DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1520.5
2/VAD
JAN 7 2010

USNA INSTRUCTION 1520.5

From: Superintendent

Subj: CONTINUATION OF PERMANENT MILITARY PROFESSORS

Ref: (a) OPNAVINST 1520.40A
(b) 10 USC 6970a
(c) 10 USC 1252

Encl: (1) Sample Academic Dean and Provost Precept
(2) Sample Continuation Request and Applicant Worksheet Format
(3) Endorsing Department Worksheet Format

1. Purpose. To provide policy, procedures, criteria, timelines, and sample formats concerning the Continuation of Permanent Military Professors on active duty beyond normal statutory retirement.

2. Background. Permanent Military Professors (PMP) are required to serve on active duty until they reach normal statutory retirement. Normal statutory retirement for Commanders (O-5s) occurs after 28 years of commissioned service and after 30 years of commissioned service for Captains (O-6s). Reference (a) provides for continuation as authorized by reference (b) beyond these dates if recommended by the Superintendent, endorsed by the Chief of Naval Personnel and the Chief of Naval Operations, and approved by the Secretary of the Navy. Under the terms of reference (a), continuation may be for periods of up to six years. Additional periods of continuation are possible until a final mandatory PMP retirement date at age 64 as authorized by reference (c).

3. Policy

a. Definition. PMPs are successful career Navy officers who have received Navy-funded doctoral education in order to provide superior military role models and a stable, cost-effective source of officer-instructors for core and majors courses at the United States Naval Academy (USNA).

b. Basic expectations. PMPs are expected to be outstanding military role models in all respects with special attention given to their mentorship of both USNA midshipmen and junior officers; superior classroom instructors; and productive practitioners of the academic discipline they teach. Also, they are expected to remain current in their field through continuing scholarship. Finally, they are expected to assist tangibly in the leadership, administrative and service work of the Naval Academy, such as membership on the USNA admissions board, varsity team officer representation, core course coordination, and similar duties appropriate to their rank and primary duties. Enclosure (1) provides specific guidance and criteria.

c. Application for continuation. The requesting officer may request continuation no earlier than 24 months, but no later than 12 months, prior to their statutory retirement date. Officers requesting continuation shall state the reasons for the request and the attributes of their PMP service consistent with the expectations set forth in paragraph 3b above and amplified in enclosure (1) that they believe supports their request. Format for their application is provided as enclosure (2).

d. Preparation of the Superintendent's endorsement to the Secretary of the Navy

(1) The Academic Dean and Provost is responsible for the preparation of the Superintendent's endorsement, which remains subject to the Superintendent's review and approval.

(2) Separate endorsements will be prepared for each candidate for continuation.

(3) The Superintendent's endorsement must include the following information regarding the applicant for continuation:

(a) That she/he meets the Navy's physical fitness and BMI requirements;

(b) That she/he meets the fundamental expectations of successful PMPs as outlined in paragraph 3b above and amplified in enclosure (1).

4. Correspondence requirement. Applicants for continuation will receive a copy of their endorsement once it is signed by the Superintendent. The opportunity must exist for continuation applicants to be notified of any negative endorsement, to review that endorsement, and, if necessary or desired, to file an appeal with the addressee.

5. Continuation Review Committee and Precept. To assist in the preparation of the Superintendent's endorsement of any continuation requests, the Academic Dean will normally seek the support of an ad hoc Continuation Review Committee of no more than six voting members, with the Vice Academic Dean as the non-voting chair. The Academic Dean will normally consult with the Faculty Senate in designating three military and three civilian faculty members of appropriate seniority and impartiality to serve on the Continuation Review Committee. Format for the Academic Dean and Provost's precept to gather and evaluate the information required for the preparation of the Superintendent's endorsement is provided as enclosure (3).

6. Timeliness. No later than the start of the academic year in which continuation is sought, the Academic Dean shall make known to all eligible PMPs the opportunity to apply for continuation. Applications for continuation, with departmental endorsement, are due to the Academic Dean no later than 30 September. The Academic Dean and Provost will convene the endorsement preparation process in a sufficiently timely manner so as to provide the Superintendent with draft endorsements of all continuation requests by 30 November each year. These due dates will help ensure the timely receipt, review, and decision concerning subject continuation request by Navy Leadership.

7. Obligation to serve the full period of continuation. Officers approved for continuation by the Secretary of the Navy agree to serve the full term requested. This agreement will be contained in their letter of application to the Secretary.

/S/
J. L. FOWLER

Distribution:
All Non-Mids (electronically)

From: Academic Dean and Provost
To: Affected Department Chairs
Review Board Members

Subj: APPOINTMENT AS MEMBER, 20XX-20XX PERMANENT MILITARY PROFESSOR CONTINUATION BOARD

Ref: (a) OPNAVINST 1520.40A

Encl: (1) Continuation Board Precept

1. Reference (a) provides for the continuation of Permanent Military Professors on active duty beyond normal statutory retirement. To assist me in preparing a draft Superintendent's endorsement to the Secretary of the Navy concerning PMPs who have applied for continuation during the current academic year, I herewith enlist your assistance.

