



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: USU Standing Committee Appointments

Instruction 5307

(PRS)

JAN 28 2016

ABSTRACT

This Instruction establishes policies, responsibilities, and procedures to be followed for appointment to any Standing Committee by the President, Uniformed Services University of the Health Sciences (USU). It does not cover Ad Hoc committees or other temporary groups.

A. Reissuance and Purpose.

This Instruction replaces USU PPM-001-2000 – Committee Appointments (Reference a).

B. References. *See Enclosure 1.*

C. Applicability.

1. This Instruction is applicable to all USU personnel and other individuals serving on USU Standing Committees.

D. Period of Appointment.

1. For most committees, the terms of appointment are staggered, with the usual individual term of appointment being three years.

2. Reappointment is not encouraged but is allowed unless specifically precluded. Individuals serve “at the pleasure” of the President, USU.

3. Appointments may be made or withdrawn for various reasons (e.g., resignation from the committee, replacement of departing member, failure to attend meetings).

E. Representation:

1. Appointments are made so that sufficient expertise exists within that committee to accomplish its assigned responsibilities. At the same time an attempt should be made to select individuals who will provide a cross section of the USU community.

2. Members include Federal employees assigned to USU or other Federal government agencies.

F. Charge:

The charge by the President, USU to a Standing Committee may be either broad or specific.

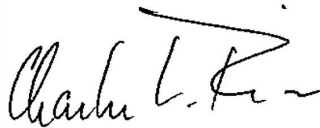
1. If the charge is broad, the committee shall draw upon its own expertise and information from others to carry out its responsibilities. Chairs of committees may be either appointed by the President, USU or appropriate Dean or elected from the membership. The specific policy is defined in the USU Instruction applicable to the specific committee.

2. If the charge is specific, the committee may be required to follow very precise steps to produce its "product," for example, the Controlled Substances and Alcohol Inventory Board.

G. Procedures. See Enclosure 2.

H. Effective Date.

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice", with a stylized flourish at the end.

Charles L. Rice, MD
President

Enclosures:

1. References
2. Procedures

REFERENCES

- (a) USU PPM-001-2000, "Committee Appointments," dated June 26, 2000 (canceled).

PROCEDURES

A. Nominations

Nominations are made throughout the year. These nominations are received from various sources, to include, but not limited to, the Faculty Senate President, President, USU, and Standing Committee Chairs.

B. Appointment Document

Nominations are reviewed by the President, USU and Chief of Staff. If the nominee is deemed qualified then an appointment memorandum is signed and issued by the President, USU, for any new committee members.

C. Declination of Appointment

Should a USU member not be able to serve or he/she or his/her Chair/Activity Head determines it would not be in that person's best interest to serve, a memorandum to that effect (with reasons) should be forwarded to the President, USU. Committee activities, however, are considered a part of USU Community Services and every effort should be made by appointees to participate.

D. Review and Appointment

The President, USU, and Chief of Staff periodically review the University Standing Committees List to examine current committee memberships, charters, and other relevant materials. The Chief of Staff maintains a full University Standing Committees List which tracks the current membership of all committees.