

**Requirements for Initial Faculty Appointment to the College of Allied Health Sciences (CAHS)**

The documents listed below are required to be appointed as a faculty member with the CAHS when assigned as an instructor at the Medical Education Training Campus (METC).

-Curriculum Vitae (CV)--see attachment. **NOTE:** Ensure all instructor/teaching experience is documented in the CV.

-Professional credentials (if applicable). **NOTE:** If you have a license or certification related to the program you're teaching or related to your academic degree submit a copy with your CV.

-Email Curriculum Vitae (CV) and Professional Credentials to: [Kimberly.Manuel@usuhs.edu](mailto:Kimberly.Manuel@usuhs.edu) OR [Natisha.Cottrell.ctr@usuhs.edu](mailto:Natisha.Cottrell.ctr@usuhs.edu)

-Request Official Joint Service Transcript (Army and Navy Personnel) from <https://jst.doded.mil/official.html>; submit to [transcriptsubmit@usuhs.edu](mailto:transcriptsubmit@usuhs.edu).

-Degree Awarded Official Transcript(s)--self-explanatory (see page 2 regarding submission to CAHS). **NOTE:** Unofficial Transcripts may be submitted initially to begin the nomination process.

**\*For METC Instructors Only:** You may be able to obtain your official transcript **at no cost**. Please contact your Education Support Specialist, Mrs. Vivian Padilla at 808-2003 ([vivian.padilla3.ctr@mail.mil](mailto:vivian.padilla3.ctr@mail.mil)) or Mrs. Kirsten Verkamp at 808-2004 ([kirsten.m.verkamp.ctr@mail.mil](mailto:kirsten.m.verkamp.ctr@mail.mil)) for details. They are in MIF 2, Heritage Hall, Room 201. **NOTE:** Unofficial Transcripts may be submitted initially to begin the nomination process

--Command/Organization Approval Memo — Personnel assigned to the Medical Education and Training Campus, this document is prepared and routed by CAHS personnel. **NOTE:** The recommended faculty rank will be provided by CAHS Administrative personnel based on the nominee's education, professional credentials (if applicable), and teaching experience, in accordance with CAHS policy, after receipt and review of documents.

-USUHS Form 107C, USUHS Request for Civilian or Military Faculty Action. This document will be provided by CAHS after receipt of a nominee's CV and professional credentials (if applicable).

**The CAHS points of contact regarding faculty appointment are:**

<p>Ms. Kimberly J. Manuel Title: Program Support Specialist Phone: (210) 808-6142 Email: <a href="mailto:Kimberly.Manuel@usuhs.edu">Kimberly.Manuel@usuhs.edu</a></p>	<p>Ms. Natisha Cottrell Title: Academic Advisor Phone: 210-808-1243 Email: <a href="mailto:Natisha.Cottrell.ctr@usuhs.edu">Natisha.Cottrell.ctr@usuhs.edu</a></p>
<p>Mr. Byron Bland Title: Assistant Dean, Student and Faculty Development Phone: (210) 299-8528 Email: <a href="mailto:Byron.Bland@usuhs.edu">Byron.Bland@usuhs.edu</a></p>	

## Requirements for Initial Faculty Appointment to the College of Allied Health Sciences (CAHS)

### Submitting Official Transcripts

**NOTE:** Unofficial Transcripts may be submitted initially to begin the nomination process.

-- A transcript is considered official only if it is delivered directly to the CAHS Registrar from the issuing institution electronically (emailed), by postal mail, or other delivery service. If hand delivered, the envelope from the issuing institution must be unopened. These same guidelines apply to the Joint Services Transcript (Army and Navy Personnel), which may serve as an official transcript if completed academic degrees are annotated therein.

Email Degree Awarded Official Transcript(s) To: [transcriptssubmit@usuhs.edu](mailto:transcriptssubmit@usuhs.edu)

OR

Mail Degree Awarded Official Transcript(s) To: USU College of Allied Health Sciences  
C/O Student and Faculty Development Office  
2787 Winfield Scott Rd., Bldg 2398, STE 220  
JBSA Fort Sam Houston, TX 78234

If ordering through Parchment – please Do Not Choose Uniformed Services University for the college – Select “Other” and manually type in the email address.

**DO NOT** send official transcripts from the educational institution directly to Ms. Manuel, Ms. Cottrell, or Mr. Bland.

## Attachment 1

Curriculum Vitae (CV) Template – Completed by member recommended for appointment to CAHS faculty. The template only provides an example of a format that may be used. All CVs are not required to be in this specific format. However, all elements of the example should be included when applicable/appropriate. Ensure all instructing/teaching experience is documented on the CV. Also, document if enrolled and progressing in a higher degree than the degree currently held.

