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Office of the President  
PPM-003-2016 (PRS)

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**SUBJECT:** Uniformed Services University of the Health Sciences Honorary Recognition Program

**References:** See Enclosure 1.

1. **Purpose:** This document provides guidance and policy on potential options to recognize outstanding performance and achievements by Uniformed Services University of the Health Sciences (USU) personnel, as well as other deserving individuals who support the University.
2. **Applicability:** The provisions of this document are applicable to all personnel who support the University.
3. **Policy:**
  - a. This program is established to encourage the participation of the USU community, as well as other individuals, in improving University operations by recognizing eligible personnel for contributions which improve or highlight the University above those normally expected.
  - b. Participation in this program will be encouraged by all levels of management.
  - c. USU awards for which the President, USU is the approving official are approved once they have been signed by the President.
  - d. Recognition under this document will not be made to personnel, Federal civilian or military, for satisfactory performance of assigned duties or for contributions which reasonably may be considered to be within the scope of those duties.
  - e. Criteria for a particular award must be met in order for the nominee to be eligible for consideration.
  - f. The President, USU, may authorize variances to this document for organizations that report to him/her.
  - g. Awards to acknowledge contributions by organizations having commercial or profit-making relationships with USU must not be established.
  - h. Awards must be consistent with Equal Employment Opportunity and Affirmative Action Employment policies, laws, regulations and Executive Orders.

*Learning to Care for Those in Harms Way*

- i. Awards are subject to applicable tax rules.

**4. Honorary Awards:**

- a. An honorary award is a form of recognition for exceptionally meritorious contributions which have a substantial impact on USU, the Federal government, or the public. In addition, there are numerous honorary awards given by the President, USU, the Deans of the various schools, and the USU Faculty Senate.
- b. Honorary recognition includes medals, certificates, or plaques which note the awardee's contributions. A cash award may be granted independently of, or as a supplement to, an honorary award.
- c. A recommendation for an honorary award is appropriate for an employee in recognition of a specific achievement, an act of heroism or continued distinguished service. It is also intended to serve as an incentive for further accomplishment.
- d. These awards may not be routinely given on an annual basis. These awards must be granted when contributor's achievements distinctly deserve recognition. Honorary awards should not be used simply as a means of thanking employees upon their retirement or resignation from USU.
- e. Employees who have received performance awards during the year may also be nominated for honorary awards, if the significance of their achievement warrants USU-level recognition.
- f. Managers and supervisors may nominate any USU employee for an honorary award, but the nominations must be approved by the nominee's immediate supervisor, as well as Department Chair and Dean of the school, before being submitted through the approval process.

**5. Responsibilities:** See Enclosure 2.

**6. Procedures:** See Enclosure 3.

**7. Effective Date.** This PPM becomes effective upon date of signature.



Richard W. Thomas, MD, DDS  
President

**Enclosures:**

- 1. References
- 2. Responsibilities
- 3. Awards and Procedures

**REFERENCES**

- (a) USU Instruction 1432, "Awards Program," dated May 12, 2016
- (b) School of Medicine Dean's Policy Memo (DPM-002-2011), "F. Edward Hebert School of Medicine Academic Awards and Graduation Awards Programs," dated November 28, 2011
- (c) School of Medicine Dean's Policy Memorandum (DPM-002-2012), "Faculty Awards for Excellence in Education, School of Medicine," dated May 22, 2012
- (d) USU Presidential Policy Memorandum (PPM-009-2011), "Office of the Secretary of Defense Senior and Junior Enlisted Members of the Year," dated September 19, 2011
- (e) USU Brigade Instruction 1348.03, "USU Service Member of the Year Program," dated February 10, 2012
- (f) Title 5, United States Code
- (g) Title 5, Code of Federal Regulations
- (h) Department of Defense Instruction 1400.25, Volume 451, "DoD Civilian Personnel Management System: Awards", dated November 4, 2013