2. For Department Chairs: I seek your assistance in evaluating the teaching, scholarship and service activity suitable for a long-term senior uniformed member of our faculty. A format for your input is provided in USNAINST 1520.5, enclosure (2). Your input should accompany the request by the officer seeking continuation.

3. For Members of the Academic Dean's PMP Continuation Review Board: You have been nominated to this board in consultation with the Naval Academy Faculty Senate. You serve as an advisory body to the Academic Dean and the Superintendent concerning the continuation of selected Permanent Military Professors beyond their statutory retirement dates. You serve in particular to ensure the integrity of the institutional review process and to assist the Academic Dean and Superintendent in the development of a substantive recommendation from the Superintendent to the Secretary of the Navy concerning an officer's continuation on active duty. By law, the Secretary of the Navy decides whether a permanent military professor may be continued in active military service beyond her or her statutory retirement date.

4. In order to be able to forward the continuation requests with my endorsement in a timely fashion, I request that the Continuation Review board complete and submit their work to me by <<date>>. The product of your review should be in writing; should summarize the institutional review process accorded each record; should include an assessment of the quality of each record under consideration for continuation; should provide me a recommendation in the form of a discrete draft endorsement for each officer's continuation request; and should be signed by each member of the Board.

5. My thanks in advance to each of you for your readiness to serve in your separate, important roles. I look forward to receiving the department inputs and the result of the Board's work.

A. T. PHILLIPS

Copy to:
Commandant of Midshipmen
Academic Dean and Provost
President, Naval Academy Senate
Division Directors

ACADEMIC YEAR 2009-2010 PMP CONTINUATION BOARD PRECEPT

Continuation criteria shall include:

(1) *Excellence in teaching* is a tradition among Naval Academy faculty and an expectation of faculty members. This expectation results directly from the unique Academy mission; and in this regard, Naval Academy standards are comparable to those of the nation's finest institutions of higher education. Candidates whose excellence as teachers is not clearly evident will not be continued. Teaching ability at the Naval Academy may be evinced in such activities as course development, effectiveness of classroom presentation, thoroughness of preparation ability to generate student interest, and use of appropriate technology. PMPs are expected to exhibit the qualities of a master teacher in such tasks as mentoring junior faculty, especially junior military faculty members; directing the demanding challenges of multi-section courses; and helping to lead the continuous improvement of their department's curriculum. By virtue of their careers as senior officers in the Navy, PMPs will in this regard be able to contribute to the content, relevance and organization of core, majors, and elective courses in ways that complement the backgrounds and expertise of the career civilian faculty.

(2) *Faculty excellence in research* or other scholarly endeavor appropriate to the discipline also contributes to accomplishment of our academic mission. Tangible evidence of scholarly excellence in a candidate's record provides the strongest single indicator of the candidate's currency in his or her academic discipline as well as exemplifying the candidate's ability to foster among the midshipmen a thirst for lifelong learning. Excellence in research and scholarship, like excellence in classroom teaching, is a continuing expectation for all members of the faculty at the Naval Academy. Scholarly activity throughout the PMP's professional career is demonstrated by peer-validated productivity in research, e.g., publications and presentations, conference participation, and study in a field of specialization, and personal professional development. By virtue of their careers as senior officers in the Navy, PMPs will in this regard be able contribute to research at the Naval Academy in ways that complement the backgrounds and expertise of the career civilian faculty. In science, mathematics, and engineering disciplines, this may include facilitation of Navy and DOD related research projects, research funding, laboratory access and administrative support for both midshipmen and faculty. In humanities and social science disciplines, this may include collaboration among faculty and midshipmen in areas of particular interest to the Department of the Navy and the Department of Defense.

(3) *Faculty excellence in service* provides valuable evidence of the PMP's comprehensive understanding of, dedication to, and support of the Naval Academy's mission. Because of their stature and experience as senior military role models, the quality of their service contributing to midshipman professional development as naval officers is of paramount interest. Additionally, evaluation of faculty service contributions considers the PMP's demonstrated ability to work effectively with others in advancing that mission beyond the contributions normally associated with classroom teaching. PMPs complement the civilian professoriate in providing continuity and institutional memory. Without the excellent service the faculty provides to the institution and to its curricular and extracurricular culture, accomplishment of the Naval Academy mission would be severely diminished. The service component may be evinced by contributions to the Naval Academy mission and to the improvement of its operation through activities such as committee work, midshipman advising, Trident Scholar sponsorship, and institutional research. It may also include recent professional service such as conference planning, committee work in professional organizations, and refereeing books and journal articles. By virtue of their careers as senior officers in the Navy, PMPs will in this regard be able to further the Academy's mission in ways that complement the backgrounds and expertise of the career civilian faculty.

