Applicants for Military Faculty in the United States Military Academy (USMA)
Department of Chemistry and Life Science (D/C&LS)

1. **Eligibility:**

   A. To be eligible, officers must:

      (1) have less than 17 years time-in-service (at start of graduate school).
      (2) have an undergraduate grade point average (GPA) of >2.5.
      (3) have a minimum graduate record exam (GRE) scores of Verbal-153, Quantitative-144, and Writing-4.0.
      (4) be competitive for promotion to the next rank in their basic branch
      (5) be able to pass the APFT/ACFT and meet height/weight standards
      (6) be in a basic branch (MS officers and other specialty medical branch officers should contact their branch manager for assignment options; MC are not eligible).
      (7) have the full support of the basic branch/functional area to which they are currently assigned

   B. **Waivers** for the GPA, GRE, or time in service may be approved on a case-by-case basis.

   C. **Year groups by degree:** Below are the year groups we are considering for the 2022 CLS Faculty Selection Board.

      (1) Master’s candidates: 2016-2018
      (2) Doctoral candidates: 2007-2010
      (3) Direct hires: no year group requirement; must possess a degree (Master’s or above) in a discipline related to chemistry, chemical engineering, and/or life science

2. **Opportunities:**

   A. **Master’s of Science (MS) degree:** Officers meeting the criteria above who have earned a BA or BS degree may compete for a full-time, fully-funded 2-year MS degree in a related field.

   B. **Doctor of Philosophy (or Science) (PhD/ScD) degree:** Officers meeting the above criteria who have already earned an MS degree in a related field may compete for a full-time, fully-funded, 3-year PhD degree in a related field.

   C. **Direct Hire:** Officers with a MS or PhD in a relevant field are occasionally assigned to our faculty without attending additional schooling. This is done by exception to fill un-forecasted personnel shortfalls.
3. **Timeline:**

   A. Officers are selected approximately **18 months** prior to the start of graduate school or arrival at West Point (in the case of direct hires). Officers normally begin the application process approximately two years before completion of branch-qualification.

   B. **Example timeline** for an officer who will be branch qualified by the summer of 2024 (M.S. and Ph.D.):

   - Application packet due: 4 Nov 2022
   - Evaluation of applicants by our Faculty Board: Dec 2022
   - Notification of Acceptance: Jan/Feb 2023
   - Official HRC Approval: spring 2023
   - Graduate school acceptance/ACS documents due: March 2024
   - Start full-time graduate school: Aug/Sep 2024
   - Arrive at West Point: Jun 2026 for MS; Jun 2027 for PhD

   C. **Example timeline** for an officer competing as a direct hire:

   - Application packet due: 4 Nov 2022
   - Evaluation of applicants by our Faculty Board: Dec 2022
   - Notification of Acceptance: Jan/Feb 2023
   - Official HRC Approval: spring/summer 2023
   - Arrive at West Point: No earlier than Jun 2024

   **Note: All assignments at West Point are a 3-year tour**
4. **Application Process:**

   **A. What are the first steps I need to take to be selected?**

   (1) Contact your branch manager and ask if your timeline supports this assignment. Branch will ensure you will still be competitive for promotion to major after spending 5 years on this assignment (2 years graduate school followed by 3 years teaching). The earlier you command or are otherwise branch qualified as a CPT, the more likely your timeline will support an assignment to West Point. Those competing for a direct hire position need to contact branch to ensure the assignment first their timeline and branch supports the move.

   (2) Create a profile on TEACH. This is a CAC enabled website. The application will systematically walk you through steps requiring you to fill out basic information, upload important documents, and answer department specific questions. During this process, ensure you select the Department of Chemistry and Life Science as one of your areas of interest. The website is [https://teach.westpoint.edu/](https://teach.westpoint.edu/).

   (3) Send an email to cls.personnel@westpoint.edu with your ORB and let me know you are interested. Keeping in touch with me is an important part of the application process.
B. Selection Packet Requirements:

(1) **All applicants**, whether competing for an M.S., a Ph.D., or as a Direct Hire must make a TEACH account. TEACH is a CAC enabled website that will systematically walk you through the application process. Below is a list detailing some of the information you will be required to provide during the application process via TEACH.

(a) Department selection (including identifying top choice)
(b) Personal information (basic information, contact information, assignment information)
(c) Timeline (describe career timeline to the board including promotion board dates for next 2 ranks and KD potential)
(d) CFD (whether or not they plan to switch to a functional area)
(e) Education background (degrees, GRE/GMAT scores, publications)
(f) OERs/AERs (upload all evaluations from BOLC to most recent)
(g) ORB (most recent)
(h) LORs (at least 3): Letters of recommendation can be uploaded by the recommender or the applicant. Letters from current staff and faculty will be considered in the board process.
(i) Department specific questions (no more than 500 words per question):

Tell us about yourself.
What inspired you to apply to teach at West Point? What unique personal characteristics do you possess that will make you an effective educator at West Point?

Why do you want to teach in the Department of Chemistry and Life Science?

Which discipline you are most interested in teaching: Chemistry, Chemical Engineering, Life Science? What subjects are you most interested in teaching in the department, e.g., organic chemistry, physiology?

What type of research, if any, are you interested in conducting while at West Point?

(2) **For direct hires**, there are some variations to the above requirements.