## RESPONSIBILITIES

1. USU President shall act as the final approval official for all University-level awards by signing as the Approval Authority on the USU Form 1416 and any citations or certificates.
2. The Board of Regents (BOR) shall review and endorse recommendations for the USU Medal, Annual BOR Awards, and President Anthony Curreri Award. The BOR will also review and endorse requests for Honorary Degrees, Dean Emeritus/Emerita, and Honorary Naming.
3. The USU Names and Honors Committee shall review all award submissions to provide consideration and advice on granting honorary degrees, titles, awards, establishment of new awards, or the honoring of USU activities, facilities, or buildings with names of persons or groups who have made exceptional contributions to the University. Refer to USU Instruction 5103 for further guidance on the Names and Honors Committee.
4. Vice President of Finance and Administration shall monitor the operation of the awards program to ensure uniformity of policy, action, and coordination with related programs. Recommend procedures, guides, and standards that will foster expeditious functioning and increased interest and participation in the program. Review and approve or disapprove award recommendations covered by this PPM up to \$1,000.
5. Department Chairs shall ensure that supervisors identify individuals or groups deserving award consideration and submit award recommendations on their behalf. Prohibit the discussion of nominations for awards prior to action by the appropriate approving authority. Forward recommendations for awards to the Director, CHR or to the Chair of the USU Names and Honors Committee for review. Present honorary awards to employees ensuring maximum publicity within the department.
6. Managers and Supervisors shall recognize employees who have achieved accomplishments through outstanding performance that improved Government efficiency, economy, and effectiveness by recommending appropriate awards. Ensure that awards recommended and approved are commensurate with the value of the contributions to USU and/or Government. Ensure that recommendations for awards are not discussed with nominees prior to approval.
7. Director of CHR shall provide adequate staff support and services for administering, monitoring, and evaluating the recognition program in accordance with this PPM. Issue policy and procedural guidance and changes, as necessary, for effective implementation of the program. Ensure that changes in policies and procedures related to this program are properly communicated to USU employees. Ensure that the approved awards are properly and timely processed in accordance with the established policies and procedures. Monitor the awards programs to ensure compliance with procedures/requirements outlined in this PPM.

## **Recognition Awards and Procedures**

### **1. University Medal – *Presidential Approval***

- a. **Background:** The University Medal represents the highest honorary award and thus receipt of the numbered medal must represent particularly noteworthy accomplishment(s). Certain alumni, faculty members, friends, and supporters of USU and its schools merit recognition for public service, or for enhancing public knowledge of the USU mission, or for professional and academic success. The University Medal may be awarded by the President, USU with endorsement by the Board of Regents upon the recommendation of the Committee for Names and Honors. Award consists of a metal USU medallion with neck ribbon to be worn during commencement.
- b. **Procedures and Criteria:** Narrative justification for the nomination must be submitted by the department chair or activity head in the manner below:
  - Complete USU Form 1416 with a narrative justification, citation, cover letter, and curriculum vitae or resume.
  - Obtain Dean/Senior leadership approval on USU Form 1416.
  - Submit award recommendation to USU Names and Honors Committee for review.
  - The Board of Regents will review award recommendation and forward endorsement to the University President.
  - The University President will review and serve as the final approval authority.
  - Once the nomination is approved, the Office of the President will execute the administrative aspects of presenting the University Medal to include the engraving of the medal, payment of approved incurred expenses, and coordination of the presentation venue.
  - The President, USU will establish a formal recognition site within USU that will display the names of the recipients of the University Medal, the date of receipt, and the number of the medal awarded.

### **2. Board of Regents Award – *Presidential Approval***

- a. **Background:** The Board of Regents Award is the highest honor a graduating student can receive. The recipient must achieve a record of superior academic performance and professional excellence while demonstrating a strong commitment to serving fellow students and the larger community through personal service and leadership. He/she must be a role model in leadership and scholarship, both as an individual and as a team member, and have performed at the highest levels of duty and honor expected of a USU student. The award is given to an eligible student from each school, who unifies scholarship, leadership, and service. The award is presented to the student(s) at the

Board of Regents meeting preceeding the annual commencement ceremony. The award consists of a framed certificate with USU seal medallion.

b. Procedures and Criteria:

- The Board of Regents Award may be bestowed on an enrolled student of USU, in each of the three schools.
  - Any member, activity, group, department, or school may nominate a student believed to be deserving of receipt of the Board of Regents Award. The Award will usually be presented at the Board of Regents meeting preceeding the annual University commencement ceremony. However, the President, USU may permit presentation at other appropriate events.
  - Documentation supporting the nomination must include a detailed description and a specific narrative justification, a resume or curriculum vitae for the nominee and an endorsement from the Dean of the respective school seconding the nomination. Also, the nomination must be submitted to the Board of Regents by January 15, for review at the February Board of Regents quarterly meeting and presentation at the May Board meeting; or at least 120 days before presentation at a venue other than commencement as approved by the President, USU.
- c. The honorary award must be endorsed by the Board of Regents, and subsequently approved by the President, USU.

