



DEPARTMENT OF THE NAVY  
OFFICE OF THE ACADEMIC DEAN AND PROVOST  
UNITED STATES NAVAL ACADEMY  
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ACDEANINST 12450.1F  
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ACADEMIC DEAN AND PROVOST INSTRUCTION 12450.1F

From: Academic Dean and Provost

Subj: FACULTY AWARDS FOR EXCELLENCE IN TEACHING, RESEARCH AND SERVICE

- Encl: (1) Format for the Class of 1951 Military Faculty Teaching Excellence and the William P. Clements Award for Excellence in Education Nominations  
(2) Format for the Military Professor Teaching Excellence Award Nominations  
(3) Format for the Class of 1951 Civilian Faculty Teaching Excellence Award in Honor of Professor Theodore J. Benac Nominations  
(4) Format for the Class of 1951 Faculty Research Excellence Award Nominations  
(5) Format for the Civilian Faculty Service Excellence Award Nominations  
(6) Format for the Apgar Award for Excellence in Teaching Nominations

1. Purpose. To institute and describe the subject awards and to establish criteria and selection procedures for these annual awards.
2. Cancellation. ACDEANINST 12450.1E. Eligibility criteria for the Class of 1951 Civilian Faculty Teaching Excellence and Research Excellence, and Military Faculty Teaching Excellence Awards and enclosures have been updated.
3. Responsibility. The Academic Dean and Provost has overall responsibility for the eligibility and selection criteria and for publishing the selection procedures.

4. Background

a. Excellence in teaching, research, and service are all critical to the vitality and intellectual progress of the Naval Academy and of the Midshipmen. For many years the William P. Clements Award provided for annual recognition of the outstanding military instructor at the Naval Academy. Because of the unique make-up of the Naval Academy and the significant contributions made by its civilian faculty component, it has also been appropriate to recognize outstanding civilian faculty teaching, research, and service excellence through awards in these areas. Since 1994, the Naval Academy Class of 1951 has generously provided annual cash awards for the top military and civilian instructors, and since 2000, for the top civilian researcher. In 1995 the Superintendent's Civilian Faculty Award for Excellence in Service was established to recognize the significant contributions civilian faculty make to further the mission of the Academy. In 1996, the Apgar Award for Excellence in Teaching was established to recognize in alternate years (1) the outstanding junior military faculty member who has taught at the Naval Academy for fewer than three years; and (2) the outstanding untenured junior civilian faculty member who is in a tenure-track position. With the creation of the Permanent Military Professor position, the Military Professor Teaching Excellence Award was established in 2012.

5. The Class of 1951 Military Faculty Teaching Excellence Award and William P. Clements Award for Excellence in Education

This award (hereafter: the "Military Faculty Teaching Excellence Award") is bestowed annually upon two military faculty members at the Naval Academy whose contributions to the academic, professional, and moral development of Midshipmen reflect the highest principles of excellence in education. The award consists of a significant cash award and an appropriate plaque. The name of each year's recipients will also be inscribed on a prominent perennial plaque that is displayed in the lobby of the Nimitz Library and that recognizes the generosity of the Naval Academy Class of 1951.

b. Eligibility

(1) Any military officer who, at the time of the nomination, has completed at least three and no more than six semesters of teaching, carrying a normal full-time teaching load at the United States Naval Academy.

(2) Individuals who receive the award are not eligible for subsequent participation.

c. Qualifications

(1) The successful candidate will have demonstrated the ability to inspire Midshipmen to high levels of academic accomplishment, evidence of improvement of teaching materials and methods (such as development of new texts, courses, exercises, techniques of instruction or other classroom innovations, etc.), and involvement in the academic mentoring and advising of Midshipmen.

(2) The following activities also enhance a nominee's qualifications and should be considered when the nomination is made:

(a) Participation in other academically-oriented activities. For example, involvement in Faculty/Midshipman research activities and active participation in scholarly and professional organizations.

