



OFFICE OF THE
PRESIDENT
(301) 295-3013

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



August 20, 2013

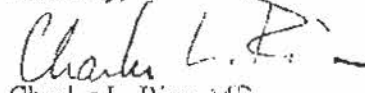
Dear Dr. (b)(6)

Congratulations! As the President of the Uniformed Services University of the Health Sciences (USUHS), I am pleased to confirm our offer and your acceptance of the position of Dean (non-tenured) of the School of Medicine (SOM) and as a Professor (with tenure) in the Department of Military and Emergency Medicine (MEM), SOM. The position of Dean, SOM, is an administrative position and is non-tenured. Your appointment as Dean is for a term of five years and may be renewed by the President, USUHS. Please note that all administrative positions of this type serve at the pleasure of the President, USUHS. Following the coordination of your appointment with our Civilian Human Resources office (CHR), the effective date of your appointment will be established.

Your salary for performing as Dean, SOM, will be [REDACTED] per annum. Your basic salary for your appointment as a tenured Professor in the MEM, SOM, will be [REDACTED] per annum. This will be your basic salary for solely performing the duties of a tenured Professor. This salary will not be paid in addition to the above salary for serving as Dean. Should you stop performing as the Dean, SOM, your basic salary as a tenured Professor will be set at no less than [REDACTED] per annum, plus any adjustments as determined by the President, USUHS, but will not to exceed the current SOM Faculty Salary Schedule (Group MD) maximum base pay level for the Professor pay band. Other compensation and benefits (i.e., bonuses, allowances, etc) will be consistent with established USUHS policies on pay and benefits for University Administratively-Determined (AD) employees.

I look forward to working with you and hope that you find your new position rewarding. Please formally acknowledge this offer of appointment as stipulated above by indicating your acceptance or declination and by signing below. Return this letter with your decision to USUHS, CHR Room A1022, 4301 Jones Bridge Road, Bethesda, Maryland 20814 or fax it to Ms. (b)(6) (b)(6) Chief, Employment Division, CHR, at (b)(6). If you have questions or require assistance, you can reach Ms. (b)(6) at (b)(6) or me at (b)(6).

Sincerely,


Charles L. Rice, MD
President

(b)(6)

appointment. Date: 8/20/13

Employee's Signature

125ERNUL3DD60DDAATD465755

REQUEST FOR PERSONNEL ACTION

12DEN002

PART A - Request Office (Also complete Part B, Items 1, 2, 22, 32, 33, 36, and 39.)

1. Action Requested

Recruit (vice Laughlin)

3. For Additional Information Call (Name and Telephone Number)

Charles L. Rice, MD, President

5. Action Requested By (Typed Name, Title, Signature, and Request Date)

Charles L. Rice, MD, President

6. Action Authorized by (Typed Name, Title, Signature, and Concurrent Date)

Charles L. Rice, MD, President

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)

(b)(6)

2. Social Security Number

(b)(6)

3. Date of Birth

(b)(6)

4. Effective Date

9/10/13

FIRST ACTION

5-A. Code

1.7.1

5-B. Nature of Action

Excused appt. NTE 9-11-18

5-C. Code

x2m

5-D. Legal Authority

(b)(6)

5-E. Code

(b)(6)

5-F. Legal Authority

(b)(6)

SECOND ACTION

6-A. Code

(b)(6)

6-B. Nature of Action

(b)(6)

6-C. Code

(b)(6)

6-D. Nature of Action

(b)(6)

6-E. Code

(b)(6)

6-F. Nature of Action

(b)(6)

7. FROM: Position Title and Number

(b)(6)

15. TO: Position Title and Number

Dean and Professor

6933A - 1253551

8. Pay Plan

(b)(6)

9. Occ. Plan

(b)(6)

10. Grade or Level

(b)(6)

11. Step or Rate

(b)(6)

12. Total Salary

(b)(6)

13. Pay Basis

(b)(6)

16. Pay Plan

AD

17. Occ. Code

0602

18. Grade or Level

00

19. Step or Rate

00

20. Total Salary

(b)(6)

21. Pay Basis

(b)(6)

12A. Basic Pay

(b)(6)

12B. Locality Adj.

(b)(6)

12C. Adj. Basic Pay

(b)(6)

12D. Other Pay

(b)(6)

20A. Basic Pay

(b)(6)

20B. Locality Adj.

