USUHS Instruction 1100

SUBJECT: Appointments, Promotion, and Tenure of Faculty
Instruction 1100 (ADF)
ABSTRACT

This instruction establishes policies and procedures for the appointment, promotion and tenure of the faculty of the Uniformed Services University of the Health Sciences (USUHS). Information contained in the Enclosures to this document defines the necessary scholarly and professional qualifications for faculty members, tracks, titles, and the procedures for appointment. The policies and procedures for promotion, tenure, termination, suspension or due process are included.

A. Reissuance and Purpose.

This Instruction reissues USUHS Instruction 1100Aa, provides policies and procedures for the appointment, promotion, and tenure of USUHS faculty, and describes terms of appointment, provisions for annual review, granting, suspension and termination of appointments and tenure, and due process for faculty actions.

B. References. See Enclosure 1.

C. Applicability.

This Instruction applies to all USUHS components.

D. Policy. It is USUHS policy that:

1. The mission, governance, organization. responsibilities, and functions of the set forth in Department of Defense (DoD) Directive 5105.45b.

2. The President USUHS manages university programs, activities, personnel and resources as prescribed by the Assistant Secretary of Defense (Health Affairs), with the advice of the Board of Regents (BOR). The BOR will provide advice to the President, USUHS on all policy decisions and all recommendations regarding faculty status. The BOR will work with the President, USUHS to assure comparable faculty standards across the USUHS. The Deans of each school shall develop and administer policies and procedures on the academic affairs of their respective schools. The faculty has the responsibility to initiate appointments, promotion, tenure and will provide guidance concerning policy development. review, and administrative responsibilities in matters of faculty status.

3. Faculty appointments, promotions, and tenure shall reflect the mission of the USUHS, the School of Medicine (SOM), and the Graduate School of Nursing (GSN).

E. Qualifications of Faculty

1. Faculty shall be judged on their areas of scholarship, professional service, clinical service, institutional citizenship, and other professional attainments. These may include but are not limited to:

a. Research activity;

b. Teaching ability and activity;
c. Clinical expertise;
d. Professional and intellectual integrity;
e. Reputation among peers;
f. Receipt of scholarly awards and fellowships;
g. Professional service to scholarly, scientific, military, or public health communities through membership, service, and leadership on professional or scientific committees;
h. Institutional citizenship through committee and administrative work and service to the USUHS and/or its' affiliated institutions;
i. Contributions to continuing education programs; and
j. Advanced degrees and professional certifications.

The University is a federally established educational institution. Faculty are responsible to the University and to DoD. Faculty in their professional and University related activities shall conduct themselves in a manner that will preserve their professional effectiveness and reflect credit upon the academic profession, the USUHS, and DoD.

F. Selection and Appointment of the Dean of a USUHS School.

1. The President, USUHS with the advice of the BOR shall appoint and charge a search committee.

a. The faculty representation required on the search committee shall consist of at least two tenured civilian and two uniformed service members holding academic rank at the level of associate Professor or higher. The majority of the committee members will be from the school in which the Dean being selected will serve.
b. The search committee shall follow the procedures outlined in their charge and the relevant Enclosure of this Instruction. The search committee shall only recommend candidates it deems qualified for appointment with an academic title at the rank of Professor. I he academic rank and tenure status of the Dean shall be determined by the standards defined in the relevant Enclosure of this Instruction.
c. The search committee shall submit its recommendation to the President, USUHS.

2. The President, USUHS shall consult with the BOR and appropriate Chairs concerning all recommended appointments.

3. The President, USUHS may reject the search committee's recommendations and may ask the committee to review other candidates or the President, USUHS may accept the recommendations.

4. The final choice for the Dean will be made by the President, USUHS.

G. Delegation of Authority.

The President, USUHS; appropriate deans; and Department Chairs may delegate in writing his or her duties as prescribed in this Instruction and Enclosures.

H. Termination or Suspension of Faculty Appointments. See Enclosure 2.

I. Procedures. See Enclosures 3 and 4.

Enclosures:

1. References
2. Termination or Suspension of Faculty Appointments
3. Procedures - F. Edward Hebert School of Medicine
4. Procedures - Graduate School of Nursing

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