

Faculty Orientation Program Part II
Department-Level Checklist
Revised 25 July 2018

The purpose of this checklist is to provide you with detailed information on day-to-day life as a USNA faculty member. In the course of having this document filled out, you will become familiar with key policies and procedures related to the academic mission of the Naval Academy, as well as with your own department's policies and procedures (Instructions and Notices are linked from the Academic Dean page of the USNA Intranet under "Rules and Regulations"). For each item, refer to any cited documents and then either accomplish the task or discuss the listed topics with your department mentor, associate chair, or chair, one of whom will then place initials and the date in the space for that item.

The entire checklist should be completed by the last day of classes, at which point you should submit it to your department chair or associate chair.

Best wishes for your success as a new member of the Naval Academy faculty!

New faculty member (printed name)

Date checklist completed

Section 1: Best accomplished as soon as possible

Initials/Date

_____ 1. (Civilians only) Check in with Human Resources at Halligan Hall, unless here under some alternative arrangements (e.g., MOU or Assignment Agreement).

_____ 2. Begin any local check-in sheet specific to your department.

_____ 3. Be assigned an official mentor from among the faculty in your department.

_____ 4. Receive CAC (Common Access Card) at Metzger Hall, Naval Support Activity Annapolis; for policies, hours, and appointments search the web for "Annapolis RAPIDS" or visit <https://rapids-appointments.dmdc.osd.mil/>.

_____ 5. Check in with your department's IT Representative, and then at Ward Hall, for computer services, including mandatory computer training on Information Awareness.

Section 2: Best accomplished before the start of classes

_____ 6. Discuss how to locate USNA and Academic Dean instructions and notices on the USNA home page.

_____ 7. Discuss the academic semester calendar, including Academic Reserve Periods, the review and study day, and the schedule of class periods. (For the current semester calendar, see <http://www.usna.edu/Academics/Calendars-Events/index.php>. For an explanation of Academic Reserve Periods ("X-Week"), see ACDEANINST 1531.61A, Courses, Classes, and Semester Examinations,

send corrections/suggestions to downey@usna.edu

paragraph 9. For the schedule of class periods, see ACDEANNOTE 1531, Academic Schedule and Start of Semester Items, paragraph 2.)

_____ 8. Discuss how to look up your class rosters and student photos in MIDS.

_____ 9. Discuss requirements on the content and distribution of course policy statements. See ACDEANNOTE 1531, Academic Schedule and Start of Semester Items, paragraph 8.

_____ 12. Discuss the assignment and duties of section leaders. (See ACDEANINST 1531.61A, Courses, Classes, and Semester Examinations, paragraph 6. See also ACDEANNOTE 1531, Academic Schedule and Start of Semester Items, paragraph 9.)

_____ 13. Discuss procedures for taking attendance and reporting accountability in the MIDS system. (See ACDEANINST 1531.64A, Academic Accountability, and also ACDEANNOTE 1531, Academic Schedule and Start of Semester Items, paragraph 10.)

_____ 14. Discuss other classroom protocols, including midshipmen coming to attention at the start and end of class, USNA policy on food and drink, and procedures in the event of the instructor's absence. (See ACDEANNOTE 1531, Academic Schedule and Start of Semester Items).

_____ 15. Discuss USNA policies on graded academic work, specifically procedures for giving instructions for assigned work, administering quizzes and exams, "take-home" tests, allowable test aids, and "on-the-road" tests. (See USNAINST 1531.53B, Policies Concerning Graded Academic Work.)

_____ 16. Discuss appropriate attire for teaching.

_____ 17. Discuss avoiding conflicts of interest (such as using public office for private gain, or adversely affecting the confidence of the public in the integrity of the government). (See ACDEANINST 5370.3C, Conflicts of Interest.)

_____ 18. Discuss content issues in teaching, particularly academic freedom, individual rights in the Department of Defense and Department of the Navy, and local guidance on teaching with potentially sensitive materials or on controversial topics. (See ACDEANINST 1531.22, Content Issues in Teaching.)

_____ 19. Discuss the use of copyrighted material. (See ACDEANINST 5870.1A, Copyrighted Material; and Copyright Guidelines.)

_____ 20. Discuss academic field trips and other organized activities that necessitate missing classes. (See ACDEANINST 1531.61A, Courses, Classes, and Semester Examinations, paragraph 7.)

_____ 21. Discuss procedures in the event of a possible Honor Concept violation. (See your department's Honor Liaison. The Honor Concept is described in USNAINST 1610.3K.)

_____ 22. Be familiar with the midshipman Table of Priorities (See CMDTINST 5400.6U, paragraph 2.1, beginning on p. 2-1.)

Section 3: Best accomplished before the 6-week marking period

- _____ 23. Discuss grading policies, including the USNA letter grade system, incompletes, withdrawals, and grievances. See ACDEANINST 1531.60A, Grades and Reports.
- _____ 24. Discuss procedures for reporting grades in MIDS, including how to change a grade. (See ACDEANINST 1531.62B, Academic Reporting System; on changing a final course grade, see ACDEANINST 1531.60A, Grades and Reports.)
- _____ 25. Discuss Midshipman Academic Performance Reports (MAPRs). (See ACDEANINST 1531.80B, Midshipman Academic Performance Reports.)

Section 4: Best accomplished before the 12-week marking period

- _____ 26. Discuss policies on administering final exams, including the necessity of giving them and the procedures for scheduling and attendance. (See ACDEANINST 1531.61A, Courses, Classes, and Semester Examinations, paragraph 5.)
- _____ 27. Discuss the requirements for travel abroad, both for work and on leave. See ACDEANINST 4600.3B, Requirements for Travel Abroad in Official or Leave Capacity.
- _____ 28. Discuss procedures for official travel with your department travel coordinator.
- _____ 29. Be familiar with the Final Examination Schedule and Exceptions, and the End of Semester Items, available at <http://www.usna.edu/Academics/Academic-Dean/Rules-Regulations/Notices.php>.

Section 5: To be accomplished at your convenience, but no later than the last day of classes

- _____ 30. Receive a library card at Nimitz Library.
- _____ 31. Discuss policies on research, including the standards for integrity. (See ACDEANINST 3920.3A, Integrity in Research and Scholarly Activity; see also ACDEANINST 3920.1P, Research by Naval Academy Faculty.)
- _____ 32. Discuss policies on outside employment. (See ACEANINST 5370.4D, Faculty Outside Employment and Professional Activities.)
- _____ 33. Discuss the use of Physical Education facilities and receive a PE button. (See <https://intranet.usna.edu/PEbutton/>.)