The fundamental requirement for a faculty appointment is that the potential faculty member teaches. Before any other application steps are begun, this requirement must be clearly identified. 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 and clinical, service and scholarly accomplishments. At such a meeting, the potential faculty member and the Department Chair should reach agreement regarding the teaching role and possible track and rank.

The application packet can be found on the Faculty Affairs website at:
http://medicine.vtc.vt.edu/faculty_affairs/applying_for_appointment/ - “Candidates Seeking a Faculty Appointment.”

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

- **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. For Digital Measures account creation, the candidate should email digitalmeasures@carilionclinic.org. Further requirement specifics can be found in the Faculty Handbook and Bylaws in Appendix A.

- **Official transcript of the terminal degree.** Receipt of the official transcript is required and any consideration for appointment will be delayed until the transcript is received. It is the responsibility of the potential faculty member to obtain the transcript. The official transcript should be included in the appointment packet given to the Department Chair. The following will also be accepted:
  - Electronic transcript sent to the Office of Faculty Affairs at VTCSOM_Faculty_Affairs@carilionclinic.org.
  - Electronic transcript through Scrip-Safe International. If your former institution features Transcripts on Demand™ by Scrip-Safe International as a service, transcripts may be submitted electronically to VTCSOM_Faculty_Affairs@carilionclinic.org. Transcripts on Demand™ is a trusted agent for processing online transcript requests.
  - Appropriately notarized transcripts from candidates who attended foreign medical schools from which it is no longer possible or very difficult to obtain an official transcript:
    - 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.

  *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.
• **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.

• **Faculty Information form.** If a change occurs in your personal and contact information, please notify the Office of Faculty Affairs 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 VTCSOM Faculty Orientation.** Candidates for appointment are required to attend a 90-minute faculty orientation session. The Department Chair or Office of Faculty Affairs can provide the dates of scheduled faculty orientation sessions. **Attendance at faculty orientation is required prior to submission of the appointment package to the Department Chair.** To register for a faculty orientation session, please e-mail VTCSOM_Faculty_Affairs@carilionclinic.org.

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

In the case of instructional faculty and regular or secondary faculty at the Assistant Professor rank, the Dean may make the appointment without involvement of the Appointment, Promotion and Tenure (APT) Committee. Any rank of Associate Professor or Professor requires discussion with and assent by the APT Committee.

Upon agreed assignment of track and rank, the Dean seeks ratification by the VTCSOM Board of Directors, usually at their next regularly scheduled meeting. Once ratification by the Board is obtained, the Dean sends a letter of appointment to the potential faculty member. The letter of appointment includes an acceptance letter for the faculty member’s signature. 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.