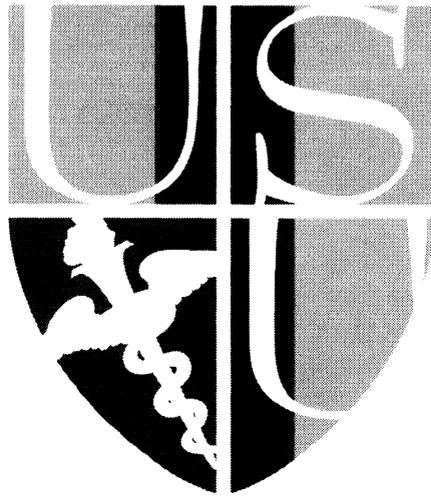


**USUHS
INSTRUCTION
5103**

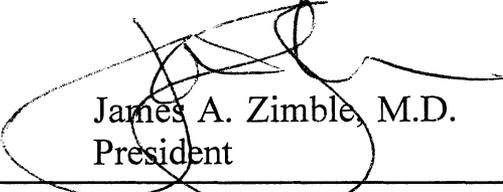




USUHS



DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-5103 (PRS)	DATE NOV 4 1999
ATTACHMENTS Enclosure 4	
INSTRUCTIONS FOR RECIPIENTS The following changes to USUHS Instruction 5103, "Uniformed Services University of the Health Sciences Committee for Names and Honors," dated March 8, 1999 have been authorized. <u>Changes</u> Page 2, after paragraph 6., add: 7. Nominations for the University Medal will be in accordance with <i>Enclosure 4</i> . Page 2, under Enclosures:, add: 4. University Medal Insert <i>Enclosure 4</i> . <u>Effective Date</u> These changes are effective immediately.  James A. Zimble, M.D. President	



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Uniformed Services University of the Health Sciences Committee for Names and Honors

Instruction 5103

MAR 8 2009

(PRS)

ABSTRACT

The Committee provides a forum responsible to the President, Uniformed Services University of the Health Sciences (USUHS), for consideration and advice on granting of honorary degrees and awards, establishment of new awards, or honoring USUHS activities, facilities, or buildings with names of persons or groups or those who have made exceptional contributions.

A. Purpose. This Instruction reissues USUHS Instruction 5103^a, establishes the USUHS policy, and sets forth the authority, composition, functions, and responsibilities of the USUHS committee for Names and Honors.

B. Reference. *See Enclosure 1.*

C. Applicability. This Instruction applies to students, faculty, and staff of the USUHS. This process for review and recommendation is available to any school or activity within the USUHS who seeks to honor a person or place.

D. Policy. It is USUHS policy that:

1. The Committee for Names and Honors provide a forum responsible to the President, USUHS, for consideration and advice on granting of honorary degrees and awards, establishment of new awards, or honoring USUHS activities, facilities, or

buildings with names of persons or groups or those who have made exceptional contributions;

2. The Committee is a standing committee comprised of:

- a. Dean, School of Medicine (DEN),
- b. Dean, Graduate School of Nursing (GSN),
- c. President, Faculty Senate,
- d. Chair, School of Medicine Committee of Chairs of Basic Sciences,
- e. Chair, School of Medicine Committee of Chairs of Clinical Sciences,
- f. Director, University Affairs (OUA),
- g. General Counsel (OGC) (without vote),
- h. Student Representative from School of Medicine (nominated from MSIV class by Associate Dean, Student Affairs),

i. Student Representative from Graduate School of Nursing (nominated by Dean, GSN),

j. Student Representative from the Graduate School (nominated by Associate Dean, Graduate Education (GEO)), and

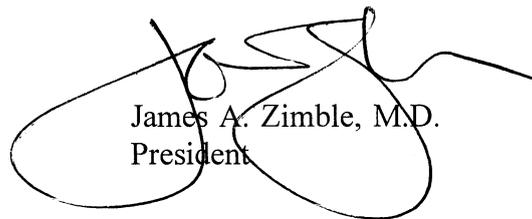
k. Vice President, Administration and Management (VAM) (without vote);

3. The Chair of the Committee will rotate every other academic year between the two Deans (the DEN will start the rotation). A simple majority is required. The Chair has no vote except in case of a tie, in which case the Chair will cast the deciding vote;

4. The Committee will meet in a timely fashion to review nominations. Nominations may be made through any department chair or activity head. Students may submit nominations through Associate Deans. The committee may solicit nominations. Committee minutes will be maintained in the Presidents Office;

5. Nominations for Honorary Degrees will be in accordance with *Enclosure 2*; and

6. Nominations for the Currerri Award will be in accordance with *Enclosure 3*.



James A. Zimble, M.D.
President

Enclosures:

1. Reference
2. Honorary Degrees
3. Currerri Award

REFERENCE

- (a) USUHS Instruction 5103, "USUHS Committee for Names and Honors," dated January 2, 1998 (hereby cancelled)

HONORARY DEGREES

A. Background

During its first dozen years, the USUHS honored numerous individuals (e.g., friends, guests, supporters, faculty members), by presenting them with various awards (e.g., plaques, certificates, medals). About 1990 a practice was established whereby these numerous individuals could be presented honorary degrees during annual commencement. Perhaps as many as a dozen honorary degrees have been presented since that time. To date, selections for honorary degrees have been randomly nominated by faculty or administration without benefit of a formal process to ensure the worthiness of nominees or recipients. Following is the process for nomination, review, and selection of recipients of honorary degrees.

