic year that a conflict of interest arises.

- **Family Educational Rights and Privacy Act (FERPA) of 1974 Confidentiality Agreement for Faculty.**
  The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law enacted to protect the privacy of student education records. The law applies to all schools receiving funds under an applicable program of the U.S. Department of Medicine. Completion of this form is an annual requirement once the faculty appointment is in place.

- **Faculty Information Form.**
  Completion of the Faculty Information Form provides the Office of Faculty Affairs contact information including mailing address, email address and telephone numbers. Additionally, our accrediting bodies require the school of medicine to demonstrate efforts in recruiting a diverse faculty, and prospective faculty are encouraged to assist in this endeavor by providing self-identification responses. If a change occurs in your personal and contact information, please notify the Office of Faculty Affairs at vtsomfaculty@vt.edu and update your Digital Measures account.

- **Virginia Tech HR Form 86.**
  Completion of this form is required and provides a Virginia Tech identification number and email address.

- **Digital Measures Authorization Form.**
  Completion of this form allows you to grant others access to your Digital Measures account if desired.

- **Faculty Orientation.**
  Candidates for appointment are required to attend a 90-minute faculty orientation session. Email vtsomfaculty@vt.edu for dates and to register. Please note: Those requesting initial appointment must submit the request within one year of attending faculty orientation. Those seeking initial appointment after the one-year expiration must complete an online refresher course; those seeking initial appointment after two years of attending must repeat the live orientation session.

The items described above are collected by the faculty candidate and submitted as a complete package to the office of the department chair. Upon approval, the faculty candidate receives official notification from the Dean, along with an acceptance letter. **Appointment to the VTC School of Medicine is officially conferred upon receipt of the faculty member’s signed letter of acceptance in the office of the Dean.**

Please contact your department chair or the Office of Faculty Affairs if you need additional information. Thank you for your interest in a faculty appointment at the Virginia Tech Carilion School of Medicine.

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