24 August 20XX

From: Commander P. M. PROFESSOR, 000-00-0000/1230
To: Secretary of the Navy
Via: (1) Superintendent, U.S. Naval Academy
(2) Chief of Naval Personnel
(3) Chief of Naval Operations

Subj: CONTINUATION ON ACTIVE DUTY AS A PERMANENT MILITARY PROFESSOR

Ref: (a) OPNAVINST1520.40A

1. I request continuation on active duty as a Permanent Military Professor for xx years (up to six years) beyond my statutory retirement date of xx May 20xx. If my request is approved, I understand that I will serve these additional years beyond my statutory retirement as a Permanent Military Professor at the United States Naval Academy (USNA).

2. My reasons for continuing are as follows: My efforts at the Academy thus far reflect not only my commitment to the mission of USNA, but also my enthusiastic involvement in the education and professional development of midshipmen into combat-ready Navy and Marine officers. Secondly, I believe that my record demonstrates that I am both an effective instructor and solid role model for the midshipmen. Finally, I would like to continue because I simply enjoy teaching and being part of the USNA family.

3. If this request is approved, I agree to serve the full term of continuation requested.

4. I can be reached at 410-293-XXXX (DSN 281-XXXX). My e-mail is pmprofes@usna.edu.

P.M. PROFESSOR

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Any misuse or unauthorized disclosure can result in both civil and criminal penalties.
(When prepared using a real individual's name/SSN)

Permanent Military Professor Request for Continuation on Active Duty Applicant Worksheet
(to be completed by applicant)
For USNA-internal use only

Part I. CURRICULUM VITAE

Name and Rank _____

Date of Commissioning _____

Current Date of Statutory Retirement _____

Date PMP duty started: (DD/MM/YY) _____

Three most recent PRT scores with dates _____ (e.g., 5/2009: P/WS)

Summary of Navy Assignments since Commissioning (Dates; commands):

1. Education (Degrees, dates, institutions):

2. Teaching (Provide information under relevant subheadings; all need not apply):

Courses taught (include dates):

b. Course coordination:

c. Course and laboratory development (include here any pedagogical seminars or short courses attended):

3. Scholarship and Scholarly activity, including collaborative research with relevant Navy Commands. Include publications, presentations, reports, manuals, grants, awards, research support, and other relevant scholarly products. Group publications by level of peer review: for example, books (including chapters), peer-reviewed journals, peer-reviewed proceedings, technical reports and other publications. Within each group, list publications in reverse chronological order (most recent listed first). Page numbers must be included when available. Articles published in an electronic format should be listed within the category appropriate for the level of review involved.

4. Mentorship and Service. (Cite mentorship to midshipmen, junior officers, relevant USN warfare community; cite service to department, division, Yard, academic professional associations):

Part II. SUPPLEMENTARY MATERIALS (in a separate cardboard box):

1. Course syllabi and course requirements. Annotate if necessary to indicate portions that were determined by course-wide policies.

2. Publications. For each publication, the candidate is encouraged to provide a photocopy of the publication's editorial policy statement and sample table of contents to help the P&T Committee evaluate the scope and stature of the journal.

3. Other materials relevant to teaching, scholarship and institutional service. Examples may include computer programs developed, copies of papers presented, interesting course supplements developed, letters of commendation, videos, etc.

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(When information is filled in)

4. Teaching Portfolios. Candidates are encouraged to prepare and submit materials in support of their teaching, class and laboratory development and course coordination efforts in the form of a "teaching portfolio." A teaching portfolio is frequently the optimum means of organizing and presenting these materials efficiently for promotion and tenure review. A teaching portfolio describes the candidates teaching philosophy and provides evidence of growth and innovation in pedagogy. While not formally required, such information can assist the P&T Committee in making a more informed assessment of the candidates' qualifications in the area of teaching.

Part III. PERSONAL STATEMENT (optional and limited to 1000 words). Highlight areas not covered elsewhere in the worksheet, e.g., a discussion of personal philosophy of teaching and scholarship, research agenda, teaching agenda, plans for future institutional service, explanation of gaps in employment history.

Department Worksheet for PMP Continuation
(To be completed by Department Chair)

Continuation Candidate's Name and Rank _____

Recommendation _____

1. Department Comments: Address the candidate's record in light of contributions the candidate can be expected to make during the period of continuation. Comments in reference to continuation should be framed by the criteria for cited in paragraph 3b of USNAINST 1520.5 and amplifying criteria of the Dean's PMP continuation precept:

(a) Teaching
(b) Scholarship
(c) Service

2. Personal attributes and value to USNA:

Include comments on suitability as a military and professional role model for midshipmen, breadth of institutional involvement, initiative, integrity, breadth of intellectual interests, collegiality, as well as potential future contributions of the officer requesting continuation.

3. Student Evaluations (Include the six most recent semesters).

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(When prepared using a real individual's information)