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 must meet 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: [http://medicine.vtc.vt.edu/faculty_affairs/applying_for_appointment/](http://medicine.vtc.vt.edu/faculty_affairs/applying_for_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 express a desire for a VTCSOM faculty appointment, note the anticipated teaching opportunities and express willingness to abide by the rules of the School and the faculty.

- **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@carilionclinic.org. Additional information can be found in Appendix A of the Faculty Bylaws.

- **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 VTCSOM_Faculty_Affairs@carilionclinic.org.

  **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 Virginia and completion of this form is required.

• **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.

• **Faculty Information form.** The school of medicine is required to maintain specific information on each faculty member. If a change occurs in your personal and contact information, please notify the Office of Faculty Affairs at VTCSOM_Faculty_Affairs@carilionclinic.org and update your Digital Measures account.

• **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.

• **Completion of VTCSOM Faculty Orientation.** Candidates for appointment are required to attend a 90-minute faculty orientation session. To register for a faculty orientation session, please e-mail VTCSOM_Faculty_Affairs@carilionclinic.org.

The items described above are collected by the faculty candidate and submitted as a complete package to the Department Chair. The Chair will prepare a recommendation letter and forward all material to the Office of Faculty Affairs.

Upon approval of the rank and track, the Dean seeks ratification by the VTCSOM Board of Directors at one of the quarterly meetings. Once ratification by the Board is obtained, 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 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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