

Postgraduate Dental College

Online Faculty Appointment & Promotion Workflow



Who should you recommend for a USU PDC Faculty Appointment?

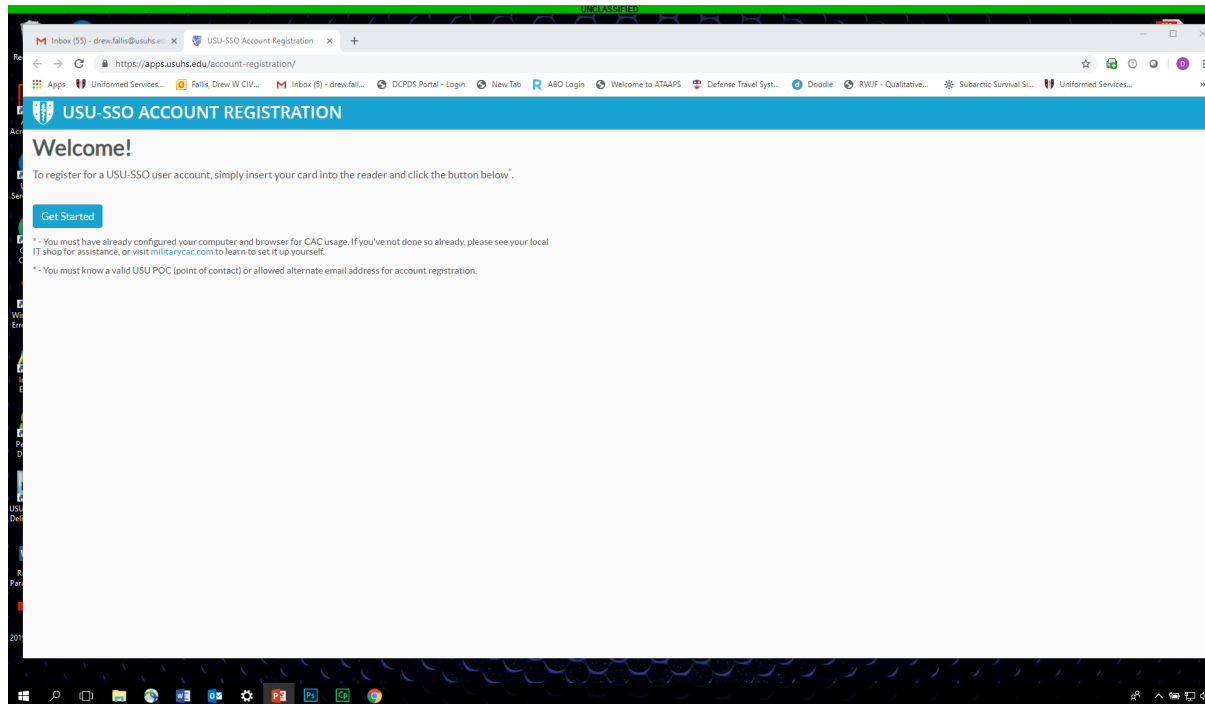
- Individuals who provide regular and consistent support to your residency program should be considered for a PDC faculty appointment, when supported by your local command.
- A good guideline to follow is to include only those individuals who you would list on a documented course or curriculum description (either didactic, clinical, or laboratory) that you would present as part of your program's CODA self-study.
- A full (unmodified) appointment would be appropriate for an individual who contributes at least 50 hours of teaching/per year (*approx. 1 hr/wk*).
- An adjunct (modified) appointment would be appropriate for an individual who contributes less than 50 hours or contributes less frequently.
- The level of the appointment (Assistant Professor, Associate Professor, or Professor) is determined by their level of experience and scholastic achievement via the PDC CAP process and USU approval.

Steps in Process

1. **Request/Obtain a USU Single-Sign-On account**
2. **Log onto Appointment/Promotion Workflow**
3. **Apply for Appointment at the appropriate level**
4. **Download the application form templates**
5. **Complete the documents, obtain approval signatures to complete your application Portfolio (one .pdf file), then submit to your Service Dean for review**
6. **Upload to the Workflow, once returned from your Service Dean with signed 107D**
7. **Await notice from USU CHR for signature of faculty appointment letter, then download, sign, upload back to workflow.**
8. **Receive completed USU Faculty Certificate**

Step 1 – Request a SSO

- If you don't already have a USU Single-Sign-On (SSO) account (*which is also used to access Sakai*) then you will need to access the following link and request an account. <https://apps.usuhs.edu/account-registration/>
- List Mr. Stephen Huntington as sponsor, to validate your request. stephen.huntington@usuhs.edu



Step 2 – Log onto Workflow

- The Appointment & Promotions Workflow is located at:
<https://workflow.usuhs.edu/>
- You will need to sign-in using your USU SSO (CAC-enabled)

USU Single Sign On

DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- 1 The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- 2 At any time, the USG may inspect and seize data stored on this IS.
- 3 Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- 4 This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Please Sign In

Username:

Password:

[Change Your Password](#)
[Recover Your Password](#)

CAC Sign In

Register your CAC (requires sign-in)
Now available for all CAC holders!

For yours and your colleagues security, please Log Out and Exit your web browser when you are finished using USU systems.