(b) Participation in Midshipman activities. For example, service as officer representative of athletic teams and extracurricular activities, and involvement in various other Midshipman activities and programs.

(c) Participation to further the accomplishment of the Naval Academy's mission. For example, service on various functional committees and in other capacities, both within and outside the Academy, which serves to enhance the functioning and the image of the Naval Academy.

d. Selection Procedures. Using the eligibility and qualification criteria established above, the following procedures will be used in selecting the annual recipient of the Military Faculty Teaching Excellence Award:

(1) Each Department Chair normally should nominate one officer for the award to his/her respective Division Director. Department Chairs will prepare substantiating material to support their nominees, using the format provided in enclosure (1) of this instruction. Nine copies, three-hole punched, of each nomination and an electronic version of the nomination are required.

(2) Division Directors will review and endorse the Departmental nominees, which will be submitted to the Military Faculty Teaching Excellence Award Committee.

(3) The Military Faculty Teaching Excellence Award Committee will review the qualifications and recommendations of those nominated. Following committee discussions, each member will construct an assessment of each nominee. The individual committee member's assessment will be forwarded to

the Academic Dean and Provost. Then the committee will meet with the Academic Dean and Provost to discuss the nominees. Final selection is by the Academic Dean and Provost.

e. Appointment of the Military Faculty Teaching Excellence Award Committee. The Academic Dean and Provost will appoint this committee. The Faculty Senate, after consultation with Department Chairs and Division Directors, will nominate to the Academic Dean and Provost one senior officer and one civilian professor from each academic division to serve on the Military Faculty Teaching Excellence Award Committee. The committee will be co-chaired by the Director of Teaching and Learning.

6. The Military Professor Teaching Excellence Award (for Permanent Military Professors and Junior Permanent Military Professors).

a. Description. This award is bestowed biennially in even-number academic years upon a PMP or JPMP faculty member at the Naval Academy whose contributions to the academic, professional, and moral development of Midshipmen reflect the highest principles of excellence in education. The award consists of a suitable plaque awarded to the recipient and a perennial display of Military Professor Teaching Excellence Award recipients will be placed in the lobby of the Nimitz Library.

b. Eligibility

(1) Any PMP or JPMP officer who, at the time of nomination, has completed at least six semesters of teaching, carrying a normal full-time teaching load at the United States Naval Academy, and who exhibits continued excellence in teaching and sustained contributions to the intellectual professional development of Midshipmen.

(2) Individuals who receive the award are not eligible for the subsequent five (5) years.

c. Qualifications

(1) The successful candidate will have demonstrated the ability to inspire Midshipmen to high levels of academic accomplishment, evidence of improvement of teaching materials and methods (such as development of new texts, courses, exercises, techniques of instruction or other classroom innovations, etc.), and involvement in the Midshipmen research and in the academic mentoring and advising of Midshipmen.

(2) The following activities also enhance a nominee's qualifications and should be considered when the nomination is made:

(a) Participation to further the accomplishment of the Naval Academy's mission. For example, service on various functional committees and in other capacities, both within and outside the Academy, which serves to enhance the functioning and the image of the Naval Academy.

(b) Participation in Midshipman activities to foster leadership development. For example, service as officer representative of athletic teams and extracurricular activities, and involvement in various other Midshipman activities and programs.

d. Selection Procedures. Using the eligibility and qualification criteria established above, the following procedures will be used in selecting the biennial recipient of the Military Professor Teaching Excellence award:

(1) Each Department chair normally should nominate one officer for the award to his/her respective division director. Department Chairs will prepare substantiating material to support their nominees, using the format provided in enclosure (1) of this instruction. Nine copies, three-hole punched, of each nomination and an electronic version of the nomination are required.

(2) Division Directors will review and endorse the Departmental nominees, which will be submitted to the Military Professor Teaching Excellence Award Committee.

