



## UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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03 October 2001

### MEMORANDUM FOR DEPARTMENT CHAIRS

SUBJECT: Submissions to the Committee on Appointments, Promotions and Tenure (CAPT)

The Committee would like to bring to the attention of department chairs of the following requirements for submission of appointment/promotion recommendations to the CAPT. Please use the attached "**checklist**" to ensure that all items are included. This checklist will greatly assist the Chairs, the Department, and the Committee. In particular, note that the cover memorandum should document that review by the department level committee has occurred. A copy of the committee's letter indicating the members, their academic rank, and the exact vote count should be attached.

#### **A cover memorandum signed by the department chair to include the following:**

- A brief resume, the current position, and the academic history of the nominee.
- A discussion of the departmental search process for appointments or the .departmental review process for promotions.
- A statement of the outcome of the review process and the proposed action (appointment, promotion, conferral of tenure, etc.). Reflected in the discussion should be all views concerning the candidate expressed by the department/search review committee and other faculty, of equal or higher rank, including comment on the merit of any negative opinions.
- The exact title and track/modifier for which the faculty member is proposed.
- A discussion of all aspects of an individual's career not represented in the curriculum vitae and bibliography.
- Discussion of the nominee's contributions and their impact on the field in relationship of the particulars in their rank, pathway/modifier. All four areas of academic contributions, research, patient care, and education should be addressed.
- A description of professional recognition.
- An assessment of service and institutional contributions.

- A summary of the impact of the candidate's achievements and contributions on departmental and School of Medicine objectives.
- Complete curriculum vitae.
- Abbreviated curriculum vitae.
- All letters of evaluation. Letters should be obtained to reflect the level and all of the facets of appointment. Letters from outside academic institutions are particularly important and should come from individuals at or above the academic title sought. See the minimum number of letters for different ranks and pathways/modifiers in the [1100](#). (Ref 10.4.)
- For uniformed candidates, one of the above letters must be from a former clinical service chief or hospital commander. In addition, the individual's commander must certify that the individual may accept a - USUHS SOM faculty appointment.
- A list *or* all individuals from whom evaluations were requested and a copy of the chair's letter requesting the evaluation. Missing responses should be noted.
- Enclose the chair's letter that requested the evaluation.
- For promotion to unmodified ranks of Associate Professor and Professor, include a statement from the candidate of no more than four pages describing the thrust of the candidate's contributions to the different areas in their expertise and what the individual feels are the most important contributions.

Please refer to Instruction 1100 for further details.

***Original Signed***  
Chair, Committee on Appointments,  
Promotions and Tenure