



DEPARTMENT OF THE NAVY  
OFFICE OF THE ACADEMIC DEAN AND PROVOST  
UNITED STATES NAVAL ACADEMY  
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ACDEANINST 12335.1A  
2/VAD  
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ACADEMIC DEAN AND PROVOST INSTRUCTION 12335.1A

From: Academic Dean and Provost

Subj: PROCEDURES CONCERNING THE PREPARATION OF RECOMMENDATIONS FOR  
ACADEMIC PROMOTION, TENURE, REAPPOINTMENT, AND NON-RENEWAL OF CONTRACT

Ref: (a) United States Naval Academy Faculty Handbook  
(b) ACDEANNOTE 12451 (Faculty Performance Expectations:  
Practical Guidance)  
(c) ACDEANNOTE 12452 (Annual Performance Review Expectations)

Encl: (1) Candidate Worksheet  
(2) Department Worksheet

1. Purpose. To publish guidance regarding the procedures for the preparation of recommendations for academic promotion, tenure, reappointment, and non-renewal of contract.

2. Cancellation. ACDEANINST 12335.1.

3. Background. Reference (a), as amended and updated, provides the basic guidelines for all actions affecting academic promotion, tenure, reappointment, and non-renewal of contract. References (b) and (c) provide the performance expectations and guidelines to be applied to all actions affecting promotion, tenure, and reappointment.

4. Action.

a. Department chairs are responsible, in accordance with references (a) and (b), for the preparation of all recommendations concerning academic promotion and civilian faculty tenure, reappointment, and non-renewal of contract.

b. Enclosures (1) and (2) shall be used in the preparation of recommendations for any of the actions listed above.

(1) Faculty candidates under consideration for these actions will be asked to provide input for the Candidate Worksheet, enclosure (1). Candidates should review all aspects of the Candidate Worksheet for completeness, accuracy, and proper bibliographic format.

(2) The Departmental Worksheet, enclosure (2), contains the department chair's comprehensive assessment of the candidate's record in support of the chair's recommendation for academic promotion, tenure, reappointment, or non-renewal of contract, concerning the candidate. The Departmental Worksheet is not to be prepared by the candidate.

c. All individuals involved in evaluating and/or recommending candidates for promotion or tenure are reminded of their obligation to be scrupulous in ensuring that each candidacy is treated fairly, equitably, and in accordance with the rules, regulations, and expectations of the institution and the profession, particularly as outlined in references (a), (b), and (c).

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d. The Academic Dean and Provost will promulgate annually the schedule for submission of recommendation packages for reappointment or promotion and tenure. Typically, reappointment packages will be due to the Dean's Office, via the chain of command, at the end of the second semester, and promotion and tenure packages will be due, via the chain of command, in mid-January.



A. T. PHILLIPS

Distribution:  
All Non-Mids (electronically)

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**Candidate Worksheet**  
(To be completed by the candidate)

**Note to the Candidate:** Although members of the Yard-Wide Promotion and Tenure Committee evaluate all supplementary materials submitted in accordance with Part II (below), Part I of this Candidate Worksheet is critical because it is the foundation upon which the committee members build an evaluation of your candidacy. This section not only gives you an opportunity to list your contributions to the Academy and to your discipline, but also allows you to contextualize and highlight them. The Academic Dean and all members of the committee have a copy of Part I throughout the promotion and tenure process.

**Part I. CURRICULUM VITAE (10 copies)**

Name and Rank \_\_\_\_\_

Total years at USNA \_\_\_\_\_

Date of Appointment to Current Rank \_\_\_\_\_

Date tenure clock started: (DD/MM/YY) \_\_\_\_\_ (tenure candidates only).

1. Education. (Degrees; dates; institutions):

2. Employment. (Dates; institutions; commercial firms; government agencies; internships):

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

a. Courses taught (Include dates):

b. Course coordination:

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

4. Scholarship and Scholarly Activity. Include complete listings of all publications, presentations, reports, manuals, grants, awards, research support, and other contributions to your scholarly discipline. Please 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. 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. In cases of multiple authorship, please include a short phrase or statement to characterize your role in the collaboration (editor, project manager, contributor, principal investigator, etc.) and describe your specific contribution to the content of the publication.

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5. Service. (To department, division, yard, professional community)

6. Personal Statement (Highly recommended, but optional and limited to 1000 words). In language understandable to colleagues from various disciplines, highlight areas not covered elsewhere in this worksheet, e.g., philosophy of teaching and scholarship, research agenda, teaching agenda, plans for future institutional service. This statement can also be used to describe the improvements made and/or the challenges overcome in teaching. In the area of research, the personal statement can be an opportunity to identify the two or three most important contributions you have made to a field of study and to explain why they are significant.

**Part II. SUPPLEMENTARY MATERIALS (in a separate binder or box):**

1. Publications. While it is not necessary to include all of your publications, it is recommended that you include your most significant scholarly publications (no more than five or six), preferably from the last six years, with short paragraphs indicating why you consider each particularly significant. To help the Yard-Wide Promotion and Tenure Committee evaluate the scope and stature of the professional journals in which you have published, please provide, if possible, photocopies of their editorial policy statements and sample tables of contents. Either here or in Part I.4 (above), you may include additional amplifying information regarding your scholarship and publications such as journal and proceedings acceptance rates, citations of your work by other authors, reviews, or other evaluations of your work by scholars in your discipline.

2. Other Significant Materials Relevant to Teaching, Scholarship, and Institutional Service. Examples include creative computer programs developed, copies of unpublished materials such as books, proofs of accepted journal articles, conference presentations, innovative course supplements designed, letters of commendation, and short videos. You are particularly encouraged to prepare and submit meaningful materials in support of your teaching, your class and laboratory development, and your course coordination efforts.

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**Department Worksheet**  
(To be completed by Department Chair)

Candidate's Name and Rank \_\_\_\_\_

Recommendation \_\_\_\_\_

1. Department Comments:

a. Address the candidate's record as it applies to the Academy's criteria for promotion and tenure. Comments in reference to reappointment or non-reappointment should also be framed by the criteria for promotion and tenure.

- (1) Professional competence
- (2) Teaching ability
- (3) Scholarship
- (4) Administrative ability.

b. Departmental recommendation. As a part of this recommendation - for promotion, tenure, renewal or non-renewal of contract - compare and contrast departmental candidates for same rank. Do not repeat the factual information presented on the candidate's worksheet.

2. Personal attributes and value to USNA:

Include comments on collegiality, breadth of institutional involvement, initiative, integrity, breadth of intellectual interests, potential future contributions of the individual.

3. Student Evaluations (most recent semester and five previous semesters).

4. Faculty Performance Evaluations (current year to date and two previous years).