



HENRY M. JACKSON FOUNDATION
FOR THE ADVANCEMENT OF MILITARY MEDICINE

Advancing Military Medical Research

BOARD OF ACADEMIC COUNCILORS

A. PURPOSE

This document explains the function and organizational composition of the Board of Academic Councilors (BAC) of the Henry M. Jackson Foundation for the Advancement of Military Medicine (hereinafter called the Foundation).

B. DEFINITIONS

1. Board of Academic Councilors (BAC) – An advisory committee whose members are appointed from major research and education areas of the Uniformed Services University (USU).
2. President of the Foundation - The leading executive for the Foundation who is vested by the Council of Directors with full corporate authority, as well as control of the corporation's property and business affairs.
3. Council of Directors (COD) - The Foundation's governing body, which is vested with all corporate powers, as well as control of the corporation's property and business affairs.

C. RESPONSIBILITIES

1. The BAC provides advice and consultation to the President of the Foundation and to the Council of Directors on the scientific, academic, and administrative activities of USU that are conducted by the Foundation.
2. The BAC may recommend to the President of the Foundation and to the Council of Directors the establishment of new or the discontinuance of existing USU programs.
3. The Chairman of the BAC, or representative, will be invited to attend the annual meeting of the Council of Directors and may present a report of BAC activities to the Council of Directors.

D. POLICY

1. The BAC is composed of voting members, appointed by the Foundation, from the Foundation's various research and education areas at USU. In addition, the BAC includes four non-voting members. The areas from which BAC members are chosen are described below:
 - a. USU School of Medicine (SOM) Department Chair Representatives (2) - One USU SOM Chair from the Basic Sciences departments and one SOM Chair from the

Clinical Sciences departments. Each Chair representative is nominated by members of his/her respective group.

- b. SOM Guest Scientist Representatives (4) – Two SOM Principal Investigators of a current Basic Science award administered by the Foundation and two SOM Principle Investigators of a current Clinical Science award administered by the Foundation. The Chairs of the respective Departments, in consultation with the current BAC membership, nominate these individuals.
 - c. USU Graduate School of Nursing (GSN) Representative. One Principal Investigator of a current award administered by the Foundation, nominated by the Dean of the GSN.
 - d. Faculty Senate Representatives (3) – President of the Faculty Senate, Chair of the Faculty Senate Research Policy Subcommittee, and a delegate from the Faculty Senate selected by the current Faculty Senate President.
 - e. Endowments (1) - A Chairperson of an endowment fund committee elected by other Endowment Fund Committee Chairpersons.
 - f. Armed Forces Radiobiology Research Institute (AFRRI) representative (1) - An AFRRI representative nominated by the Commander of AFRRI.
 - g. USU Centers of Excellence/Large Program representative (1) – An individual representing a USU Center of Excellence or Large USU Program administered by the Foundation, to serve for one year and be replaced annually by a representative from a different Center/Program. The BAC will nominate on an annual basis the Center/Program to provide representation and the Center may identify the individual representative.
 - h. Vice President for Research, USU - He/she serves as a non-voting member who represents the research community of the USU.
 - i. HJF President – the HJF President serves as a non-voting member who represents the Foundation.
 - j. HJF Director of USU Services - He/she serves as a non-voting member who acts as a liaison between USU and the Foundation.
 - k. Executive Secretary - An Executive Secretary serves without a vote and maintains complete and accurate records of committee deliberations and actions.
2. If a voting member cannot attend a meeting, he/she may designate a person to attend and vote on his/her behalf. If a voting member misses more than three unexcused absences in a row, their position may be replaced.
 3. When two persons are nominated or elected from the same major research or education area of USU, each must be selected from separate academic departments.

4. All voting BAC members usually serve three-year terms. Unexpected vacancies will be filled to complete unexpired terms. Members may serve consecutive terms. All non-voting members serve for indefinite terms.

5. The BAC Chairperson is elected annually from among the BAC members.

E. PROCEDURES


The BAC will meet quarterly, or at the request of the Foundation President, the BAC Chairperson, or a quorum of the BAC. A quorum is comprised of five voting members.

F. EFFECTIVE DATE

This policy is effective immediately.

17 August 2012

Date


John W. Lowe