3. **President Anthony Curreri Award – *Presidential Approval***

- a. Background: In 1996, the USU School of Medicine 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 USU through his connections with Congress and other American leaders. It was suggested, and approved, that a student award be designed in the name of President Anthony Curreri, the first President of USU. In 1996 BG Rexroad was honored as the first winner of the Curreri Award.

b. Procedures and Criteria:

- The Award will honor an individual identified by the USU student body who has made substantial long-term contributions to USU, and/or the School of Medicine, Graduate School of Nursing, and the Postgraduate Dental College.
- 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 exceeding five years to USU and its schools.
- 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 USU in an official capacity.

- Nominee's contributions must be clearly articulated in writing for subsequent review by the Student Advisory Councils, the Names and Honors Committee, the Board of Regents, and ultimately by the President, USU.
- 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 January 15 in the year the award would be presented.
- Nominations must be completed by the Student Advisory Councils and submitted to the Names and Honors Committee by January 15<sup>th</sup> of the year of presentation.
- The Names and Honors Committee will submit a final nomination of one awardee to the Board of Regents for endorsement at their February meeting, and then forwarded to the President, USU for approval.
- The President, USU will notify the Names and Honors Committee and the Student Advisory Councils in writing of his/her acceptance or rejection of the nominee(s) for the Curreri Award.
- The Curreri Award will be presented during the awards ceremony held shortly before the annual commencement ceremony.

#### 4. **Honorary Degrees and Titles – *Presidential Approval***

- a. Background: During its early history, USU honored numerous individuals (e.g., friends, guests, supporters, faculty members) by presenting them with various awards (e.g., plaques, certificates, medals). In 1990, a practice was established whereby individuals could be presented honorary degrees during the annual commencement ceremony. This award consists of a certificate for presentation.
- b. Procedures and Criteria:
  - Honorary degrees are bestowed to recognize persons with extraordinary scholarly accomplishments in fields such as science, medicine, the military, military medicine, education, government, public administration, or international relations.
  - Honorary titles are bestowed to recognize individuals with extraordinary scholarly accomplishments or contributions to USU.
  - Any member, activity, group, department, or school may nominate a person believed to be deserving of receipt of an honorary degree or title.
  - Documentation supporting the nomination must include a narrative justification, a resume or curriculum vitae for the nominee, 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:

- An outline of the nominee's relationship to the uniformed services and USU.
  - The nominee's specific scholarly contributions.
  - A listing of any local, national, international awards, or previous recognition of the nominee.
- For an honorary degree, the nomination must be submitted to the Names and Honors Committee for review and concurrence or denial by January 15<sup>th</sup> of the year in which the degree would be granted at the annual commencement ceremony. This allows the Committee sufficient time for review and preparation of recommendations for submission to the February quarterly meeting of the USU Board of Regents before the May commencement ceremony of the same year. The honorary degree must be endorsed by the Board of Regents, and subsequently approved by the President, USU.
  - For an honorary title, the nomination can be submitted through the year. The nomination must be submitted to the Names and Honors Committee for review and recommendation. It is then forwarded to the Board of Regents for endorsement and subsequently approved by the USU President.

#### 5. **Honorary Naming of Facilities, Locations, and Activities** – *Presidential Approval*

a. Background: This is an honor requested for someone who has shown dedication, commitment, and long-standing achievement on behalf of the University. A plaque with the honoree's name is installed at the location. No individual item is presented.

