



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1531.43
1/ProDev
3 February 1986

USNA INSTRUCTION 1531.43

From: Superintendent

Subj: ACADEMIC POLICY DETERMINATION

Encl: (1) Responsibilities for Academic Policy

1. Purpose. This instruction formalizes Naval Academy policy that academic requirements and regulations are applicable to all departments, courses, and instructors, whether they come under the purview of the Academic Dean or the Commandant of Midshipmen.

2. Background. The Naval Academy has administered academic programs under both the Academic Dean and the Commandant since the mid-1970's. Although all academic regulations and requirements are the same, during the last ten years minor deviations have occurred. The responsibility and authority for determining and implementing academic policy require clarification.

3. Action. Establishing and maintaining academic excellence is the responsibility of the Academic Dean. Enclosure (1) delineates the authority vested in the Dean to exercise that responsibility. Directors of all Divisions and Chairpersons of all Departments will refer all policy questions listed herein to the Academic Dean.

A handwritten signature in cursive script, appearing to read "C. R. Larson", is centered below the text.

C. R. LARSON

Distribution:

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Ea, faculty member

RESPONSIBILITIES FOR ACADEMIC POLICY

Personnel

1. The Superintendent has sole civilian faculty hiring authority with the decision to employ based upon departmental nomination and Academic Dean recommendation. The policy and procedures for the following phases of this effort are established by the Academic Dean:

- Authorization for the department to recruit
- Format of advertisement
- Method of reviewing applications
- Selection procedures
- Negotiating and hiring practices
- Assignment of permanent & temporary faculty, and clerical positions

2. Promotion of civilian faculty along with performance pay increases, and the decision to retain untenured civilian faculty, will be based upon departmental nominations, Academic Dean recommendation and Superintendent approval. The policy and procedures for the following phases of this effort are established by the Academic Dean:

- Number of pay step increases
- Format for recommending promotion
- Selection of, and standards for, the Promotion and Tenure Committee
- Establishment of criteria for continued employment for untenured faculty

3. Officers slated for teaching duty are accepted by the Superintendent with the advice and consent of the Division Director and the Academic Dean. In the case of officer faculty in the Division of Professional Development, the Dean delegates this responsibility to the Director of the Division of Professional Development.

4. Allocation of faculty to the Divisions and Departments will be based upon staffing guidelines established by the Academic Dean with class size and teaching workloads having primary consideration.

Conduct of Academic Programs

5. All courses and materials used therein must meet the standards established by the Academic Dean. This includes but is not limited to:

- Course materials including text(s)
- Format of course policy
- Lesson plans
- Quiz and examination frequency and format
- Instructor and course evaluation forms
- Instructor/Faculty availability for midshipman extra-instruction

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6. Decisions regarding specific courses - their introduction, modification, or elimination - are formulated according to the procedures prescribed in USNAINST 5420.20 (Establishment of the Curriculum Review Committee). Periodic reviews of the entire curriculum are the responsibility of the Mission Accomplishment Review Committee (MARC).

7. All academic administration procedures must meet the standards established by the Academic Dean in accordance with USNAINST 1531.16S, Administration of Academic Programs.

Enclosure (1)