### CURRICULUM VITAE

John Doe, MD

HMCS/E-8, US Navy  
United States Citizenship

NMOTC DET Naval Undersea Medical Institute, Box 159  
Submarine Base New London, Groton CT 06349

or

3000 Garden Ave Bldg. 899  
Fort Sam Houston, TX 78234

**(Please input duty address)**

Duty Phone: (210) 808-1111

Duty Email: [XXXXXXXXXX](#)

Cell Phone: (636) 211-0000

### **Education and Training**

Undergraduate Degree: University of Maryland University College, MD  
Attended: January 2006 to May 2018  
Degree: B.S. in Management Studies

Graduate Degree: University of the Incarnate Word, San Antonio, TX  
Attended: May 2018 to May 2020  
Degree: M.S. in Organizational Development and Leadership

Postgraduate Degree: Wayland Baptist University, Plainview, Texas  
Attended: July 2020 to Present  
Degree: Doctor of Management

Residency: N/A

Military Education: U.S. Navy Recruit Training Command, Great Lakes, IL  
Attended: December 2004 – February 2005

Dental Technician "A" School, NEC: 8701/L33A  
School of Health Sciences Detachment, Sheppard AFB, TX  
Attended: February – May 2005

Basic Dental Laboratory Technician "C" School, NEC: 8752/L36A  
School of Health Sciences Detachment, Sheppard AFB, TX  
Attended: May-November 2005

Advanced Dental Laboratory Technician "C" School, NEC: 8753/L37A  
Sheppard AFB, Wichita Falls, TX  
Attended: January - June 2008

Command Management Equal Opportunity Program Manager  
Center for Naval Leadership Learning Site Damneck, Virginia Beach, VA  
Attended: November 2018

U.S. Coast Guard Senior Enlisted Academy (SEA), NEC: 8SEA  
U.S. Coast Guard Academy, New London, CT  
Attended: March – December 2020

**Instructor Training(s):**

Navy Instructor Training, NEC: 9502/805A  
Center for Personal and Professional Development Learning Site,  
Naval Submarine Base New London, Groton, CT  
Attended: May 2015

**Technical Training(s):**

Basic Enlisted Submarine School  
Naval Submarine School New London, Groton, CT  
Attended: July – August 2010

Submarine Force Independent Duty Corpsman "C" School,  
NEC: 8402/L01A  
Undersea Medical Institute, Groton, CT  
Attended: June 2010 – September 2011

**Credentialing**

Licenses:

Licensed Social Worker (LSW), Texas Board  
License #: 0000000001  
Date originally issued: 11 December 2007  
Expiration Date: 31 January 2023

Certifications:

National Registry of Emergency Medical Technicians:  
Paramedic  
License #: M0000000  
Date originally issued: 2 June 2004  
Expiration Date: 31 March 2023

Certified Dental Laboratory Technician  
Certification #: 0000000012  
Date originally issued: 20 February 2009

Expiration Date: 31 January 2023

**Assignments/Employment**

**Academic Appointments:**

Senior Enlisted Leader (Acting), Senior Instructor  
Naval Undersea Medical Institute, Groton, CT  
April 2021 – Present

- Leads and directs 14 Enlisted and 6 Officers providing instruction of Submarine medicine, and Radiation Health education to currently 20 Sailors and 28 Officers.
- Serves as the subject matter expert regarding clinical and operational practice for Submarine Independent Duty Corpsman.

Instructor, Program Leading Chief Petty Officer, Navy Medicine Training Support Center, Hospital Corpsman “A” School, JBSA Ft. Sam Houston, TX  
June 2015 – April 2018

- Served as primary instructor for 5K Hospital Corpsman accession students annually. Led 48 instructors providing Hospital Corpsman Basic education.

**Clinical/Clinical Support Appointments:**

Medical Department Representative, XXXXXXXXXXXXXXXXXXXX (location),  
May 2018 – April 2021

- Authored and implemented all medical and radiation health directives for the ships medical department.
- Provided patient care to 150 Sailors, and assisted in all medical, dental and beneficiary needs.
- Provided skill training and education to crew on NAVOSH, Health, and Safety topics.

Medical Department Representative, XXXXXXXXXXXXXXXXXXXX (location)  
September 2011 – May 2015

- Authored and implemented all medical and radiation health directives for the ships medical department.
- Provided patient care to 150 Sailors, and assisted in all medical, dental and beneficiary needs.
- Provided skill training and education to crew on NAVOSH, Health, and Safety topics.

**Consultant Positions:**

N/A

**Professional Citizenship**

**Professional Society(s):**

American Society for Quality  
Air Force Sergeants Association

**Professional (and Military)**

CV continued, John Doe

Honors and Awards:

Navy and Marine Corps Commendation Medal, 2010

Navy and Marine Corps Achievement Medal, 2007

**Publications**

Articles in Reference

Journals: Doe, John (2011). *Emotional intelligence training intervention: A mixed methods study of Air Force Staff Sergeants* (Doctoral dissertation, University of Phoenix).

EXAMPLE