



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

OFFICE OF THE DEAN
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799
www.usuhs.edu



23 June 2021

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

THROUGH: PRESIDENT, UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: Nominations for the Associate Dean for Student Affairs at the Uniformed Services University of the Health Sciences

I request your assistance in nominating highly qualified officers for the position of the Associate Dean for Student Affairs in the F. Edward Hébert School of Medicine. Colonel Pamela Williams has served admirably in this position since May of 2019. This position will open in May of 2022.

The candidate(s) need to be intimately familiar with medical student and graduate medical education in the teaching hospitals of the MHS. Therefore, for strategic reasons, USU intends to restrict this search to uniformed candidates only.

As you consider potential nominees for this important leadership position, please take the following attributes into consideration:

1. The successful candidate will be a commissioned officer who:
 - a. Is in the grade of O-6 select or above.
 - b. Has the background, experience and character traits to effectively represent the University within the DoD, the Federal Government, and within the medical clinical education community.
 - c. Will serve as a role-model of a career-oriented military health professional.
 - d. Has prior academic experience, and is eligible for a faculty appointment at the level of Associate Professor or above.
 - e. Has demonstrated ability to successfully lead in complex military environments (ideally including at least one deployment).
 - f. Is available for a three year, (ideally five year), assignment.
2. Additionally, previous success in a leadership position in military education and academic settings is preferred, though not required.

We would be happy to consider multiple nominees who are approved by you and meet the requirements above. 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.

Nominations should be forwarded to Dr. Brian Reamy (brian.reamy@usuhs.edu) the Chair of the Search Committee by **10 August 2021**. This will provide time for the selection committee to consider the nominations and make recommendations to me. Ideally, the successful candidate will be able to report to USU NLT 01 May 2022.

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

Respectfully,

A handwritten signature in black ink, appearing to read 'Eric A. Elster', with a stylized, wavy line extending from the end.

Eric A. Elster, MD, FACS, FRCSEng (Hon.)
Dean, School of Medicine
Professor of Surgery