B. Policy

1. Honorary degrees are bestowed to recognize persons with extraordinary accomplishments in fields such as science, medicine, the military, military medicine, education, government, public administration, or international relations.

2. Any member, activity, group, department, or school may nominate a person believed to be deserving of receipt of an honorary degree at the next USUHS commencement.

3. Documentation supporting the nomination must include a narrative justification, a resume or curriculum vitae for the nominee, and a cover letter from the Department Chair and the Dean of the school seconding the nomination. The following important information must be included in the justification:

a. An outline of the nominee's relationship to the Uniformed Services and the USUHS;

b. The nominee's specific scholarly, academic, political, governmental, and societal contributions; and

c. Any local, national, international awards, or previous recognition of the nominee must be described.

4. The nomination must be submitted to the Committee for Names and Honors for review and concurrence or denial by January 15 of the year in which the degree would be granted. This permits the Committee sufficient time for review and preparation of recommendations for submission to the February quarterly meeting of the USUHS Board of Regents before the May commencement of the same year. The honorary degree must be approved by the Board of Regents and subsequently by the President, USUHS.

CURRERI AWARD

A. Background

In 1996 the medical school class of 1996 began seeking a mechanism to reward BG Michael Rexroad, a retired Air Force officer who had long assisted the School of Medicine and the USUHS through his connections with the Congress and other American leaders. It was suggested that a student award be designed in the name of President Anthony Curreri, the first President of the USUHS. President Zimble and the USUHS administration agreed. An award plaque was prepared and BG Rexroad was honored as the first winner of the Curreri Award. In 1997 the Curreri Award was presented to Mr. John Dressendorfer and in 1998 to Mrs. Lorraine Sanford. During discussions of the Names and Honors Committee on December 9, 1998, it was recognized that a more formal process needed to be in place to ensure the consistency, integrity, and relevance of the award. Following is the process for nomination, review, and selection of an annual Curreri Award.

B. Policy

1. The Award will honor an individual who has made substantial long-term contributions to the USUHS, and/or the School of Medicine, and/or the Graduate School of Nursing. The School of Medicine includes medical students and graduate students. Hence, students from the two schools may participate by selecting nominees for the Curreri Award.

2. Students, using the Student Advisory Councils will each year, and in consultation with faculty and administration, select a list of two or three individuals who have made long-term contributions to the USUHS and its schools.

3. Long-term implies a period exceeding five years.

4. Nominees may be active duty or civilians. Nominees are not required to be physicians, health practitioners, or scientists, and generally will be individuals not affiliated with the USUHS in an official capacity.

5. Nominee's contributions must be clearly articulated in writing for subsequent review by the Student Advisory Councils, the Committee for Names and Honors, and ultimately by the President, USUHS.

6. Though nominations must be considered every year, it is not necessary that presentations be made every year. If the Student Advisory Councils are unable to find appropriate candidates after canvassing students, faculty, and administration, they will so notify the Names and Honors Committee by February 1 in the year the award would be presented.

Enclosure 3

7. Nominations must be completed by the Student Advisory Councils and submitted to the Committee for Names and Honors by February 1 of the year of presentation.

8. The Committee for Names and Honors will submit a final nomination of one awardee to the President, USUHS for approval by March 1 of the year of presentation.

9. The Curreri Award will be presented during the annual awards ceremony, held shortly before commencement.

10. The President, USUHS will notify the Committee for Names and Honors and the Student Advisory Councils in writing of his acceptance or rejection of the nominee(s) for the Curreri Award.

UNIVERSITY MEDAL

A. Background

Certain alumni, faculty members, friends, and supporters of the USUHS and its schools merit recognition for public service, or for enhancing public knowledge of the USUHS mission, or for professional or academic success. The University Medal may be awarded by the President, USUHS with recommendations approved by the Board of Regents upon the recommendation of the Committee for Names and Honors.

B. Policy

1. The University Medal may be bestowed on alumni, faculty members, ex-faculty members, friends, and supporters of the USUHS and its schools in recognition for professional or academic success, or their promotion of the USUHS and its programs. Receipt of the numbered medal should represent singular accomplishment.

2. Any member, activity, group, department, or school may nominate a person believed to be deserving of receipt of the University Medal. The medal will usually be presented at the annual university commencement, however, the President, USUHS may permit presentation at other appropriate times and places.

3. Documentation supporting the nomination must include a narrative justification, a resume or curriculum vitae for the nominee and a cover letter from the Department Chair and the Dean of the school seconding the nomination. Information required includes:

a. An outline of the nominee's relationship to the USUHS.

b. A detailed description and specific justification for awarding of the medal.

c. The nomination must be submitted to the Committee for Names and Honors by January 15 of the year when it may be presented at commencement; or at least 90 days before presentation at a venue other than commencement as approved by the President, USUHS.

d. The President, USUHS will establish a formal recognition site within the USUHS that will display the names of the recipients of the University Medal, the date of receipt, and the number of the medal awarded.