##### b. Procedures and Criteria:

- The submission must include a memorandum containing specific justification of why this person deserves the honorary naming. Attach a copy of the subject's curriculum vitae (CV). This submission must have approval from the Department Chair and Dean of the School.
- After Dean of the School approves, the submission is forwarded to the USU Names and Honors Committee for review.
- The USU Names and Honors Committee will review and vote on the merits of the submission. The Chair of the Committee will forward their recommendation to the President, USU.
- The President, USU has final decision authority and will sign the submitted memorandum from the USU Names and Honors Committee with final approval or rejection.
- Final decision is returned to the submitter. If approved, submitter must now contact USU Facilities to obtain and install any items (plaque, etc) to display the honorary naming.



**6. Dean Emeritus/Emerita – Presidential Approval**

a. Background: The prefix Dean Emeritus/Emerita may be used only for retired faculty who have held the rank of Dean and have rendered long and distinguished service to USU. This award consists of the honorary title with no other item presented.

b. Procedures and Criteria:

- The honoree's name is submitted for selection to the USU Names and Honors Committee as Dean Emeritus/Emerita by a current Dean. The submitted memorandum will include a justification of specific accomplishments and dedication to the University. Also, the submission must include a biography and CV of the honoree.
- The USU Names and Honors Committee will review the submission and vote on approval. Their decision will then be forwarded to the Board of Regents for review.
- The Board of Regents will review the submission and vote on approval before forwarding to the President, USU.
- The President, USU will consider the responses from the USU Names and Honors Committee and Board of Regents before providing the final decision.

**7. Office of the Secretary of Defense (OSD) Senior Enlisted Member of the Year – Presidential Approval**

a. Background: The USU Brigade has established processes that result in the selection of a USU Senior Service Member (E-7 through E-9) of the year.

b. Procedures and Criteria: The USU Brigade Commander shall propose those individuals to the USU President for nomination to the Director, Military Personnel, Washington Headquarters Service, no later than January 15<sup>th</sup> of each year. For further details see Reference (d).

**8. Office of the Secretary of Defense (OSD) Junior Enlisted Member of the Year – Presidential Approval**

a. Background: The USU Brigade has established processes that result in the selection of a USU Junior Service Member (E-1 through E-6) of the year.

b. Procedures and Criteria: The USU Brigade Commander shall propose those individuals to the USU President for nomination to the Director, Military Personnel, Washington Headquarters Service, no later than January 15<sup>th</sup> of each year. For further details see Reference (d).

**9. USU Service Member of the Year Award – *President Approval***

- a. Background: The USU Service Member of the Year Award was established to recognize those military members providing outstanding service to the University on a daily basis. The applicability of this award is only for the enlisted military personnel with direct order of assignment to the USU Brigade.
- b. Procedures and Criteria: See Reference (e) for submission procedures and more detailed information on this award.

**10. SOM - Distinguished Academic Performance Award – *Dean SOM Approval***

- a. Background: This award is given to the student having the most distinguished overall performance in a single-graded department course, interdisciplinary course, or clerkship, during the program year. In exceptional circumstances if two or three students are equally qualified, each will receive the award. No more than three awards will be permitted from a single departmental course, interdisciplinary course or clerkship. A certificate is presented to the awardee at an appropriate event.
- b. Procedures and Criteria: For criteria and further details on submission procedures see Reference (f).

**11. SOM - Outstanding Academic Performance Award - *Dean SOM Approval***

- a. Background: This award is given to students whose overall performance in a single-graded departmental course, interdisciplinary course, or clerkship placed them in the top five percent of students in the course or clerkship but not at the highest level reserved for the Distinguished Academic Performance Award. A certificate is presented to the awardee at an appropriate event.
- b. Procedures and Criteria: For criteria and further details on submission procedures see Reference (h).

**12. SOM - Dean's Award for Academic Excellence - *Dean SOM Approval***

- a. Background: This award is given to students who demonstrate extraordinary, broad general excellence in multiple areas during the awards program year. This award recognizes the highest level of overall academic accomplishment. A certificate is presented to the awardee at an appropriate event.
- b. Procedures and Criteria: For criteria and further details on submission procedures see Reference (h).