(a) Direct hires are not required to input a GRE score. You can put a “0” for the scores and we will brief the board members what that means.
(b) If you already completed your KD time for your rank, you can back date where it says to input the projected dates and just explain that you are already KD complete.

(c) Your uploaded documents should include OERs, CV, LORs, and transcripts. You will still need to answer the department questions in the application.

(d) Understand this is a 3-year assignment (2 by exception); we currently have 3 slots specifically allocated for medical service officers.

(e) This assignment cannot put you over your MRD.

5. Frequently Asked Questions:

Why is the support of my branch so essential?

One of the main stumbling blocks for assignment to West Point is your timeline. The normal timeline requires 2 years of graduate school followed by 3 years of teaching. For some officers, these 5 years away from their basic branch puts them at risk for promotion to major. Most first-time faculty (called first-time rotators) pin-on major while assigned here, and then depart needing to get quickly into key developmental (KD) positions as a major (e.g. battalion S3 or XO) to ensure they have 2 KD OERs completed before their below-the-zone promotion board to LTC. Every branch and timeline is unique. Your branch is looking out for your future promotion potential and often non-concurs with officers that we have hand-selected to be members of our faculty due to timeline concerns. Even if you are so interested in teaching that you are personally willing to assume the risk, your branch will not let you take that risk. You MUST have the support of your branch to teach here. Your branch gets the final say in your assignment, not West Point.

If selected for this position, will I stay at West Point until I retire?

No. Teaching at West Point is only an interlude in an otherwise successful military career. We look for highly capable officers who can teach/conduct research, and then return to their assigned branch and be successful officers. Permanent positions, known as "Academy Professors" (APs, 4 slots) and "Professor, United States Military Academy" (PUSMAs, 2 slots) open very infrequently. When selection boards do occur, the competition is extremely tough and successful candidates often have both strong military backgrounds (successful battalion command, below the zone promotions) and impressive scientific resumes (nationally awarded fellowships/scholarships, multiple first author papers, conference presentations, etc.).

If selected for this position, what school will I attend and what will I study?

The field of study and degree granting institution are flexible. After selection by the board, each applicant is assigned a mentor who will help the candidate select and apply
to an appropriate program. Considerations (in no particular order) include the academic reputation of the school, tuition and fees, the needs of the department, the interests of the candidate and their family, geographical preferences, and research opportunities. The only specific limitation is the overall program cost; allocations of “high cost” slots vary year-to-year.

**If selected for this position, what will I teach?**

Our Department has three main academic programs: 1) Chemistry, 2) Life Sciences (perhaps best described as Pre-Med), and 3) Chemical Engineering. Additionally, every faculty member in our department teaches in a core course General Chemistry or General Biology. If selected to teach here, you will be invited to join our department in one of the three specific programs. Your first year, you should expect to teach only the core course (Biology or Chemistry). Depending on personnel needs at the time you are here, you may, or may not, be offered the opportunity to teach a course in the program for which you were selected (e.g. Mass and Energy Balance, Genetics, Analytical Chemistry). Your desires and skills are favorably considered. The majority of officers do in fact have the opportunity to teach an advanced course in their field of interest during their assignment.

**If selected for this position, can I teach a course in my specialty that is not currently offered?**

The courses we offer can be viewed on the West Point CLS website, Majors & Minors. The West Point curriculum is established and credentialed. Changes are occasionally made based on a very robust assessment and take several years to design, approve, and implement. You will not be allowed to create or design your own course. If you teach a course other than the core course you will have some freedom in designing the syllabus, but the overall course description is already established.

**If selected for this position, are there opportunities for academic promotion?**

Officers who teach here begin as Instructors and may apply for Assistant Professor (3rd year); officers with more than 5 years of teaching experience may apply for Associate Professor. These are considered Academic promotions; they do not affect your pay. There are many specifics, but generally, to be competitive for academic promotion, you must demonstrate competency in the five pillars: Teaching, Scholarship (scientific or education research), Service (to the Academy and/or community as part of committees or projects), Cadet Development, and Faculty Development (less relevant for junior faculty).

**If selected for this position, will I be able to participate in scientific research?**

While teaching is our priority, research is encouraged. It is always a challenge to find both the time and resources to conduct quality research. We have relationships with several Army labs and other DoD agencies. While any research is acceptable, many
 officers have found that being aligned with a DoD research facility makes funding much easier. If accepted, you may consider the importance of continued research as your search for an appropriate graduate program.

*If selected for this position, will I have the opportunity to work with cadets outside of the classroom?*

Yes. Our officers frequently volunteer to work with cadets in a wide variety of cadet activities. This may include a wide array of clubs and sports, academic research programs, religious and service organizations, as well as providing general mentorship to cadets.

*What can I do to be competitive for this assignment?*

• Stay competitive for promotion by excelling at every position you are assigned.
• Discuss your personal timeline with your branch manager. Support from your branch is absolutely essential.
• Prepare for and excel on the GRE.
• Reconnect with your academic mentors from your undergraduate or previous graduate experience; provide them ample time to write your letter of recommendation.
• Communicate regularly with the Department of Chemistry and Life Science point of contact to ensure you are meeting all administrative requirements.

For more information, please contact that Department of Chemistry and Life Science Military Faculty Personnel Officer (MAJ Jeffrey Chin) at CLS.personnel@westpoint.edu or (845) 938-4256.

This document is current as of 01 September 2022.