



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 5450.2
2/VP
29 Jan 2024

PROVOST INSTRUCTION 5450.2

From: Provost, U.S. Naval Academy

Subj: DIVISION INPUTS IN SELECTION OF THE SENIOR PROFESSOR

Ref: (a) Superintendent ltr 12000 ser 2-135 of 13 Dec 90

1. Purpose. To establish standard procedures consistent with reference (a) for divisional inputs to the Provost in selection of Division Senior Professors.

2. Cancellation. ACDEANINST 5450.2

3. Scope and Applicability. All academic departments within the Provost and Commandant Cost Centers.

4. Discussion

a. The authority to appoint and reappoint Division Senior Professors is vested in the Provost per reference (a).

b. The initial appointment as Senior Professor is for three years with reappointments occurring at three-year intervals thereafter. While not normal, reappointments beyond twelve years may be considered when such an action is in the best interest of the Naval Academy. In all cases, the Vice Provost will notify the Division Director who in turn will notify the incumbent Senior Professor and faculty/staff in the Division that an appointment/reappointment process will be conducted.

c. The Provost may provide parameters that guide recommendations for the appointment / reappointment of the Senior Professor, including whether there is a restriction on the required academic rank or experiences. Appointments as Senior Professor will not be made for terms less than three years.

d. The process by which the Division solicits interested candidates is left to the individual Division, so long as that process is equitable and inclusive to all members of the Division (consistent with any restrictions mentioned in c). The solicitation of candidates should normally include a call for interested candidates, a description of the selection criteria, an opportunity for the division faculty to interact with each candidate, and the opportunity for all faculty to provide written comments regarding each candidate including an indication of their level of confidence in support of each candidate. After having solicited interested candidates and divisional input, a

29 Jan 2024

complete package must be provided to the Provost, via the Division Director. Each package will include the names of all interested candidates, all written faculty feedback regarding each candidate, and a description of relevant divisional procedures. Normally, the Provost and the Division Director will interview candidates and review all data before selecting.

4. Action

a. Division Directors will advise all faculty members in the division that an appointment/reappointment process is to be initiated, and articulate the selection/reappointment process and criteria as appropriate.

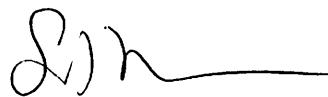
b. Division Directors will forward the complete package to the Provost.

5. Records Management

a. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositioned for the standard subject identification codes (SSIC) I 000 through 13000 series per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/ AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 52 15.7 1 A, the Associate Provost for Planning and Assessment will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNA V 5215/40 Review of Instruction.



S. L. FIREBAUGH
Provost

Releasability and distribution: This instruction is cleared for public release and is available electronically only via the Provost Issuance Website, <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>