



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

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OFFICE OF THE DEAN

August 3, 2016

MEMORANDUM FOR SURGEON GENERAL OF THE UNITED STATES
SURGEON GENERAL OF THE ARMY
SURGEON GENERAL OF THE NAVY
SURGEON GENERAL OF THE AIR FORCE

SUBJECT: Nominations for the Assistant Dean for Clinical Sciences at the Uniformed Services University of the Health Sciences

1. I request your assistance in nominating highly qualified officers for the position of the Assistant Dean for Clinical Sciences in the F. Edward Hébert School of Medicine. CAPT Patricia McKay has served admirably in this position since 2014 and will continue to do so until her projected retirement in June 2017.
2. The candidate needs to be intimately familiar with clinical care and education in the MTFs . Therefore for strategic reasons, USU intends to restrict this search to uniformed candidates only.
3. In considering potential nominees for this position, I ask that you take the following into consideration:
 - a. The successful candidate will be a commissioned officer who:
 - i. Is in the grade of O-6 or has been selected for promotion to that grade.
 - ii. Has the background, experience and character traits to credibly represent the University with the DoD, the Federal Government and within the medical clinical education community.
 - iii. Will serve as a positive role-model for career-oriented military health professional.
 - iv. Is eligible for a faculty appointment at the level of Associate Professor or above.
 - v. Has demonstrated the ability to lead successfully within a complex military environment.
 - vi. Is available for a three year (ideally five year) assignment.
 - b. Additionally, previous success in a leadership position in military evaluation and academic settings are preferred, though not required.
4. All qualified officers will be considered for the position. Each nomination should be accompanied with a letter of interest from the officer that includes a summary of military and civilian education, assignment history, and the names and contact information of three references as well as an academic curriculum vitae. I strongly encourage nominations of qualified underrepresented minority candidates.
5. Nominations should be forwarded to COL Lisa Moores (lisa.moores@usuhs.edu) the Chair of the Search Committee by 15 SEP 2016. This will provide time for the selection committee to consider

the nominations and make a recommendation to me. The successful candidate would be expected to report to USUHS NLT 1 May 2017.

6. Thank you for your assistance in identifying candidates for this critical position.

A handwritten signature in black ink, appearing to read "Arthur Kellerman". The signature is fluid and cursive, with a large initial "A" and a stylized "K".

Dean, F. Edward Hébert School of Medicine
Uniformed Services University of the Health Sciences