0

20C. Adj. Basic Pay

(b)(6)

20D. Other Pay

(b)(6)

14. Name and Location of Position's Organization

(b)(6)

22. Name and Location of Position's Organization

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES, F. EDWARD HEBERT SCHOOL OF MEDICINE

1B / DEN

EMPLOYEE DATA

23. Veteran Preference

(b)(6)

1-None

(b)(6)

2-5-Point

(b)(6)

3-10-Point/Disability

(b)(6)

4-10-Point/Compensable

(b)(6)

5-10-Point/Other

(b)(6)

6-10-Point/Compensable/30%

(b)(6)

24. Tenure

3

0-None

(b)(6)

1-Permanent

(b)(6)

2-Conditional

(b)(6)

3-Indefinite

(b)(6)

25. Agency Use

(b)(6)

27. FEGLI

(b)(6)

28. Annuitant Indicator

9

29. Pay Rate Determinant

0

30. Retirement Plan

(b)(6)

31. Service Comp. Date (Leave)

(b)(6)

32. Work Schedule

F

Full-Time

33. Part-Time Hours Per

(b)(6)

Biweekly

Pay Period

POSITION DATA

34. Position Occupied

2

1-Competitive Service

(b)(6)

2-SES General

(b)(6)

35. FLSA Category

E

E-Exempt

(b)(6)

N-Nonexempt

(b)(6)

36. Appropriation Code

201500 HL 9762 AB 86721D

37. Bargaining Unit Status

(b)(6)

38. Duty Station Code

(b)(6)

39. Duty Station (City - Count - State or Overseas Location)

BETHESDA, MONTGOMERY / MARYLAND

40. Agency

15101

41.

DDAATD

42.

1B

43.

1B

44.

PE

45. Educational Level

15

46.

(b)(6)

47. Academic Discipline

(b)(6)

48. Functional Class

93

49. Citizenship

(b)(6)

1-USA

(b)(6)

8-Other

(b)(6)

50. Veterans Status

(b)(6)

51. Supervisory Status

8888

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function

A. CHR

Initials/Signature

(b)(6)

Date

8/9/12

Office/Function

D.

Initials/Signature

(b)(6)

Date

(b)(6)

B. 15101

Initials/Signature

(b)(6)

Date

8/21/12

Office/Function

E.

Initials/Signature

(b)(6)

Date

(b)(6)

C. CHR

Initials/Signature

(b)(6)

Date

8/21/12

Office/Function

F.

Initials/Signature

(b)(6)

Date

(b)(6)

2. Approval: I certify that the information entire proposed action is in compliance with statutory

that the

Signature

Charles L. Rice

Approval Date

8-20-13

212778

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "Yes", please state these facts on a separate sheet and attach to SF 50.)

YES

NO

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to have regulations with regard to employment of individuals in the Federal service and their records, while section 5504 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 3304 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of the information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day -- midnight -- unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

M 01

3:013

30.5

21.2

343

M.39

M.40

222

OCT 1, 2013.

(b)(6)

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) (b)(6)	2. Social Security Number	3. Date of Birth	4. Effective Date 09-10-2013
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FIRST ACTION

5-A. Code 171	5-B. Nature of Action Excepted Appointment NTE 11-SEP-2013
5-C. Code XZM	5-D. Legal Authority Sch A, 213.31 06(E)(1)
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

8. Pay Plan	9. Org. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis
17A. Basic Pay	17B. Locality Adj.	17C. Adj. Basic Pay	17D. Other Pay		

15. TO: Position Title and Number

Dean, School of Medicine
6933A - 1253551

16. Pay Plan AD	17. Org. Code 0602	18. Grade/Level 00	19. Step/Rate 00	20. Total Salary/Award	21. Pay Basis PA
22A. Basic Pay (b)(6)	22B. Locality Adj. 50	22C. Adj. Basic Pay	22D. Other Pay 50		

14. Name and Location of Position's Organization

USUHS, HERBERT SCHOOL OF MEDICINE
OFFICE OF THE DEAN

EMPLOYEE DATA

23. Veterans Preference (b)(6)	24. Tenure 3 1-None 2-Permanent 3-Conditional 4-Indefinite	25. Agency Use	26. Veterans Preference (b)(6)
27. PECI (b)(6) Basic only	28. Appointment Indicator 9 Not Applicable	29. Pay Rate Determinant 0	
30. Retirement Plan (b)(6) Other	31. Service Comp. Date (Leave) (b)(6)	32. Work Schedule F Full-Time	33. Part-Time Hours Per Month Pay Period

POSITION DATA

34. Position Occupied 2 1-Competitive Service 2-Excepted Service 3-SES Career 4-SES Career Reserved	35. FLSA Category E Exempt N-Nonexempt	36. Appropriation Code D1	37. Bargaining Unit Status 8888
38. Duty Station Code 240130031	39. Duty Station (City - County - State or Overseas Location) BETHESDA / MONTGOMERY / MARYLAND		
40. Agency Data	41. UIC: DDAAFD	42. ORG: 1B	43. CC: 1B
			44. PAY OFF: PEIMD:

45. Remarks

Appointment affidavit executed 10-SEP-2013.

