

Prospective Faculty Application Checklist

As of 13 June 2012

Complete files are required as incomplete files cannot progress through the process beyond a certain point. For deployed personnel only, you may not be able to take a current GRE until redeployment. Please post a document in WEST stating when you will post the appropriate document(s) to make your file appear complete.

To start a file: USMA Interest Sheet – available online at:

<http://www.usma.edu/gene/SitePages/Prospective%20Faculty.aspx>. This will open your file in the WEST system. You will have to decide which program(s) you wish to be considered for. Once your interest is approved (usually in less than 2 weeks), continue with the application.

- Personal Data Sheet. The interest sheet will become the outline of your personal data sheet (PDS). Keep it updated as needed. Ensure you click the program(s) for which you want to be considered: geography, environmental (environmental science and engineering), or geospatial information sciences (GIS)
- Statement of Intent - addressed to Colonel Wiley C. Thompson, Professor and Department Head of G&EnE. The letter should explain your desire to teach in the department and discuss your potential contributions to the Academy and Army. The letter should also articulate your career goals. The format is not specified, but a letter IAW AR25-50 is generally followed.
- Documented Military Performance in OERs/AERs. Please include all LT & CPT OERs/AERs. We place a strong emphasis on choosing officers with an evidence of an exemplary military record. Many officers will not have a company command OER in their file by the selection board deadline, but they are still fully competitive for selection. OER and AER submission is optional, but the most competitive files usually have full OER and AER submission. You can download these from your OMPF.
- GRE Scores. Those who are applying for a Master's position must take the GRE. If you are also applying for a PhD position, the GRE is used as a discriminator as ACS does not require a GRE. The minimum standards (see HRC SOP link) for any funded masters program is GRE 500V, 500Q, and 4.0. COL Palka requests waivers for lower scores only on rare occasions for highly compelling reasons. If you are deployed, post a statement of when you are taking the GRE upon your return. Aspire to achieve scores that put you in the 80%-range of scores for accepted students in your field. For example, an environmental engineer should aspire to have the quantitative score ≥ 650 to be competitive. If GRE scores are below these levels, we encourage you to complete your application and retake the tests (we are primarily concerned with only the highest score achieved). Army Education Centers usually reimburse the first GRE exam you take. See <http://www.gre.com> for other testing locations in your area. Your scores must be taken within the five years of your graduate school start date.
- College Transcripts. All undergraduate and graduate transcripts are required. You can upload these directly into your W.E.S.T. file for the initial application - they do NOT have to be sent from your college registrar. If selected, you will be required to send in two copies that do not say "Issue to Student." The HRC SOP requires a minimum of a 2.5 GPA in your B.A. or B.S. to be eligible for a fully funded masters program. If you

already have a graduate degree or graduate work completed, you are NOT exempted from any application requirements.

- APFT Card
- Officer Record Brief (ORB). Download a copy from HRC and post to W.E.S.T. Update as needed.
- DA Photo - so we can match a face to a name.

Application Notes:

* Please let your branch manager know you are competing for an assignment at West Point.

** Face to face interviews with the senior faculty will be arranged at your request (please complete your file prior to requesting interviews). Interviews are not required.

*** Once received, the contents of your application packet become the property of USMA. We are unable to return pictures or documents if submitted in hard copy. Maintain all originals. Digital files will be kept on file and safeguarded using standard privacy act methods, but may remain archived until such a time as the Department no longer deems them to be competitive against future requirements.