(3) The Military Faculty Teaching Excellence Award Committee will review the qualifications and recommendations of those nominated. Following committee discussions, each member will construct an assessment of each nominee. The individual committee member's assessment will be forwarded to the Academic Dean and Provost. Then, the committee will meet with the Academic Dean and Provost to discuss the nominees. Final selection is by the Academic Dean and Provost.

## 7. Faculty Awards for Excellence in Teaching, Research, and Service

### a. Description

(1) The Class of 1951 Civilian Faculty Teaching Excellence Award in honor of Professor Theodore J. Benac will be presented annually to two civilian faculty members at the Naval Academy who have exhibited continued excellence in teaching and sustained contributions to the intellectual development of Midshipmen.

(2) The Class of 1951 Faculty Research Excellence Award will be presented annually to the faculty member, civilian or military, at the Naval Academy who has exhibited the highest quality continued scholarly achievement through research.

(3) The Civilian Faculty Service Excellence Award will be presented annually to the civilian faculty member at the Naval Academy who has exhibited the highest degree of continued service through involvement in administrative and Brigade-support activities that advance and enhance the mission of the Naval Academy.

(4) Each award will consist of suitable plaques, one awarded to each individual and a plaque located on permanent display in the lobby of the Nimitz Library. The cash prizes associated with the Civilian Faculty Teaching and Faculty Research Awards are possible through the generosity of the Naval Academy Class of 1951. The cash prize for the Civilian Faculty Service Award is made possible by the Superintendent.

### b. Eligibility

(1) Any civilian Naval Academy faculty member who, at the time of nomination, has served in a full-time capacity with at least ten (10) years of civilian service at USNA is eligible for the Class of 1951 Civilian Faculty Teaching Excellence Award.

(2) Nominees for the Civilian Faculty Service Excellence Award must have, at the time of nomination, a minimum of fifteen (15) years civilian service at USNA.

(3) Nominees for the Class of 1951 Faculty Research Excellence Award must be a faculty member who, at the time of nomination, is in a full-time capacity and has been conducting research at USNA for a minimum of five years.

Full-time faculty members from all categories, civilian and military, are eligible.

(4) Individuals who have received an award are ineligible for consideration for that award during the subsequent five academic years.

c. Qualifications

(1) Class of 1951 Civilian Faculty Teaching Excellence Award in honor of Professor Theodore J. Benac. A faculty member will have demonstrated a sustained ability to inspire Midshipmen to high levels of academic accomplishment and to improve the level of classroom instruction at the Naval Academy.

(2) Class of 1951 Faculty Research Excellence Award. A faculty member will have produced significant results through original research and publication. The results of this research will have significantly increased the body of knowledge in his or her field of scholarship, and have furthered the accomplishments of the Naval Academy's mission by assisting in the intellectual development of Midshipmen.

(3) Civilian Faculty Service Excellence Award. A faculty member will have enhanced the mission of the Naval Academy through extraordinary Yard-wide, Divisional or Departmental service.

d. Selection Procedures. Guided by the criteria in 7a through 7c above, and any additional information (such as annual milestones and deadlines) provided annually by the Office of the Academic Dean and Provost, the following procedures will be used in selecting the recipients of each award:

(1) Each Department Chair normally should nominate one qualified faculty member for each award. Department Chairs will prepare substantiating material to support their nominees, using the formats in enclosures (3), (4), and (5). Nine copies, three-hole punched, of each nomination and an electronic version of the nomination are required. Should no faculty member in the Department be nominated, a negative report will be submitted.

(2) Division Directors in consultation with Senior Professors will review Departmental nominees and supply an appropriate endorsement without ranking.

