



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



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

### **Instruction 5103**

(PRS)

**OCT 25 2018**

#### **ABSTRACT**

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

**A. Purpose.** This Instruction reissues USU Instruction 5103 (Reference a), establishes USU policy, including the composition, authorities, and conduct of the USU Committee for Names and Honors.

**B. References.** *See Enclosure 1.*

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

**D. Policy.** It is USU policy that:

1. The Committee for Names and Honors provide a forum responsible to the President, USU, to consider and recommend the granting of honorary degrees and awards, establishment of new awards, or honoring USU activities, facilities, or buildings with names of persons or groups for those who have made exceptional contributions.

2. This is a standing Committee comprised of:

- a. Dean, F. Edward Hébert School of Medicine
- b. Dean, Daniel K. Inouye Graduate School of Nursing

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- c. Executive Dean, Postgraduate Dental College
  - d. Dean, College of Allied Health Sciences
  - e. Director, Armed Forces Radiobiology Research Institute
  - f. President, Faculty Senate
  - g. Chair, School of Medicine Committee of Chairs of Basic Sciences
  - h. Chair, School of Medicine Committee of Chairs of Clinical Sciences
  - i. General Counsel (OGC) (*without vote*)
  - j. A Student Representative from the School of Medicine (SOM) (nominated from the MS-IV class by the Associate Dean, Student Affairs)
  - k. A Student Representative from the Graduate School of Nursing (nominated by the Dean, GSN)
  - l. A Student Representative from the Graduate School (nominated by the Associate Dean Graduate Education (GEO))
3. The Chair of the Committee will rotate every other academic year between the school Deans and Director of AFRRI. The current Chair has the option to remain in the position if he/she so choose and the extension is approved by the Committee. The Chair and Committee members will be approved and appointed by the President of USU in writing.
4. The Committee will review nominations electronically via email. Any Committee member may request an in-person or telephonic meeting of the Committee prior to voting on any specific award.
5. A quorum is represented by the participation, in-person, telephonically or electronically, of at least six voting members. All Committee actions will be by a majority vote of members participating.
6. The Names and Honors Committee Executive Secretary will maintain historical files of awards and honors reviewed and approved by the Committee and will prepare required member appointment memorandums and any other required documents to assist the Chair.

7. All Committee proceedings, discussions and recommendations are private and confidential and should not be disclosed absent prior approval from the Chair.

A handwritten signature in black ink, appearing to read "RW Thomas". The signature is written in a cursive, somewhat stylized font.

Richard W. Thomas, MD, DDS, FACS  
President

Enclosures:

1. References

**REFERENCES**

- a) USU Instruction 5103, "Uniformed Services University of the Health Sciences Committee for Names and Honors," dated September 18, 2009 (hereby cancelled).
- b) USU Instruction 1215, "F. Edward Hébert School of Medicine Academic Awards and Graduation Awards Programs," dated March 19, 2003.
- c) USU Presidential Policy Memorandum (PPM-003-2016), "Uniformed Services University of the Health Sciences Honorary Recognition Program" dated September 14, 2016.
- d) USU Instruction 1432, "Awards Program" dated May 5, 2016.