**13. SOM - William P. Clements Jr. Award - Dean SOM Approval**

- a. Background: All uniformed officers holding an academic appointment at USU with the rank of Assistant Professor or higher are eligible. Nominees need not occupy a USU billet and need not be stationed in the greater Washington, DC area. The recipient must be on active duty at the time of the award. However, he/she may have been reassigned (for a period not to exceed one year) at the time of the presentation. Previous recipients are not eligible. Awardees receive a wooden plaque at an appropriate event.
- b. Procedures and Criteria: For criteria and further details on submission procedures see Reference (g).

**14. SOM - Outstanding Civilian Educator Award - Dean SOM Approval**

- a. Background: All civilian faculty members holding the rank of Assistant Professor or higher are eligible. Nominees need not occupy a USU billet and need not be located in the greater Washington, DC area. Recipients become eligible for this award again after five years. Awardees receive a wooden plaque at an appropriate event.
- b. Procedures and Criteria: For criteria and further details on submission procedures see Reference (g).

**15. SOM - Outstanding Biomedical Graduate Educator Award - Dean SOM Approval**

- a. Background: All SOM faculty holding the rank of Assistant Professor or higher in any SOM department or program which has a Ph.D./Dr. P.H. graduate training program are eligible. Recipients become eligible for this award again after five years. Awardees receive a wooden plaque at an appropriate event.
- b. Procedures and Criteria: For criteria and further details on submission procedures see Reference (g).

**16. SOM – CAPT Richard R. Hooper Award in Preventive Medicine for MSIV's - Dean SOM Approval**

- a. Background: CAPT Richard R. Hooper was a career Navy Preventive Medicine Officer who will be remembered for his dedication to Navy Medicine, his love of learning, and his dignity, courage, and depth of character. This award recognizes a “graduating medical student who shows exceptional promise in and commitment to the principles of Preventive Medicine” and displayed an interest in putting prevention into practice. Awardees receive a wooden plaque at an appropriate event.

- b. Procedures and Criteria: Submit one or two paragraphs describing the nominee's contributions and interest in Preventive Medicine and why they might be deserving of this award. Highlight academic achievements, research, and teaching activities as well as practical contributions to Preventive Medicine made during the course of training and patient care.

Please include the nominees contact information: 1) Name 2) Email address and 3) telephone number. Nominees may be contacted by the selection committee for an interview in person or by phone. This is a great opportunity to recognize those MSIV's who have already made or demonstrated the potential to make significant contributions to the field of Preventive Medicine!

**17. FACSSEN – Dr. Carol J. Johns Medal – *Faculty Senate Approval***

- a. Background: Carol J. Johns, M.D., Professor, Johns Hopkins School of Medicine, was a long-time enthusiastic and effective supporter of the University. Dr. Johns worked for the health and survival of the University in numerous ways, and served as a member of the USU Board of Regents from 1985 until her death in 2000. A warm and gifted woman with remarkable personal humility and gentleness, Dr. Johns achieved the highest honors in academic medicine as a nationally-recognized clinician, academician, and teacher. The University established an annual award in her name, the Carol J. Johns Medal. The Medal will honor the faculty member whose accomplishments emulate Dr. Johns' spirit in: furthering the welfare and excellence of the USU faculty; promoting outstanding educational programs for the students; and, advancing the reputation of the University locally, nationally, and internationally. The Carol J. Johns Medal was presented for the first time during the 2001 USU Commencement Ceremonies.
- b. Procedures and Criteria: Any faculty member may be nominated with an online form that describes the candidate's accomplishments in these three areas along with the candidate's CV and two letters of support. The full Faculty Senate is then invited to complete online Likert scales to score the merit of these accomplishments and supplementary materials. The collected scores are ranked and summarized, then submitted to the President of the Faculty Senate for award.

**18. FACSSEN – Dr. Henry C. Wu Award for Excellence in Basic Research - *Faculty Senate Approval***

- a. Background: The Wu Award for Excellence in Research recognize USU faculty members and AFRRRI scientists who, in the estimation of their peers, have made the most significant published scientific contribution to translational/clinical and basic biomedical research respectively, during the past three years. The recipients of this award give his or her Award Lecture at the session named in honor of Dr. Wu during the University Research Week. Each recipient receives a certificate and a grant award of \$2,500.

b. Procedures and Criteria:

- Nomination and Selection Committee. Any full-time employee of USU or AFRRI may nominate one person for the Wu Award by an established deadline. The selection Committee for this award shall be selected by the Faculty Senate and be composed as follows:
  - Wu Selection Committee: 1) One member of the faculty senate research policy committee with a history of research in the basic sciences; 2) A past winner of the Wu award; 3) An outstanding basic scientist not employed by USU or AFRRI with at least a national reputation; 4) An outstanding researcher from the basic sciences shall be chosen by the Faculty Senate President; 5) A co-chair of the faculty senate research policy committee shall be the chairman of the committee but will have no vote except in the case of a tie.
  - The chair of the committee will review all abstracts in a timely fashion to ensure the nominations have been made to the appropriate committee.
- Voting by the Committee. 1) Each member of the committee shall have the opportunity to review the award nominations prior to the meeting of the Committee. 2) The Committee may meet in person to debate the merits of each nomination, or, if necessary, scoring may be completed by email. 3) After discussion each Committee member shall score the nominees allotting a score of one of the following for each nominee: outstanding-1 point, excellent-2 points, very good-3 points, good-4 points, fair-5 points. 4) The individual with the lowest mean score will be the winner. If there is a tie then a co-chair of the Research Policy Committee will determine the winner. 5) Conflict of interest will exist if a member of the committee has co-authored a paper, served as a mentor or mentee, or shares a grant within the past seven years with any of the nominees. A conflict of interest shall also exist if the committee member is biologically related, or related by marriage, to any of the nominees.
- In the event of a conflict of interest, the committee member may not advocate for the nominee for which they have a conflict of interest. They may, however, participate in the discussion but may not vote. At the time of voting the member who has a conflict of interest must leave the room.
- Award Criteria: The Wu award is awarded for excellence in basic science to a USU faculty member or AFRRI scientist who has made a substantial contribution to biomedical science as measured by a significant peer-reviewed publicized paper. The following criteria must be met: (a) be published within the last three years and (b) while the nominee has been at the University, (c) the nominee should be first or the senior author on the paper, (d) all related work should have been carried out while the faculty member or AFRRI scientist was here at USU and (e) the nominee shall be a full-time faculty member of USU or AFRRI scientist.
- The basic science should represent one of the following: 1) a large step in our molecular understanding of cellular or pathological process, 2) the development of a novel technology which will further advance science, or 3) the development of a

potentially new approach in addressing a disease or disorder. The science should have or be expected to make a large impact in the particular field of study.

- In the event that the selection committee for this award deems that nominations do not represent an adequately substantial, paradigm-altering contribution to the field of study, the selection Committee may choose not to select a winning nomination. In the event that the voting by the selection Committee for either award results in the finding that more than one of the nominations is equally worthy and represent an equally large impact in the particular fields of study, the selection Committee may chose more than one winner of the respective award.

**19. FACSSEN – Dr. James J. Leonard Award for Excellence in Clinical Research - Faculty Senate Approval**

- a. Background: The Leonard Award for Excellence in Research recognizes USU faculty members and AFRRI scientists who, in the estimation of their peers, have made the most significant published scientific contribution to translational/clinical and basic biomedical research respectively, during the past three years. The recipients of this Award give his or her Award Lecture at the session named in honor of Dr. Leonard during the University Research Week. Each recipient receives a certificate and a grant award of \$2,500.

b. Procedures and Criteria:

- **Nomination and Selection Committee.** Any full-time employee of USU or AFRRI may nominate one person for the Leonard Award by an established deadline. The selection Committee for this award shall be selected by the Faculty Senate and be composed as follows:
  - Leonard Selection Committee: 1) A member of the faculty senate research policy committee with a research history in the translational/clinical sciences; 2) A past winner of the Leonard award; 3) An outstanding translational/clinical scientist not employed by USU or AFRRI with at least a national reputation; 4) An outstanding researcher from the translational/clinical sciences shall be chosen by the faculty senate President; 5) A co-chair of the faculty senate research policy committee shall be the chairman of the committee but will have no vote except in the case of a tie.
  - The chair of the Committee will review all abstracts in a timely fashion to ensure the nominations have been made to the appropriate Committee.
- **Voting by the committee.** 1) Each member of the committee shall have the opportunity to review the award nominations prior to the meeting of the committee. 2) The committee may meet in person to debate the merits of each nomination, or, if necessary, scoring may be completed by email. 3) After discussion each committee member shall score the nominees allotting a score of one of the following for each nominee: outstanding-1 point, excellent-2 points, very good-3 points, good-4 points, fair-5 points. 4) The individual with the lowest mean score will be the winner. If there is a tie then a co-chair of the Research Policy Committee will determine the winner. 5) Conflict of interest will exist if a member of the committee has co-authored a paper, served as a mentor or mentee, or shares a grant within the past 7 years with any of the nominees. A