Appointment is noncareer and noncareer track under USUHS Faculty Tenure System.

Appointment is subject to annual review for funding purposes.

Health benefits pending.

TIA/CREF and disability covered.

Annual and sick leave will be accrued in accordance with the compensation plan for faculty of USUHS as approved by the Secretary of Defense.

Eligible for faculty group disability insurance effective 01-OCT-2013.

Creditable Military Service: (b)(6)

Previous retirement coverage: (b)(6)

The assignment as Dean is an administrative assignment and is without tenure. Appointment to this administrative /

46. Employing Department or Agency TRICARE Management Activity (DD40)	47. Agency Code DD40	48. Personnel Office ID 2416	49. Approval Date 09-10-2013	50. Signature/Authentication and Title of Approving Official (b)(6) By Direction of the USUHS President.
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NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) (b)(6)	2. Social Security Number	3. Date of Birth	4. Effective Date 09-10-2013
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FIRST ACTION		SECOND ACTION	
5-A. Code 171	5-B. Nature of Action Excepted Appointment NTE 11-SEP-2018	6-A. Code	6-B. Nature of Action
5-C. Code XZM	5-D. Legal Authority Sch A, 213.31 06(E)(1)	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number						15. TO: Position Title and Number Dean, School of Medicine 6933A - 1253551					
8. Pay Plan	9. Otc. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan AD	17. Otc. Code 0602	18. Grade/Level 00	19. Step/Rate 00	20. Total Salary/Award	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay (b)(6)		20B. Locality Adj. \$0	
								20C. Adj. Basic Pay		20D. Other Pay \$0	

14. Name and Location of Position's Organization						22. Name and Location of Position's Organization USUHS, HERBERT SCHOOL OF MEDICINE OFFICE OF THE DEAN					
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EMPLOYEE DATA								
23. Veterans Preference			24. Tenure		25. Agency Use		26. Veterans Preference for RIF	
<input type="checkbox"/> (b) 1 - None <input type="checkbox"/> 2 - 5 Points <input type="checkbox"/> 3 - 10 Points (Disability) <input type="checkbox"/> 4 - 10 Points (Compressible) <input type="checkbox"/> 5 - 10 Points (Other) <input type="checkbox"/> 6 - 10 Points (Compressible/Other)			<input type="checkbox"/> 3 <input type="checkbox"/> 4 - None <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 3 - Indefinite		<input type="checkbox"/> <input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> X NO	
27. FEGLI			28. Annuity Indicator		29. Pay Rate Determinant			
<input type="checkbox"/> (b) Basic only			<input type="checkbox"/> 9 Not Applicable		<input type="checkbox"/> 0			
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per	
<input type="checkbox"/> Other			<input type="checkbox"/> (b)(6)		<input type="checkbox"/> F Full-Time		<input type="checkbox"/> Biweekly <input type="checkbox"/> Pay Period	

POSITION DATA							
34. Position Occupied		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
<input type="checkbox"/> 2 <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 4 - SES Career Reserved		<input type="checkbox"/> E <input type="checkbox"/> E - Except <input type="checkbox"/> N - Nonexcept		<input type="checkbox"/> D		<input type="checkbox"/> 8888	
38. Duty Station Code 240130031				39. Duty Station (City - County - State or Overseas Location) BETHESDA / MONTGOMERY / MARYLAND			
40. Agency Data		41. UIC: DDAAFD		42. ORG: 1B		43. CC: 1B	
						44. PAY OFF: PE/MD:	

45. Remarks - Continued

position shall be for a period of five (5) years and is eligible for renewal by the President, USUHS.

Administrative appointments of this type serve at the pleasure of the President, USUHS. The appointment as Professor shall be tenured..

46. Employing Department or Agency TRICARE Management Activity (DD60)			50. Signature/Authentication and Title of Approving Official (b)(6)		
47. Agency Code DD60	48. Personnel Office ID 2416	49. Approval Date 09-10-2013	By Direction of the USUHS President.		

