

*Department of
Military and Emergency Medicine*

NOMINATION PACKAGE INSTRUCTIONS

Thank you for your interest in a faculty appointment through the Military and Emergency Medicine (MEM) department of the Uniformed Services University of the Health Sciences (USUHS). We appreciate the time and effort you spend teaching our students! This opening summary is geared toward emergency medicine physicians, but it can certainly be generalized to other specialties.

General criteria for an “assistant professor” faculty appointment include:

- Completed initial residency training (intern- or resident-level physicians are not eligible for appointment at the “assistant professor” level)
- Active and routine involvement in teaching USUHS students (eg, faculty at one of our core emergency medicine rotation sites, or recurrent teaching at Bushmaster or other field training exercises)
- Note: Certain faculty do not have routinely-scheduled involvement with USUHS teaching programs. Rather, the contributions of these faculty members are random or episodic. In these cases, the prefixed “*adjunct* assistant professor” faculty appointment would be more appropriate.
- This document contains all forms required for your faculty appointment application: the nomination form, CV in USUHS format, and permanent home of record form

A few specific comments:

- Electronic submission is preferred. Please email your completed package to Dr. Dale Smith <dale.smith@usuhs.edu>. Alternatively, you can fax your nomination package to the USUHS MEM department office fax at (301) 295-3168, ATTN: Dr. Smith. If you do rely on fax, additionally sending an email would help to prevent lost or delayed packages. Also note that the “nomination form” requires both your signature and that of your supervisor (or other senior member of your chain of command). You can either sign and scan this as a PDF, or fax just that form to the number noted above. In general, electronic submissions will have a slightly faster processing time. If you would prefer hard-copy mail submission, please send your package to:
Uniformed Services University of the Health Sciences
Military and Emergency Medicine Department
ATTN: Faculty Appointments
4301 Jones Bridge Road
Bethesda, MD 20814-4712
- Notification of receipt of a nomination package will be by email.
- Nomination form: The form is generally self-explanatory. Include your current assignment location (e.g., hospital/unit) and supervisor (e.g., department head). For active-duty military, your command will have to “concur” with your faculty appointment, so make sure that you provide accurate contact information (mailing address, phone, and email).
- Include all of your current medical student teaching activities/interactions. Although intern- and resident-level teaching and other academic achievements are certainly valuable and should be included in your application, the underlying basis for your faculty appointment is medical student teaching.
- Make sure to *sign and date the nomination form* in the designated location. You can submit an un-signed electronic form first to initiate the faculty appointment process, but a signed form will be required to complete your package.

- Curriculum vitae (CV): please use the format required by USUHS (as below). If you have a “stylized” CV that you would also like to send, any additional information provided would also be useful, but the USUHS-format CV is required.
- Home of record form: your initial USUHS appointment will be valid for two years plus enough time to make your renewal date in the month of July. If we cannot find you at your renewal time (e.g., PCS move), then we will not be able to renew your appointment.

Faculty promotion process:

Once you have attained an “assistant professor” faculty appointment, you should begin thinking about promotion to “associate professor” and ultimately (full) “professor.” Although it is not a requirement to be promoted (as non-tenured faculty, you can remain an “assistant professor” indefinitely with no requirement to move toward promotion), promotion to “associate professor” is certainly a valuable credential that carries significant weight in academic circles. Here are some general criteria for faculty promotion from “assistant” to “associate professor.” Not all of these items are required for promotion; significant accomplishments in one area can make up for less activity in other areas.

- The three “pillars” for faculty promotion are excellence in education, research, and clinical practice
- Customary time-in-rank as an “assistant professor” for 4 to 6 years
- For traditional pathway promotions, publication of a minimum of 4 to 6 articles in peer-reviewed medical journals (not including textbooks or textbook chapters). Note that clinical-educator promotions do not require publications, but they are helpful.
- Leadership in a national specialty organization (e.g., ACEP or SAEM or CORD)
- Evidence of excellence in clinical practice
- Development and implementation (and/or revision of) a medical student course or curriculum
- Grant-funded research; again not required for clinical-educator pathway promotions.
- Letters of recommendation from individuals of senior academic rank (to be requested and obtained by the USUHS MEM department).
- Educator's portfolio: This used to be optional, but now it is a mandatory part of the faculty promotion package. An educator's portfolio is a written document that describes and details the strengths of your teaching and educational innovations. It complements the curriculum vitae as a comprehensive information source tracking your career as an educator. It measures the scope, quantity, and quality of your educational contributions. The format organizes information using established terminology that translates across academic institutions. This permits judgment about the institutional value of your work and its importance to the broader field of education. Putting this document together has the added advantage of encouraging reflection upon personal skills, accomplishments, and goals.
 - This document is unique to you – a reflection and sampling of your individual accomplishments and contributions. Although there is no required standard template for an educator's portfolio, the following resources are endorsed by USUHS for general guidance:
 - ✓ AAMC website (the primary site/guidance that is recommended) [AAMC Educator Portfolio](#)
 - ✓ APA template [APA Educator Portfolio](#)
 - ✓ Medical College of Wisconsin website [Medical College of Wisconsin Educator Portfolio](#)

You may contact Professor Dale Smith (dale.smith@usuhs.mil) or Professor Neil Grunberg (neil.grunberg@usuhs.mil) for advice on your portfolio (or any other faculty development matter).

