



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
usuhs.edu



OCT 24 2018

Office of the President
PPM-005-2018

SUBJECT: Authority for the Selection of Candidates for Administratively Determined (AD) Administrator Positions

A. Purpose. This President's Policy Memorandum is issued to establish the authority for the selection of candidates for USU AD Administrator Positions, whose compensation is based on the Academic Administrators Salary Schedule published by Defense Civilian Personnel Advisory Service (DCPAS).

B. Applicability. This policy applies to all advertised USU AD Administrator positions.

C. Policy.

1. Search Committee

a. Recruitment search committees will be established in accordance with USU Instructions 1100 and 1107. Search committees for AD Administrator positions will be appointed by the President, USU, or his designee. All search committees will consist of at least three (3) members to include a committee Chair appointed by the President, USU, or the designated official, and must follow the procedures specified in the charge by the President, USU, or the designated official, to the committee. The search committee will be established and charged at the beginning of the search process prior to reviewing any candidates. The search committee Chair should consult with the Civilian Human Resources (CHR), Staffing and Classification Division, prior to conducting a search to obtain recruitment instructions on performing searches for civilian positions.

2. Candidate Selection

a. The selection of candidates for advertised AD Administrator positions will be made by the President USU, or his designee.

D. Effective Date: This President's Policy Memorandum shall be effective immediately.

Richard W. Thomas, MD, DDS, FACS
President

Enclosures:
1. Reference

REFERENCES

1. USU Instruction 1100, "Appointments, Promotion, and Tenure of Faculty and Academic Staff", Dated May 15, 2017.

2. USU Instruction 1107A, "Recruitment and Nomination Procedures for Appointment, Promotion and Grading Tenure for USU Civilian and Military Faculty", Dated November 8, 2010.