conflict of interest shall also exist if the committee member is biologically related, or related by marriage, to any of the nominees.

- In the event of a conflict of interest, the committee member may not advocate for the nominee for which they have a conflict of interest. They may however participate in the discussion but may not vote. At the time of voting the member who has a conflict of interest must leave the room.
- Award Criteria. The Leonard award is presented for excellence in translational or clinical research to a USU faculty member or AFFRI scientist who has made a substantial contribution to biomedical science as measured by a significant peer-reviewed publicized paper. The following criteria must be met: (a) be published within the last three years and (b) while the nominee has been at the University, (c) the nominee should be first or the senior author on the paper, (d) all related work should have been carried out while the faculty member or AFFRI scientist was here at USU, and (e) the nominee shall be a full-time faculty member of USU or AFFRI scientist.

The translational or clinical research should have *the potential to* either 1) significantly reduce the mortality or morbidity of a disease or condition, or 2) improve the quality of life or patient outcomes. This research should have the ability to be readily implemented or be practical in its approach in order for it to be likely utilized by clinicians.

In the event that the selection committee for this award deems that nominations for their respective award do not represent an adequately substantial, paradigm-altering contribution to the field of study, the selection committee may choose not to select a winning nomination. In the event that the voting by the selection committee for either award results in the finding that more than one of the nominations is equally worthy and represent an equally large impact in the particular fields of study, the selection committee may chose more than one winner of the respective award.

## 20. FACSSEN – Innovation in Education Award - Faculty Senate Approval

- a. Background: The USU Faculty Senate established two awards in 2009 to recognize innovation in preclinical teaching and innovation in clinical teaching. These awards honor faculty who exceeded the standards of teaching to improve the student experience. Each grant consists of a certificate and \$2,500 to be used for future educational innovation. Awardees are selected by the USU Faculty Senate Education Committee from nominations received from faculty. Awards are presented at the annual Education Day event.
- b. Procedures and Criteria: Any USU faculty member may submit a brief abstract of approximately 500 words describing their teaching innovation to the Faculty Senate Education Committee via an online web form. All faculty senators and officers are invited to rank the de-identified abstracts online – generally applying these criteria:
  - What is the **General Quality** of this project?
  - What is the **Impact on Student Learning** for this project?
  - What is the **Impact on the Educational Program** for this project?

- What is the **Level of Innovation** of this project?

The Faculty Senate Education Committee uses these rankings to narrow the candidate pool to six finalists. These finalists are then invited to present their abstracts during the annual Education Day program. Selected candidates give a 10 minute presentation of their project to all Education Day participants. The candidates then answer questions from the audience for five minutes. Education day participants use an audience response system to select the popular awardee. A Judge's Panel designated by the Senate Education Committee selects the other awardee. Subject to the availability of funds, both winners may be eligible for a small educational grant to further advance their teaching innovation.

## 21. **FACSEN – Outstanding Staff Awards** - *Faculty Senate Approval*

- a. Background: The Outstanding Staff award was initiated by the Faculty Senate in 2005 to recognize an exceptional staff member for outstanding faculty support to help USU excel in research, teaching, or patient care, and for maintaining the culture of collegiality and professionalism at USU. A wall plaque that is engraved with the names of the award recipients is displayed in the lobby of Building B. Recipients receive a certificate in their honor.
- b. Procedures and Criteria: Any support staff member can be nominated by a faculty member using an online form – the nominations are free-form descriptions supporting the aforementioned criteria. The nominations are then presented to the full senate for ranking. Average rankings are compiled by the Faculty Senate Education committee and presented to the President of the Faculty Senate for award.