



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH
DEPARTMENT OF PSYCHIATRY, BLDG B, 3rd FLOOR
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799



August 2019

Thank you for your interest in a faculty appointment within the Department of Psychiatry at the Uniformed Services University of the Health Sciences (USUHS). This document contains the list of required items and an overview of the steps necessary to obtain an appointment at the faculty rank of

ASSISTANT PROFESSOR (INCLUDES RESEARCH OR ADJUNCT PREFIX), INSTRUCTOR, AND TEACHING FELLOW

FACULTY/STAFF and ACGME FELLOWS Process:

- A. Register for a USU SSO account at: <https://apps.usuhs.edu/account-registration>
 1. Use POC email: althea.scott@usuhs.edu or patti.cato@usuhs.edu
 2. If you receive an error message, send an email to sakaihelp@usuhs.edu (you may already be registered)
- B. Once registered, upload required items at: <https://workflow.usuhs.edu>
 1. Your application items will then be processed using the steps listed below.
 2. For any questions or concerns please send an email to the POCs listed below:
Ms. Patti Cato at patti.cato@usuhs.edu
Kelly L. Cozza, MD at kelly.cozza@usuhs.edu
 3. Obtain access to USU Psychiatry Clerkship Sakai website:
If you are teaching USU medical students, and in order to be well integrated into the teaching faculty at your site, you will want to utilize the USU Clerkship teaching platform. Once you have obtained a USU SSO account, please also send an email to Althea Scott (althea.scott@usuhs.edu) to request access to the Clerkship Sakai site.

Required USUHS faculty items to upload to <https://workflow.usuhs.edu>

1. **Full CV** – AAMC format. Examples can be found at https://www.aamc.org/members/gfa/faculty_vitae/150034/preparing_your_curriculum_vitae.html.
Required items that must be clearly indicated on you CV include:
 - a. Undergraduate and advanced degrees including location and date obtained.
 - b. Licensure including number, state, and expiration date.
 - c. Board certification or other professional credentials (if obtained).
 - d. Research publications and/or scholarly activities in psychiatry.
 - e. Experience educating medical students
2. **Letter of Recommendation from local Department Chair or Program Director** (required for all applicants) AND **Command Endorsement** (NOT required for billeted USU faculty or non-DOD applicants; if either of these applies to you, delete the command endorsement section of the template) – A template of this combined document can be found below. This form should indicate:
 - a. Applicant name
 - b. Applicant activities in support of the Department of Psychiatry
 - c. Signatures by the Chair/Director (or designee) & Commander (or designee).

PSYCHIATRY RESIDENT “TEACHING FELLOW” Designation:

- A. Register for a USU SSO account at: <https://apps.usuhs.edu/account-registration>
 1. Use POC email: althea.scott@usuhs.edu or patti.cato@usuhs.edu

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2. If you receive an error message, send an email to sakaihelp@usuhs.edu (you may already be registered)

B. Send a single email with ALL ITEMS/INFO LISTED BELOW directly to patti.cato@usuhs.edu and cc kelly.cozza@usuhs.edu

Required USUHS “Resident teaching Fellow” items:

1. Email to Patti Cato including the following in the body of the email:

- home mailing address (used for mailing all official documentation)
- work mailing address
- mobile phone
- email address (actively monitored to receive correspondence)
- date of birth
- date of expected graduation from residency

2. Full CV in AAMC format. Examples can be found at:

https://www.aamc.org/members/gfa/faculty_vitae/150034/preparing_your_curriculum_vitae.html

Required on you CV include:

Undergraduate and advanced degrees including location and date obtained

Licensure including number, state, and expiration date (if obtained)

Board certification or other professional credentials (if obtained)

Research publications and/or scholarly activities in psychiatry

Experience educating medical students

3. Letter of Recommendation from local Department Chair or Program Director (required for all applicants) AND Command Endorsement (NOT required for billeted USU faculty or non-DOD applicants; if either of these applies to you, delete the command endorsement section of the template) – A template of this combined document can be found below. This form should indicate:

1. Applicant name
2. Applicant activities in support of the Department of Psychiatry
3. Signatures by the Chair/Director (or designee) & Commander (or designee).

MAINTAINING A USU FACULTY APPOINTMENT:

Signing and returning your faculty appointment acceptance letter.

