

FAQ's

1. (Q.) Who is responsible for the CAPT Material?

(A.) Administrative Officer or department representative is responsible in gathering material for their department.

2. (Q.) Schedule of BOR meeting?

(A.) BOR meetings are scheduled by BOR representative.

3. (Q.) Cut-off dates for CAPT material due?

(A.) Based on BOR dates, memorandum will be sent to department stating cut-off dates.

4. (Q.) Applicable titles included in the CAPT/BOR process?

(A.) Professor, Adjunct Professor, Research Professor, Associate Professor, Adjunct Associate Professor, Research Associate Professor, Professor, Emeritus, Distinguished Professor, Visiting Professor, International Professor, Clinical Associate Professor and Clinical Professor.

5. (Q.) How many copies of CAPT documents are needed?

(A.) Eight copies plus supporting documents.

6. (Q.) What is the process and time limit for reinstating an inactive uniformed faculty member?

(A.) The uniformed faculty member may be reinstated without CAPT review if they have separated within 5 years at the same rank previously held. A request for a higher rank must have CAPT review.

(Cont.) If separated for more than 5 years the request for the previous held rank must be initiated by the department Chair and concurred by the Dean and CAPT Chair.

If the request is for an academic rank higher than previously held, CAPT review will be required.

This rule does not apply to individuals who have an appointment while on active duty and are seeing a new civilian appointment. These individuals must comply with the regulations concerning their Federal civilian appointment.

Faculty Specialist

Darla Pinkney darla.pinkney@usuhs.edu
Commercial #: 1(301)295-9429
Fax #: 1(301)295-3937

Angelica Bell angelica.bell@usuhs.edu
Commercial #: 1(301)295-3412
Fax #: 1(301)295-3937

FAQ's