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OFFICE OF THE ACADEMIC DEAN OF PROVOST
UNITED STATES NAVAL ACADEMY
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ACDEANINST 1500.1C
2/ADP
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ACADEMIC DEAN AND PROVOST INSTRUCTION 1500.1C

From: Academic Dean and Provost

Subj: ACADEMIC ORIENTATION FOR NEWLY REPORTED FACULTY

1. Purpose. To implement a comprehensive instructor orientation program.
2. Cancellation. ACDEANINST 1500.1A. This instruction is a significant revision and should be reviewed in its entirety. No special markings appear, because changes are significant.
3. Background. The Naval Academy is committed to the best possible classroom instruction and developmental educational experience as a part of its mission. Information on additional programs and procedures is provided separately and additional details are provided through a department-level checklist to be completed by new faculty members. This prepares new faculty for success while aligning the Naval Academy orientation with current best practices in higher education. The program, held in early August, emphasizes the overall vision of the USNA academic mission and how to apply our unique educational principles, values, standards, and themes in the classroom, in order to motivate and equip new faculty for success from the first day of classes.
4. Discussion
 - a. The Academic Dean and Provost is responsible for providing introduction and orientation for new instructors on key academic topics. A New Faculty Orientation Program, to be held immediately after new civilian faculty members check in, will:
 - (1) Introduce new faculty to the overall vision and uniqueness of the USNA academic mission: values, themes, standards, and principles (Superintendent and/or Academic Dean and Provost)
 - (2) Explain the purpose of the USNA academic mission in relation to the missions and values of the Navy and Marine Corps (Command Brief)
 - (3) Provide small-group interactive settings, based on case studies, to discuss how to apply USNA standards and principles in given scenarios (discussion sessions led by senior administrators and faculty members) including the Honor Concept

(4) Introduce resources for midshipmen and faculty to include advising and mentoring, Academic Center resources to include the Writing Center, Midshipman Development Center resources, Teaching Learning Center, and Nimitz Library.

(5) Introduce requirements of the Human Research Protection Program (HRPP).

b. A department-level checklist, provided by the Academic Dean and Provost, will:

(1) Give new faculty members detailed information on day-to-day life as a Naval Academy faculty member

(2) Familiarize new faculty members with key governing policies and documents

(3) Provide a standardized orientation across all departments

c. Academic departments are responsible for ensuring that all newly reported faculty members (officer and civilian, tenure-track and temporary) attend this orientation, complete the department-level checklist described above and become familiar with their particular discipline, the course(s) they will teach, course registration procedures, and applicable syllabi. This responsibility will include early identification of one or more faculty mentors to work with the new faculty members, ample opportunity to become familiar with course materials, and teaching feedback from more experienced USNA faculty members. Classroom visitation and constructive feedback should occur throughout the new instructor's first year on the faculty.

5. Action

a. An officer designated by the Academic Dean and Provost is responsible for implementation of this program.

b. Department chairs will assign mentors for new faculty members and monitor completion of the department-level checklist.

c. Participation in this program will be mandatory for all newly reporting instructional officer personnel in all cost centers and for newly reporting civilian faculty within the first 12-months of their employment. Other cost center heads are invited to address scheduling conflicts directly with the Academic Dean to ensure participation by all newly reporting faculty members.



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