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. 6933A	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Bethesda, MD		5. Duty Station Bethesda, MD		6. UPM Certification No.	
Explanation (Show any positions replaced) Replaced PD# 4317A			7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
			10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
							13. Competitive Level	
							14. Agency Use EC:92	
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials Date
a. U.S. Office of Personnel Management								
b. Department, Agency or Establishment								
c. Second Level Review								
d. First Level Review		Dean of the F. Edward Hébert School of Medicine			AD	602	00	(b)(6)
e. Recommended by Supervisor of Initiating Office		Dean, F. Edward Hébert School of Medicine			AD	0602	00	(b)(6) 3 Aug 2012
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of Defence					c. Third Subdivision Office of the Dean			
a. First Subdivision Uniformed Services University of the Health Sciences					d. Fourth Subdivision			
b. Second Subdivision F. Edward Hébert School of Medicine					e. Fifth Subdivision			
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position					Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Charles L. Rice, MD, President, USU					b. Typed Name and Title of higher-Level Supervisor or Manager (Optional)			
Signature <i>Charles L. Rice</i> Date: 3 Aug 2011					Signature Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position			
a. Typed Name and Title of Official Taking Action (b)(6), HR Spec					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature HS/II Date 9/17/2012								
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials
a. Employee (optional)								
b. Supervisor								
c. Classifier								
24. Remarks: Block 10 Sch A Excepted Svc BUS Code 8888								
DESIGNATED AS A DRUG TESTING POSITION								
25. Description of Major Duties and Responsibilities (See Attached)								

DEAN, F. EDWARD HÉBERT SCHOOL OF MEDICINE
AD-0602-00

INTRODUCTION:

The mission of the Uniformed Services University of the Health Sciences (USUHS) is to provide the highest quality education and research programs in the health sciences to those selected individuals who demonstrate dedication to a career in the health professions of the uniformed services. The USUHS is authorized to grant appropriate advanced academic degrees and to establish postdoctoral, postgraduate, and technological institutes related to treatment and research in the health sciences. USUHS develops and supports academic and training programs designed to ensure maximum utilization of the health science labor force, facilities, and equipment within the Department of Defense and military medical departments worldwide.

The F. Edward Hébert School of Medicine (SOM) is the Nation's Federal school of medicine that blends a traditional health sciences curriculum with a curriculum that places special emphasis on military and public health medicine. The SOM is part of a vibrant Health Sciences campus that includes Schools of Nursing, Dentistry, and academic programs located in the Armed Forces Radiobiology Research Institute (AFRRI).

The incumbent of this position serves as Dean of the F. Edward Hébert School of Medicine and reports to the President, USUHS.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent serves as the Chief Academic and Operating Officer of the SOM and is responsible for the effective and efficient execution of all its scholarly programs including those mandated by law and those authorized by law and recommended by the Board of Regents to the Assistant Secretary of Defense for Health Affairs. The responsibilities of the Dean, SOM, include but are not limited to, planning, management, and oversight of: the Undergraduate Medical Education (UME) program, the Graduate Program in Biomedical Sciences, affiliated educational and research centers, faculty recruitment and appointments; SOM educational curriculum; educational, clinical and research programs; strategic planning; admission and placement of students; student affairs; financial planning and management; and SOM space and equipment utilization.

The Dean is responsible for activities to strengthen the alliances and integration with medical treatment facilities and teaching hospitals to ensure the academic preparation of SOM students and the professional development of assigned faculty.

The Dean is responsible for the academic professional development of faculty. Serve as the University President's principal agent and advisor on SOM educational functions and assures compliance with all statutory, regulatory, and accreditation requirements by SOM personnel.

The Dean is the spokesperson for the faculty of the School and represents the School in interactions with uniformed service leaders to include the Service Medical Corps Chiefs, civilian leaders in the Department of Defense (DOD) and other Federal agencies and with leaders in

civilian academic medicine. The incumbent will promote effective and progressive strategies aligned with the University mission and values. Develop objectives and priorities and act as a catalyst for institutional innovation and growth and interpersonal collaboration. Develop plans to promote SOM's vision, mission, and strategic strategy.

Serve on the National Capitol Consortium (NCC) board of directors and in such capacity ensures the scholarly educational and research efforts of faculty and residents in the Graduate Medical Education Program meet established requirements or goals.

Develop a written strategic plan for the SOM that is aligned with the University mission, and adapts to the internal and external forces that drive medical education in new directions. Communicate strategic directions at every organizational level. Works and collaborates with SOM faculty and staff and with the leadership and individuals in other USUHS Schools, programs, and responsibility centers on initiatives and actions that cross boundaries. Collaborate and coordinate with health science universities and medical schools throughout the world to enhance the University and SOM credibility.