Other notes:

- Aside from the “un-prefixed” appointments discussed above, there is a “clinical associate professor” pathway for those mainly involved in clinical teaching without meeting the above

scholarship requirements. This has a mandatory six-year teaching experience requirement at "assistant professor" level before you can be considered for promotion to "clinical associate professor." Advancement to "clinical professor" requires at least 10 years teaching experience and service.

- As noted above, the "adjunct" prefix is for those faculty who do not have regularly-scheduled involvement with USU teaching programs. Rather, the contributions of these faculty members are random or episodic. All other requirements are the same. The 'prefixed' ranks are "adjunct assistant professor," "adjunct associate professor," and "adjunct (full) professor."
- If you have any questions, please contact us!



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NOMINATION FOR MEM FACULTY APPOINTMENT

Click inside the text boxes and type. Expand as needed.

Nominee

Title/Rank

Address

City State Zip

Email

Phone: Office Cell

DOB Social Security Number (last 4 only)

Nomination: ASSISTANT PROFESSOR ADJUNCT ASSISTANT PROFESSOR

Current Assignment

Current Supervisor

Current Business Address

USU MEM Dept. Sponsor

(military or civilian faculty who is currently stationed at USU and supports/sponsors your nomination). Call for information if needed.

For military nominees only: Your command must concur with this faculty appointment. Provide the complete name, title, rank, email, and mailing address of the individual who has approval authority for this appointment (eg, typically your department head or other next-in-line supervisor).

Please provide responses to the following:

1. Provide a narrative of the Department of Military and Emergency Medicine (MEM) or USUHS faculty-related activities you have recently participated in/contributed to, with dates and responsibilities (i.e., field training exercises, Operation Bushmaster, sponsored lectures, clerkship site coordination, laboratories, etc) and the benefit to our students/department. Please be specific. (use tab key to add boxes)

| Dates | Responsibilities | Benefit |
|-------|------------------|---------|
| | | |

► Comments:

2. What future MEM Department activities do you plan to contribute to/participate in during the upcoming academic year with dates and responsibilities (i.e., field training exercises, sponsored lectures, presentations and/or research activities, clerkship site coordination, laboratories, etc) and the benefit to our students/department? Please be specific.

| Dates | Responsibilities | Benefit |
|-------|------------------|---------|
| | | |

► Comments:

3. Do you currently hold any other faculty appointments? YES NO

If yes, please list location, appointment level, and whether the appointment is primary or secondary to your current position

| Location | Appointment Level | Primary/Secondary |
|----------|-------------------|-------------------|
| | | |

► Comments:

4. Have you ever held a faculty appointment at USUHS? YES NO

If yes, list the time period, appointment level, and why you were/were not reappointed.

| Dates/Time Period | Appointment Level | Comment |
|-------------------|-------------------|---------|
| | | |

► Comments:

5. Is all relevant teaching/instructing/research accomplished in the past, either at USUHS or other educational environments, included in your CV? If not, please list places, dates, and type:

| Dates/Time Period | Location | Activity |
|-------------------|----------|----------|
| | | |

► Comments:

Signatures' Page

I hereby request a faculty appointment at the Uniformed Services University of the Health Sciences through the Military and Emergency Medicine Department. I certify that the above information is true and accurate to the best of my knowledge.

Applicant's
signature:

Date:

Applicant's name (printed):

For military applicants only – command concurrence:

As the above applicant's supervisor and representing the chain of command, do you concur with this application and subsequent appointment?

CONCUR

NON-CONCUR

Approval authority's
signature: Date:

Approval authority's
name/title:

CURRICULUM VITAE

I. PERSONAL DATA

Name
Complete business address with telephone number
Citizenship
Date of Birth

II. EDUCATION

Year Degree Institution, City, State

III. POSTGRADUATE EDUCATION

Year Position Institution, City, State

IV. ACADEMIC APPOINTMENTS

Year Position Institution, City, State

V. OTHER EMPLOYMENT PERTAINING TO CURRENT PROFESSIONAL APPOINTMENT

Date(s) Place of Employment, City, State Duties

VI. MILITARY SERVICE

Date(s) Command Location Duty Title

VII. CERTIFICATION AND LICENSURE

Certification Board(s) Date Number
License(s)

VIII. MEMBERSHIP IN SCIENTIFIC SOCIETIES/PROFESSIONAL ORGANIZATIONS

(Offices held if applicable)

IX. AREAS OF RESEARCH INTEREST

X. CURRENT PROTOCOLS

Title Funded (Amount) Grant Period

XI. TEACHING ACTIVITIES FOR THE PAST FIVE YEARS

XII. OTHER PROFESSIONAL ACTIVITIES (No more than five)

XIII. CLINICAL ACTIVITIES (Attending, consultant; days/week and months/year)

XIV. COMMITTEES (National advisory, professional societies, hospitals)

List the five most significant

XV. HONORS AND AWARDS (For military, include military awards)

XVI. BIBLIOGRAPHY

Total number of full papers, total number of books, three or four most recent publications listing title, full authorship and journal



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PERMANENT HOME OF RECORD

Click inside the text boxes and type. Expand as needed.

Nominee

Initial USUHS faculty appointments are valid from the time of appointment through two years plus enough time to reach the July of the third year. For example, if an initial appointment began in December of 2010, it would be up for re-instatement in July, 2013.

Please complete this PERMANENT HOME OF RECORD form. This form is used to find or track faculty members who require appointment renewal and have transferred, moved, or gotten lost in the system. Faculty appointments must be renewed every third year.

Permanent home of record (or contact information for an individual who will know where to find you if we cannot!)