(3) The appropriate committee designated in paragraph 7.e. below will review each nominee's qualifications and any supporting documentation. Each committee will review the qualifications and recommendations of those nominated. Following committee discussions, each member will construct an assessment of each nominee. The individual committee member's assessment will be forwarded to the Academic Dean and Provost. Then, the committee will meet with the Academic Dean and Provost to discuss the nominees. Final selection is by the Academic Dean and Provost.

e. Review Committee

(1) The Civilian Faculty Teaching Excellence Award Committee will be co-chaired by the Director of Teaching and Learning. The Research Excellence Award Committee and the Service Excellence Award Committee will be co-chaired by the Director of Research and Scholarship. Each committee will consist of six civilian or military faculty members, as follows:

One representative from each of the following entities:

Division of Engineering and Weapons

Division of Humanities and Social Sciences  
 Division of Mathematics and Science  
 Department of LEL or Physical Education

Two at-large members from the Faculty Senate.

(2) The Senate nominates committee members to the Academic Dean and Provost for appointment after consultation with their respective Division Directors and Department Chairs.

f. Action

(1) Academic Dean and Provost will:

(a) Amplify, as necessary, the selection guidance and procedures, e.g., implementing timetables and deadlines, for each award.

(b) Institute and publicize any changes in selection criteria for each award.

(c) Serve as final selection authority for each award.

(d) Make arrangements for appropriate award presentation ceremonies.

(2) The Civilian Faculty Teaching Excellence Award Committee, the Faculty Research Excellence Award Committee, and the Civilian Faculty Service Excellence Award Committee will:

(a) Review and refine procedures and criteria for approval and implementation, as appropriate, by the Academic Dean and Provost.

(b) Review the qualifications and recommendations of those nominated. Following committee discussions, each member will construct an assessment of each nominee. The individual committee member's assessment will be forwarded to the Academic Dean and Provost. Then, the committee will meet with the Academic Dean and Provost to discuss the nominees. Final selection is by the Academic Dean and Provost.

8. The Apgar Award for Excellence in Teaching

a. Description

(1) This award, established in 1996 through the generosity of Mahlon Apgar IV and Anne Demarest Nelson Apgar, is intended to recognize, encourage, and reward individual faculty members at the Naval Academy who have had a demonstrable impact on their students and/or who have made a significant contribution to the art of teaching and counseling students. The Apgar Award places special emphasis on instilling the values of character, responsibility, and integrity of Naval and Marine Corps officers as a result of the individual faculty member's personal example and methods.

(2) The Apgar Award will consist of a suitable plaque awarded to the annual winner; accompanying the Apgar Award is a significant cash prize provided by Mr. and Mrs. Apgar. In addition, a perennial display of Apgar Award recipients will be placed in the lobby of the Nimitz Library.

(3) This award will alternate annually between military and civilian recipients, based on qualifications described in 8c, below. Military recipients will be considered during the Spring semester of odd-numbered years, civilians in even-numbered.

b. Eligibility. Two categories of full-time faculty members are eligible for the award: (1) rotational military officers who, at the time of nomination, have completed no more than six semesters of teaching at the Naval Academy while carrying a normal fulltime teaching load; (2) tenure-track civilian faculty carrying a normal full-time teaching load at the rank of instructor or assistant professor and who have not yet received tenure.

c. Qualifications. Five criteria of special relevance to the award's purpose will be used in evaluating candidates for the award.

(1) Effectiveness in teaching the qualities of leadership, with special emphasis on character, responsibility, and integrity, through the academic environment, curriculum, and mentoring roles outside the classroom.

(2) Demonstrated performance in stimulating a love of learning and in motivating and enabling students to learn.

(3) Contributions in developing and applying innovative methods of teaching to achieve these aims.

(4) Commitment to new teaching pedagogy and development of skills among teaching peers.

d. Selection Procedures. Guided by the criteria in 8b and 8c, above, the following procedures will be used in selecting the recipient of the award.

(1) In accordance with paragraphs 8a and 8b above, each Department Chair may nominate one civilian or military faculty member for the award. Department Chairs will prepare substantiating material to support their nominees, using the format in enclosure (5). Nine copies, three-hole punched, of each nomination and an electronic version of the nomination are required. Should no faculty member in the Department be nominated, a negative report will be submitted.

(2) Division Directors will review Departmental nominees and supply an appropriate endorsement without ranking to the Academic Dean and Provost.