All required items (listed above) are submitted to Dept. of Psychiatry to review and approve or decline. If declined, you will receive notification and reasons for decline. If accepted, you will receive notification by email and your documents will be sent to USU Human Resources. You will be contacted if clarifying information is required by Human Resources, who will then process your faculty appointment.

Once processed, you will receive a letter from USU CHR requesting your signature to accept a faculty appointment; this letter MUST BE SIGNED AND RETURNED to Human Resources to finalize your appointment.

Receiving your Faculty Appointment Certificate.

Once your signed acceptance letter is received by Human Resources and your appointment is finalized, you will receive a certificate from Human Resources confirming your faculty appointment. If you have not received your certificate within 60 days of returning your signed letter, please call Ms. Henderson (301-295-9429) or Ms. Bell at (301-295-9425) to inquire on the status, and contact Ms. Cato for any further assistance.

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Updating your mailing address, phone, and email. Human Resources verifies your faculty activities in support of the Department on a 3-year cycle. Verification is required for you to maintain a faculty appointment so please update your contact information with the Department of Psychiatry AND with CHR whenever your email or address changes

Access to USUHS Sakai website, Learning Resource Center (LRC) Remote Services, and CME:

Register for a USU SSO account at: <https://apps.usuhs.edu/account-registration>

Use POC email: althea.scott@usuhs.edu or patti.cato@usuhs.edu

If you receive an error message, send an email to sakaihelp@usuhs.edu

(you may already be registered) *Then email althea.scott@usuhs.edu and request a **USU Psychiatry Clerkship Sakai** account

Obtain USU remote library (LRC) access:

To apply, visit www.usuhs.edu and select "Library" from the top right of the page, then select "Apply for an Account" from the top center. On registration page, select USU Faculty and provide required information. You should receive confirmation with account username and password within 72 hours. For questions about accessing LRC services, call 301-295-3350 or email lrc.services@usuhs.edu.

CME Opportunities:

a. To receive Faculty Development Certificate Program Credit:

Register for classes on the self-service portal at

<http://www.lrc.usuhs.edu/facdev>

First time portal users need to "Apply for an Account" before they can register for classes. After you have an account, you can link your CAC and SSO account for easy sign-on. **NOTE: You'll need to register for each class you attend.

b. To receive CME, CNE, and CDE credit:

Register for the USU Faculty Development Grand Rounds activity:

<https://education.mods.army.mil/NavyCME/Default.aspx> and sign the sign-in sheet when you attend. **NOTE: The Professional CE credit Grand Rounds activity spans the entire fiscal year, so register once, and claim credit at the end of the FY for all the classes you attended.

Thank you for your interest in a faculty appointment in the Department of Psychiatry. Please be sure to contact Ms. Patti Cato (patti.cato@usuhs.edu) or me at kelly.cozza@usuhs.edu if there are any further questions.



Kelly L. Cozza, MD, DFAPA, FACLP
Associate Professor
Director, Departmental Faculty Appointments and Promotions

for

David M. Benedek, MD
COL, USA
Professor and Chair

SAMPLE LETTERS OF SUPPORT/RECOMMENDATION
send separately through the online kualu portal

Letter 1: CHAIR/TRAINING DIRECTOR LETTERHEAD
Date

To: Department of Psychiatry, USUHS

From: [Insert name and title of Program Director or Department Chairman]

Location: [Insert name of facility and department, organization, and/or office]

Date: [Inset date]

I am writing this letter of recommendation to support a faculty appointment request for [Insert name(s) of applicant(s)]. Services currently provided by the applicant which support the education mission of the Department of Psychiatry are listed below after the applicant's name (indicate all of the support activities which apply after the name of each applicant listed, examples include: clinic supervisor, ward supervisor, group supervisor, preceptor, other clinical oversight or educational activity (specify), clerkship or rotation site director/coordinator, small group facilitator, course lecturer, research support, operational exercises (FTX Bushmaster, etc), other (specify).

[Insert name of Director/Chairman]

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Letter 2: (send as separate document from Letter 1)
YOUR COMMANDER or SUPERVISOR'S LETTERHEAD
date

I have Command (or by direction) authority for the above-named individual(s) and support the request for faculty appointment.

[Insert name of Commander]
Commander (or designee)