

Online Faculty Appointment System

Welcome to the F. Edward Hébert School of Medicine Faculty Appointment System! This online appointment workflow is for any Assistant Professor or Instructor rank appointments.

USU Single Sign On (SSO) account: To access the workflow, you need a USU Single Sign On (SSO) account.

- If you have a CAC, you can request an SSO account [here](#) . You will need to enter the POC email address (listed below) for your sponsoring department.
- If you receive an error message when requesting an SSO account, please e-mail sakaihelp@usuhs.edu, you may already have an account.
- If you do not have a CAC, request an account by emailing sakaihelp@usuhs.edu and your sponsoring department POC with your first name, last name, work e-mail, and secondary e-mail.

For the most recent list of Department POCs for Single Sign On accounts please follow this [link](#)

Department POCs for Single Sign On (SSO) accounts			
Department	Email address	Department	Email address
Anatomy, Physiology, & Genetics	megan.morris@usuhs.edu	Pediatrics	katarzyna.szymanska@usuhs.edu
Anesthesiology	kali.holloway@usuhs.edu	Pharmacology & Molecular Therapeutics	crystal.johnson@usuhs.edu
Biochemistry	lauren.deane.ctr@usuhs.edu	Physical Medicine & Rehabilitation	lauren.mccoll.ctr@usuhs.edu
Dermatology	marcedes.coffman.ctr@usuhs.edu	Preventive Medicine & Biostatistics	maria.smith@usuhs.edu
Family Medicine	dana.nguyen@usuhs.edu	Psychiatry	eliza.narvaez@usuhs.edu
Medical & Clinical Psychology	tricia.crum@usuhs.edu	Radiology & Radiological Sciences	mike.lee@usuhs.edu
Medicine	leon.monti-colombi@usuhs.edu	Surgery	gary.wind@usuhs.edu
Microbiology & Immunology	lucille.washington@usuhs.edu	Interdisciplinary Programs	
Military & Emergency Medicine	leslie.vojta@usuhs.edu	Emerging Infectious Diseases	patricia.grant@usuhs.edu
Neurology	barbara.shelton@usuhs.edu	Health Professions Education	colin.riggs.ctr@usuhs.edu
Obstetrics & Gynecology	ernest.lockrow@usuhs.edu	Molecular & Cell Biology	netina.finley@usuhs.edu
Pathology	frederick.juett@usuhs.edu	Neuroscience	netina.finley@usuhs.edu

After you receive confirmation of an SSO account, you can begin the online appointment application process.

Faculty Appointment Workflow: [Link](#)

The workflow has labelled locations, outlined here, to submit up to 5 documents. The first 4 documents are required. Fillable forms and templates are downloadable from the site. Command (or designee) endorsement is also required, and can either be submitted as a signature line on the *Letter of Support*, or as a separate *Command Letter*.

1. **CV** – Make sure your CV indicates your involvement in “teaching USUHS medical students”. No CV format is required. A recommended template is on the site.
2. **USU Form 107** – Use the fillable pdf found on the site. Only fill-out the fillable sections.
3. **USUHS Faculty Form** – Use the fillable pdf found on the site.
4. **Letter of Support** – This letter is typically written by the Program Director or Department Chair. The required command endorsement can be included as a signature line on this letter. A template is on the site.
5. **Command Letter** – Optional document to submit, if the command endorsement is not on the Letter of Support.

There is an instructional video <https://panopto.usuhs.edu/Panopto/Pages/Viewer.aspx?id=27bbf6a3-753d-4676-90ef-a96f00cacb5c> and PowerPoint. Please contact Thomas McFate thomas.mcfate.ctr@usuhs.edu for the ppt or with any questions. You may log back into the system at any time to track the progress of your application.

List of Department POCs for General Questions about USU Faculty

Appointments: <https://www.usuhs.edu/sites/default/files/media/medschool/doc/deptpocsforfacultyappointments.doc>

[X](#)