(3) The appropriate committee will review each nominee's qualifications and any supporting documentation. Following committee discussions, each member will construct an assessment of each nominee. The individual committee member's assessment will be forwarded to the Academic Dean and Provost. Then, the committee will meet with the Academic Dean and Provost to discuss the nominees. Final selection is by the Academic Dean and Provost.

e. Action

(1) Military Faculty Teaching Excellence Awards Committee. In the spring of odd-numbered years, when military candidates are being considered, the Military Faculty Teaching Excellence Award Committee will review applications for the Apgar Award and in even-numbered years will review the applications for the Military Professor Teaching Excellence Award.

(2) Civilian Faculty Teaching Excellence Award Committee. In spring of even-numbered years, when civilian candidates are being considered, the Civilian Faculty Teaching Excellence Award Committee will review applications for the Apgar Award.

8. Implementation

a. Division Directors will:

(1) Ensure that faculty members of their divisions are aware of the existence of these awards.

(2) Endorse and forward Departmental nominees for each award.

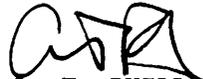
(3) Nominate prospective members for the selection committee to the Academic Dean and Provost via the Faculty Senate.

b. Department Chairs will:

(1) Ensure that faculty members are aware of the existence of these awards.

(2) Establish procedures for the selection of Departmental nominees for each award.

(3) Prepare and submit separate nominations for these awards annually, including negative reports if there are no nominations.

  
A. T. PHILLIPS

Distribution:

AC

President, Faculty Senate

NOMINATION FOR  
THE CLASS OF 1951 MILITARY FACULTY TEACHING EXCELLENCE AWARD AND THE WILLIAM  
P. CLEMENTS AWARD

STATEMENT OF QUALIFICATIONS

1. Name:
2. Date Reported to USNA:
3. Courses Taught (indicate academic year, semester, course, number of classes, title):
4. Education (degrees, dates, institutions):
5. Military Background:
6. Summary of the candidate's performance for a maximum of the last three years in the following areas:
  - a. Teaching ability, as evidenced by the vitality of classroom presentation, the thoroughness of preparation, interest in students, capacity to impart knowledge and evoke response, and the improvement of teaching material and methods.
  - b. Participation in academically oriented activities, as evinced, for example, by papers presented at professional meetings, scholarly research, Midshipmen research activities, and academic counseling.
  - c. Participation in Midshipmen activities, such as service as officer representative, etc.
  - d. Participation in other activities, such as performance of Departmental duties, service on Departmental and general committees, service in civic groups, etc.
  - e. Personal attributes, such as cooperation, initiative, integrity.
  - f. Value to USNA: The nominee's contribution to the overall USNA mission.
7. Statement for announcement if nominee is selected (limit to 200 words).
8. Nomination packet should include one copy of all student evaluations, a photograph of the nominee, and a teaching philosophy statement prepared by the nominee.

Enclosure (1)

NOMINATION FOR  
MILITARY PROFESSOR TEACHING EXCELLENCE AWARD,  
STATEMENT OF QUALIFICATIONS

1. Name:
2. Department and Date Reported to USNA:
3. Academic Rank:
4. Education (degrees, date, institutions):
5. Military Background:
6. Years Teaching Experience (USNA/total):
7. Courses Taught (previous three years):

ACADEMIC YEAR  
# OF SECTIONS

SEMESTER      COURSE  
TITLE

8. Teaching ability, as evidenced by classroom vitality, ability to excite and educate Midshipmen, stimulate intellectual curiosity and Midshipmen interest in subject matter. Include copies of student evaluations for the last three years.
9. Candidate's teaching portfolio to provide evidence of student learning:
10. Contributions to and proliferation of classroom pedagogy and/or curriculum development:
11. Contributions to work with the intellectual development of Midshipmen, inside and outside the classroom:
12. Participation in other related activities:
13. Contributions to research and scholarship:
14. Impact of teaching contributions to USNA:
15. Complete curriculum vitae
16. Statement for announcement if nominee is selected (limit to 200 words).

