DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 12550.4B
2/ADF
05 JAN 2006

USNA INSTRUCTION 12550.4B

From: Superintendent

Subj: CIVILIAN FACULTY PAY SYSTEM

Ref: (a) ACDEANINST 5314.1C (Faculty Activity Records)

1. Purpose. To publish policy and implementation instructions regarding civilian faculty pay.

2. Cancellation. USNAINST 12550.4A. This instruction contains significant changes and should be read in its entirety.

3. Background and discussion

a. The Naval Academy civilian faculty pay scale is determined by the Secretary of the Navy. Individual pay levels and pay increases are determined locally by the Naval Academy. Annual pay increases are based on an annual review of faculty performance and are awarded for excellent performance and meritorious accomplishments. Pay increases also normally accompany promotion from one academic rank to the next. Pay increases also may be awarded to redress demonstrated inequities in salary levels.

b. To recruit and retain the high quality civilian faculty essential to accomplish the Naval Academy mission, USNA faculty salaries must remain competitive with those offered at comparable academic institutions. Like the pay systems for military personnel and federal government graded (GS) civilian employees hired under Title 5, U.S. Code, the Naval Academy civilian faculty pay system must provide, as well, a predictable framework for career advancement. Unlike most other personnel systems, Naval Academy career civilian faculty members generally have only two promotions, to associate and full professor, available to them over a long career. As a result, the civilian faculty merit pay system, predicated on annual, performance based merit step increases, must not only be robust but also stable and predictable.

c. Except for the annual Congressionally-mandated federal civilian employee cost of living adjustments, the Naval Academy civilian faculty pay system does not provide for automatic pay increases; the faculty merit pay system is based on the assessment of meritorious performance by the cognizant chain of command, and does not include so called "longevity raises." In order to ensure a fair and equitable process, all levels of the chain of command must share a common set of expectations in assessing the civilian faculty's meritorious accomplishments and contributions during the performance year under consideration for pay increase recognition. Consistent with past practice and the Academy's academic mission, these criteria include:

(1) Continued demonstration of excellent performance as a classroom instructor. Department chairs should provide principal weight to faculty teaching when establishing the relative ranking of that department's faculty members for pay-increase purposes. *No amount of*

scholarly or extracurricular accomplishment can outweigh mediocre performance in the classroom. In the annual performance review, departments should apply the same standards that are used in evaluating candidates for promotion and tenure. Broad measures of effective teaching include establishment of an environment that fosters student learning, demonstrated student learning and motivation to learn, contributions of individual faculty members to assessment of student learning, application of assessment results to improve student learning, tangible course and laboratory development, as well as peer and student evaluation of the course and instruction received. Based on these criteria, department chairs should be prepared to comment positively and tangibly about the teaching effectiveness of every faculty member for whom they are recommending a merit pay increase. Chairs (and division directors, as appropriate) should comment not only regarding who they believe are their best teachers, but also how that determination was made.

(2) Additional accomplishments in the classroom, in scholarship, or in service to the Naval Academy. Faculty recommended for annual merit pay increases should have significant, demonstrable accomplishments on behalf of midshipmen, the Naval Academy and/or the discipline they represent.

4. Action

a. Each year, normally no later than 15 April, the Academic Dean and Provost will call for pay increase recommendations from the affected Naval Academy academic departments for the 12-month civilian faculty performance year ending 15 June of that year. Department chairs will respond to the Academic Dean and Provost via their chain of command by providing a prioritized allocation of merit pay increments, first through last, expected to be available for their department. This rank ordering of merit pay increases is normally due in the Dean's office no later than 31 May.

b. In presenting their recommendations, department chairs and, to the extent they believe necessary, division directors should briefly summarize in writing the rationale for the specific merit pay increase recommendations they are making. Such summaries should recognize that individual Faculty Activity Records, reference (a), are expected to be available for review if greater detail is needed regarding a faculty member's performance. For faculty members whose performance appears to warrant a merit pay increase in the current year primarily because of sustained meritorious performance over a longer period than one year, rather than because of particular excellence in the year presently under consideration, department chairs may wish to address an expanded performance period. Department chairs may contact the Associate Dean for Faculty to obtain a copy of the pay step history of their individual departments.

c. Merit pay increases will normally be announced to academic departments no later than 31 July and will normally take effect 16 August, at the start of the next academic year.

H. F. DUNN
Deputy Superintendent/Chief of Staff

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