USUHS Faculty Appointment Guidelines
Clinical Teaching Faculty

Requirements of Faculty Appointment at Teaching Fellow, Instructor, or Assistant Professor Rank:
- MD, DO, or PhD degree
- Current medical license if clinician
- Instructing USUHS medical students or uniformed residents/fellows at one of the uniformed teaching facilities
- CV in templated format
- USUHS Form 107
- Local command recommendation/approval in templated format
- USUHS Pediatric Chair endorsement

Faculty Rank of Teaching Fellow:
- Faculty member currently in a training program who possess a medical license
  Second and third-year residents

Faculty Rank of Instructor:
- Faculty member who has finished training and is board eligible

Faculty Rank of Assistant Professor (Non-tenure, Clinician-Educator Pathway):
- Faculty member currently privileged in the training facility
- Faculty member Board certified in specialty

Faculty Appointment Application Process:
- Local Department Chair/Chief/Head and Pediatric Program Director review potential faculty candidates, then prepare and submit a single list by rank of those recommended at the beginning of the academic year.**
- Local Department submits as a single package, cover letter with faculty listed and the letters of local command recommendation/approval.**
- Individual applicants submit CVs and Form 107 electronically (in Word format) to USUHS Pediatrics (POC below).

*Local facility will download, complete and submit cover letter with proposed faculty listed, CVs, command letters, and Forms 107. USUHS Pediatrics will prepare separate USUHS Chair endorsement.
**Individual packages will be reviewed throughout the year under special circumstances.

Primary POC for Faculty Appointments:
Carol Beadling
Faculty Appointments and Promotions Coordinator
USUHS Department of Pediatrics

4301 Jones Bridge Road, Room C1069
Bethesda, MD 20814

E-mail: carol.beadling.ctr@usuhs.edu