Enclosure (2)

NOMINATION FOR  
THE CLASS OF 1951 CIVILIAN FACULTY TEACHING EXCELLENCE AWARD,  
IN HONOR OF PROFESSOR THEODORE J. BENAC

STATEMENT OF QUALIFICATIONS

1. Name:
2. Department:
3. Academic Rank:
4. Education (degrees, date, institutions):
5. Years Teaching Experience (USNA/total):
6. Courses Taught (previous three years):

ACADEMIC YEAR  
# OF SECTIONS

SEMESTER      COURSE  
TITLE

7. Teaching ability, as evidenced by classroom vitality, ability to excite and educate Midshipmen, stimulate intellectual curiosity and Midshipmen interest in subject matter. Include copies of student evaluations for the last three years.
8. Candidate's teaching portfolio to provide evidence of student learning:
9. Contributions to and proliferation of classroom pedagogy and/or curriculum development:
10. Contributions to work with the intellectual development of Midshipmen, inside and outside the classroom:
11. Participation in other related activities:
12. Contributions to research and scholarship:
13. Impact of teaching contributions to USNA:
14. Complete curriculum vitae:
15. Statement for announcement if nominee is selected (limited to 200 words):

Enclosure (3)

NOMINATION FOR  
THE CLASS OF 1951 FACULTY RESEARCH EXCELLENCE AWARD

STATEMENT OF QUALIFICATIONS

1. Name:
2. Department:
3. Academic rank:
4. Education (degrees, date, institutions):
5. Years research experience (USNA/total):
6. Research sponsors (previous five years):
7. Midshipman research involvement:
8. Publications (previous five years):
9. Professional involvement:
10. Impact and value of research and honors received:
11. Any letters of support, from internal or external peer groups:
12. Statement for announcement if nominee is selected (limited to 200 words):

Enclosure (4)

NOMINATION FOR  
CIVILIAN FACULTY SERVICE EXCELLENCE AWARD

STATEMENT OF QUALIFICATIONS

1. Name:
2. Department:
3. Academic rank:
4. Education (degrees, date, institutions):
5. Years research experience (USNA/total):
6. Nature of service(s): (Specific actions taken for the last fifteen years; length of time dedicated to each action, level of responsibility, results of the activity, impact on USNA.)
7. Comment on nominee's execution of the regular and ordinary faculty responsibilities such as advising and submission of reports:
8. Teaching and research responsibilities:
9. Participation in related activities outside USNA:
10. Personal attributes and honors received:
11. Value to USNA:
12. Statement for announcement if nominee is selected (limited to 200 words):

Enclosure (5)

NOMINATION FOR  
APGAR AWARD FOR EXCELLENCE IN TEACHING

STATEMENT OF QUALIFICATIONS

1. Name:
2. Department:
3. Academic Rank:
4. Education (degrees, date, institutions):
5. Courses taught (previous three years):

ACADEMIC YEAR  
# OF SECTIONS

SEMESTER      COURSE  
TITLE

6. Summary of the candidate's performance in the following areas:
  - a. Effectiveness in teaching the qualities of leadership, with special emphasis on character, responsibility and integrity, through the academic environment, curriculum and mentoring roles outside the classroom.
  - b. Demonstrated performance in stimulating a love of learning and in motivating and enabling students to learn.
  - c. Contributions in developing and applying innovative methods of teaching to achieve these aims.
  - d. Contributions to develop and apply new teaching concepts and methods that expand students' horizons and their potential contributions as leaders and serving military officers.
  - e. Contributions to new teaching pedagogy and development of skills among teaching peers.
  - f. Contributions in disciplinary research and scholarship.
7. Statement for announcement if nominee is selected (limited to 200 words).
8. Each nomination package should include one copy of all student evaluations, a photograph of the nominee, and a teaching philosophy statement prepared by the nominee.

Enclosure (6)