PROVOST INSTRUCTION 5450.1F

From: Provost, U.S. Naval Academy

Subj: DEPARTMENTAL INPUTS IN SELECTION OF DEPARTMENT CHAIRS

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

1. Purpose. To establish standard procedures consistent with reference (a) for departmental inputs to the Provost in selection of Department Chairs.

2. Cancellation. ACDEANINST 5450.1E

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

4. Discussion

   a. The authority to appoint and reappoint Department Chairs is vested in the Provost per reference (a).

   b. The initial appointment as Department Chair is for an initial term of up to four years in two-year renewal increments. While not normal, reappointments beyond eight 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 School or Division leadership that an appointment / reappointment process will be conducted for a department. The School or Division leadership will work with the Department to execute the appointment / reappointment process.

   c. The Provost may provide parameters that guide recommendations for the appointment / reappointment of the Department Chair, including whether the selection must be made from among the civilian or the military faculty, or whether there is a restriction on the required academic or military rank.

   d. The process by which the Department solicits interested candidates is left to the individual Department, so long as that process is equitable and inclusive to all members of the Department (consistent with any restrictions mentioned in c). Minimally, the solicitation of candidates will include a call for all departmental members to indicate their interest in serving as department
chair. Once a slate of interested candidates has been identified, all departmental faculty must be given the opportunity to provide written comments regarding each candidate, including an indication of his or her own level of confidence regarding each candidate. After having solicited interested candidates and departmental input, a complete package must be provided to the Provost via the chain of command beginning with the Associate Dean or Senior Professor of the School or Division. Each package will include the names of all interested candidates, all written faculty feedback regarding each candidate, and a description of relevant departmental procedures. Normally, the Provost and the School Dean or Division Director will interview candidates and review all data before selecting.

5. Action

   a. Department Chairs:

      (1) Upon notification from the School leadership, advise all faculty members in the department that an appointment/reappointment process is to be initiated.

      (2) If a sitting Department Chair is a candidate, the Associate Dean or Senior Professor will designate a senior faculty member, normally a prior department chair or the associate chair, to coordinate the search process. The search coordinator will forward the complete package through the chain of command to the Provost. Since the information gathering process solicits candid assessments of department faculty members and or the sitting Department Chair, the information gathered should only be shared with the chain of command beginning with the Associate Dean or Senior Professor.

6. 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) 1 000 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.secnav.navy.mil/orgs/DUSNM/DONAA//DRM/Records-Information-Management/Approved%20Record%20Schedules/Forms/Alltems.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.
7. **Review and Effective Date.** Per OPNAVINST 52 15.71 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

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