

**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).

-To nominate an Instructor as a CAHS faculty member, Course Director must send an email to their Program's Faculty Support Specialist and include the METC Form 30, METC Instructor Certification, or CCAF Teaching Internship Certificate as well as the Instructor's projected departure/rotation date from the program/METC.

-Completed formatted CV / Application. **NOTE:** Ensure all instructor/teaching experience and scholarly activity are documented in the application for consideration to be appointed to the faculty rank of Assistant Professor.

-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 application to: CAHSFacultyAppointments@usuhs.edu

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

-Request CCAF official transcript (Air Force and/or CCAF affiliated Personnel) from <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>; send to [cahsfacultytranscripts@usuhs.edu](mailto:cahsfacultytranscripts@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 (210) 808-0028 ([vivian.padilla3.ctr@health.mil](mailto:vivian.padilla3.ctr@health.mil)) or Mrs. Yesica Rojas at (210) 808-0437 ([yesica.a.rojas-villegas.ctr@health.mil](mailto:yesica.a.rojas-villegas.ctr@health.mil)) for details. They are located in the METC HQs building, 1291 (upstairs) in the Faculty Management Department. **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.

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

<p>Ms. Kimberly J. Manuel Title: Faculty Support Specialist Phone: (210) 808-6342</p>	<p>Ms. Debra D. Diaz Title: Faculty Support Specialist Phone: (210) 808-1203</p>
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Email us at: [CAHSFacultyAppointments@usuhs.edu](mailto:CAHSFacultyAppointments@usuhs.edu)

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### 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 USU Registrar Office 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: [cahsfacultytranscripts@usuhs.edu](mailto:cahsfacultytranscripts@usuhs.edu)

OR

Mail Degree Awarded Official Transcript(s) To: USU College of Allied Health Sciences  
C/O Student and Faculty Development Office  
2710 Howitzer Road, Bldg 2372, STE 318  
JBSA Fort Sam Houston, TX 78234

If ordering through Parchment – please Do Not select Uniformed Services University for the college. Select "Enter your Own" and manually type in College of Allied Health Sciences and enter the email address:  
[cahsfacultytranscripts@usuhs.edu](mailto:cahsfacultytranscripts@usuhs.edu)

**DO NOT** send official transcripts from the educational institution directly to Ms. Manuel, Ms. Diaz, or  
[CAHSFacultyAppointments@usuhs.edu](mailto:CAHSFacultyAppointments@usuhs.edu)