

## 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 also be directed to residents, fellows or faculty working in VTCSOM-affiliated clinical sites. 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 or Department Chair, should: (1) express a desire for a VTCSOM faculty appointment; (2) state requested rank and track, if known; (3) state the anticipated teaching opportunities with as much detail as possible; and (4) express willingness to abide by the faculty bylaws and school policies.

- **Curriculum vitae**

All candidates for a faculty appointment must submit an updated CV. Information that is required can be found in the following "[VTCSOM CV Guidelines](#)". *Please note: For the clinician candidate, expiration dates for medical licenses and board certifications are required on the curriculum vitae.*

- **Official transcript of the terminal degree.**

VTCSOM is required by its accrediting organizations to maintain an "official" transcript for all faculty. It is the responsibility of the potential faculty member to obtain the official 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 at VTC School of Medicine, 2 Riverside Circle, Ste. M140, Roanoke, VA 24016.

Official transcripts from U.S. schools:

- Transcripts may be sent by the United States Postal Service from the educational institution to the Office of Faculty Affairs at VTC School of Medicine, 2 Riverside Circle, Ste. M140, Roanoke, VA 24016.
- Transcripts 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 Parchment.
- Electronic transcripts are also accepted through the National Student Clearinghouse Transcript Ordering Service and **should be sent to** [vtcsomfaculty@vt.edu](mailto:vtcsomfaculty@vt.edu).
- Electronic transcripts from any academic institution should be sent to [vtcsomfaculty@vt.edu](mailto: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 case, 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. SCHEV requires each institution to maintain this form on all faculty.

- **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 when 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 [vtcsomfaculty@vt.edu](mailto:vtcsomfaculty@vt.edu) and update your Digital Measures account.
- **Virginia Tech Non-Paid Affiliation Appointment Form.**  
Information provided on this form will be used by Virginia Tech to create an identification number. The faculty member will subsequently receive an email from Faculty Affairs that includes instructions on obtaining this identification number, as well as creating the Virginia Tech personal identifier (PID) and email address. It is the responsibility of the faculty member to create the Virginia Tech PID and email address including two-factor authentication.
- **Elements Authorization Form.**  
Completion of this form allows you to grant others access to your Elements account if desired. Elements is a faculty activity management system. You, and others you designate, will be given access to the system after the initial faculty appointment is approved.
- **Faculty Orientation.**  
Candidates for appointment are required to attend a 90-minute faculty orientation session. Email [vtcsomfaculty@vt.edu](mailto:vtcsomfaculty@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 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, who in turn recommends appointment to the Dean. Upon approval, the faculty candidate receives official notification from the Dean. **Appointment to the VTC School of Medicine is officially conferred by the Virginia Tech Board of Visitors.**

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.

Office of Faculty Affairs  
Virginia Tech Carilion School of Medicine  
2 Riverside Circle, Ste. M140  
Roanoke, VA 24016  
[vtcsomfaculty@vt.edu](mailto:vtcsomfaculty@vt.edu)  
540-526-2511