Develop, implement, and maintain continuing processes of curriculum review and reform. Ensure the School's curricula are evaluated to assure that academic standards are met and all programs meet wartime and disaster medical readiness requirements including curricula of specific military importance such as command and control, tropical medicine, environmental extremes, mental health/stress responses, occupational hazards, non-conventional weapons, and wartime surgery and public health. Oversee the processes to ensure qualified applicants are recruited and selected for educational programs.

Develop and maintain, in coordination with the USUHS Brigade Commander, a program of officer development and maturation to meet the University President's goals for officer instruction, leadership development, and professional military education.

Oversee and ensure the recruitment of highly qualified faculty and staff to accomplish the mission of the School by establishing manpower and personnel requirements to ensure that students have the proper exposure to civilian academicians as well as uniformed role models. Oversee the review and recommendations for awarding of professional degrees to the Board of Regents.

Appoint, develop, and regularly review the performance of subordinates providing timely feedback with clear expectations through participation, creative mentoring and faculty inclusive evaluation processes (includes Associate Deans, Assistant Deans, Chairs, and other direct reports). Evaluate continuing education for SOM faculty and implement appropriate programs that develop and mentor in all academic roles.

Develop, facilitate, and oversee research, investigation, and programs to enhance a military/federal relevant research environment that fully supports faculty scholarship. Provide balanced support for both clinical and basic science programs of research and lead change when deemed appropriate. Establish appropriate research partnerships between the SOM and the

National Institutes of Health (NIH) and the Services' multiple centers of research excellence at the medical treatment facilities and elsewhere to achieve the SOM, University, or DoD mission.

Responsible for the formulation, preparation, and implementation of the annual SOM budget within USUHS guidelines and allocated funding. Be prepared to defend the SOM budget before the USUHS leadership, Board of Regents, Congress, etc. Actively participates in the review, development, and administration of SOM faculty salaries to insure that they are in accordance with the provisions of the enabling legislation and/or applicable DoD and/or USUHS policies and procedures. Develop and make recommendations to the President and Board of Regents regarding the physical plant required to support educational programs of the SOM. Be prepared to invest "opportunity" dollars immediately by activating planned, prioritized "wish-lists" ready for procurement.

Exercises personnel management responsibilities and is responsible for complying with equal employment opportunity policies and internal control requirements covered by the Federal Managers Integrity Act. Structure positions for maximum efficiency, economy, and productivity to achieve the organization's mission. Performs the full range of supervisory and managerial authorities related to the recruitment and selection of subordinates, assignment of work, coordination of programs, management advisory services, technical work direction, establishing performance goals or objectives and evaluation of subordinates, resolving complaints, approving or proposing disciplinary actions, determining or approving career development and training needs, approving expenditures of funds, recommending or approving awards and bonuses, determining means to improve productivity, and other delegated authorities. Demonstrates fairness and equity in making managerial decisions concerning selections, pay, work assignments, training, and award recognition.

Performs other duties as assigned.

SUPERVISORY CONTROLS:

The incumbent reports to the President, USUHS and is evaluated on the overall effectiveness of the incumbent's performance in managing the operations of the SOM.

QUALIFICATION REQUIREMENTS:

The incumbent must bring to this position a minimum of a Doctor of Medicine (M.D.) degree. State medical licensure and American Board specialty certification are required.

The position requires: substantial experience in medical and graduate school education, effective leadership skills and scholarly achievement, academic administration or closely related uniformed medical education administration, educational research, executive management skills, and personnel management; extensive analytical skill in evaluating and developing organizational policies, programs, goals, and objectives; experience in managing diverse operations; exceptional written and oral communications skills to provide presentations in a public forum as well as the ability to develop consensus decisions. Experience working in an

academic shared governance model and/or experience in an executive level uniformed position are highly desirable.

The incumbent must be academically qualified for a tenured faculty appointment at the professor level in one of the SOM departments in accordance with USUHS academic policies. Expertise and experience as reflected by a significant number of scholarly publications, with a national impact, in journals appropriate to specialty, scientific training, and research interests. A record of outstanding clinical practice, innovative and effective administrative leadership; possession of strong advocacy skills; and a commitment to increasing diversity among students, staff, and faculty are essential characteristics.

OTHER POSITION FACTORS:

Assignment as Dean is an administrative assignment and is without tenure. This assignment is for a five-year term and may be renewed with no limit on the number of renewals. Assignment as Dean is not a continuous appointment and as such the incumbent serves at the pleasure of the President of the University and may be relieved as Dean at any time.

The position is nontenured.

The position requires a secret clearance. The incumbent must be able to obtain and maintain a secret clearance level.

The position requires pre-employment and random drug testing.