Step 2 – Log onto Workflow

- Select the Postgraduate Dental College Tab

The screenshot displays the USU Workflow application interface. At the top, the browser address bar shows the URL: `workflow.usuhs.edu/rice-apps/kr-krad/portal/home?formKey=27c06992-f30d-4f92-beb0-f1f46009014d&cacheKey=11u80b2s0hmmtz43tgmphlq`. The page header includes the USU logo, the text "USU WORKFLOW", and navigation links for "HOME" and "LOGOUT". Below the header, there are tabs for "INBOX", "OUTBOX", and "USER: DFALLIS".

The main content area features a navigation bar with four tabs: "Parking Workflow", "School of Medicine", "Postgraduate Dental College", and "Graduate School of Nursing". A red arrow points to the "Postgraduate Dental College" tab, which is currently selected. To the right of these tabs is a button labeled "Step 2 – Log onto Workflow".

Below the navigation bar, the "Parking Workflow" section is visible, containing several menu items, each with a "Go" button:

- Create New Parking Request
- Submit a parking request for approval. [Go >](#)
- Tomorrow's Approved Parkers
- List Tomorrow's approved Daily and Visitor requests. [Go >](#)
- Today's Approved Parkers
- List Today's approved Daily and Visitor requests. [Go >](#)
- Selected Date Approved Parkers
- List approved Daily, Visitor and Temporary requests by a selected date. [Go >](#)
- Parker Quick Search
- Find approved/rejected parking requests. [Go >](#)
- Parking Request Document Search
- Search for a specific Parking Request Document. [Go >](#)

Step 2 – Log onto Workflow


- Select the appropriate blue “Go” radio button
- “Request a PDC Faculty Appointment” for a new request

USU WORKFLOW HOME LOGOUT

INBOX OUTBOX USER: DFALLIS ▾

Parking Workflow Faculty Appointment Workflow **Postgraduate Dental College**

Postgraduate Dental College


Request a PDC Faculty Appointment
Create and submit a Postgraduate Dental College Appointment Workflow Document for approval. [Go >](#) 

Open a Saved/Returned Appointment Request
View/edit/submit an existing request that has been Saved or Returned to your Inbox. [Go >](#)

Document Search
Search for a PDC Appointment Workflow Document request. [Go >](#)

Step 3 – Select Appt. Level

- Select the appropriate faculty appointment type from the drop-down.

 USU WORKFLOW HOME LOGOUT

PDC Appointment Document INBOX OUTBOX USER: DFALLIS

Document Number:	106825	Document Status:	INITIATED
Initiator Network Id:	dfallis	Creation Timestamp:	01:10 PM 07/01/2019

* indicates required field


Details
Please select the type of appointment for which you wish to apply.

* Appointment Type:

Attachments

* Appointment Package: No file chosen [Download PDC Templates & Complete In Order](#)

Attachments must be 25MB or less



Step 4 – Download Templates

- Click on “Download PDC Templates.....”
- They are numbered according to the order in the final Portfolio

USU WORKFLOW HOME LOGOUT

USU
Uniformed Services University

PDC Appointment Document

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Please select the type of appointment for which you wish to apply.

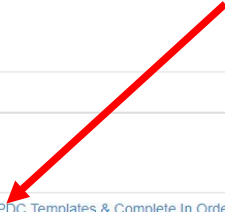
* Appointment Type: Assistant Professor

Attachments

* Appointment Package: Choose File No file chosen [Download PDC Templates & Complete In Order](#)

Attachments must be 25MB or less

PDC Appointment Document



Step 5 – Complete Documents

- Your PD will complete the Letter of Recommendation and 107D (*the Dean or his/her delegate recommends PD appointments*)
- You will complete the CV & Scholarly Activities document
- Once you have completed these documents and the appropriate signatures have been obtained on the Letter of Recommendation/Commander's Concurrence and 107D, then you will send the application as one .pdf Portfolio file to your Service Dean (*or his/her delegate*) for review and approval.
- Once your Service Dean has signed your 107D, then the completed .pdf Portfolio will be sent back to you.

Step 6 – Upload Portfolio

- Choose file from your computer
- Upload the file to the Workflow and Submit

USU
Uniformed Services University

USU WORKFLOW

HOME LOGOUT

INBOX OUTBOX USER: DFALLIS

PDC Appointment Document

Document Number:	106825	Document Status:	INITIATED
Initiator Network Id:	dfallis	Creation Timestamp:	01:10 PM 07/01/2019

* indicates required field

Details

Please select the type of appointment for which you wish to apply.

* Appointment Type: Assistant Professor

Attachments

* Appointment Package: Choose File No file chosen Download PDC Templates & Complete In Order

Attachments must be 25MB or less

submit cancel

upload

PDC Appointment Document

Step 7 – USU Review & Acceptance

- **Once you have submitted your application it will be coordinated for USU review.**
 - **The time required for Instructor and Assistant Professor appointments to complete the review/approval process will typically be 2-4 weeks.**
 - **The time required for Associate Professor and Professor appointments to complete review/approval can take up to 2-3 months, depending upon when it is submitted. Since these higher level appointments must be vetted by the PDC Committee on Appointments & Promotions, endorsed by the PDC Executive Dean, then approved by the USU President, the review process will require additional time to process.**
- **Once approved, you will be sent a Appointment Acceptance Letter from USU CHR**
- **If you accept the faculty appointment, then you will download the letter, digitally sign and upload it back to the Workflow**
- **Confirm your current address for delivery of your Certificate in the remarks section when you upload your acceptance letter.**

Step 8 – Faculty Certificate

- **Your USU Faculty Certificate will be mailed to you to complete the faculty appointment or promotion process.**

POCs

For additional information, please contact:

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