ACADEMIC DEAN AND PROVOST INSTRUCTION 5314.1C

From: Academic Dean and Provost

Subj: FACULTY REPORTING OF TEACHING AND PROFESSIONAL ACTIVITIES

Encl: (1) Faculty Activity Record

1. Purpose. To establish a procedure for the annual reporting of individual faculty teaching, scholarly, and related professional activities.

2. Cancellation. ACDEANINST 5314.1B. This directive is a complete revision and should be reviewed in its entirety. No special markings appear because changes are extensive.

3. Discussion. The Faculty Activity Record comprises the basic data source for faculty performance evaluations and fitness reports, annual merit pay increases, promotion and tenure review, the annual research report and departmental command histories. It also serves occasionally as source for statistical data and public relations requests. Enclosure (1), reflecting the first revisions since 1984, is herewith disseminated to meet the continuing need for accurate and complete information on the accomplishments and activities of the Naval Academy faculty.

4. Action. Enclosure (1), completed by each faculty member, is to be submitted to the Academic Dean and Provost, via the chain of command, no later than 1 June of each year.

W. C. MILLER

Distribution:
AC
You are requested to provide in the space below a precise listing and brief explanation of your activities for the past academic year. Attach additional pages as needed.

Name: 
Rank: 
Dept: 

I. TEACHING ACTIVITIES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture–Lab–Credit</th>
<th>Section #</th>
<th># mids</th>
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Approx. hours/week

a. Courses taught

Fall Semester

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<th>Course #</th>
<th>Course Title</th>
<th>Lecture–Lab–Credit</th>
<th>Section #</th>
<th># mids</th>
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Spring Semester

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Summer

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<tr>
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<th>Section #</th>
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b. Extra Instruction (estimate EI, specifying office, email, evening, group review, etc.); indicate involvement with department/division resource center, Academic Center, service as academic mentor for midshipman groups such as clubs, teams, ECAs).

c. Academic Counseling (include service as plebe academic adviser, major senior academic adviser, division senior adviser, special academic adviser; you may wish to include the number of midshipmen you advise).
d. Creative Developments (include curriculum development, such as course or laboratory development, and educational innovations, such as innovative pedagogy and learning technology advancements).

II. SCHOLARLY AND PROFESSIONAL ACTIVITIES

Approx. hours/week __________

a. Research: No_____ Yes_____ (complete Attachment #1, 2, and/or 3)

b. Publications: No_____ Yes_____ (complete Attachment #4, 5, and/or 6)

c. Presentations: No_____ Yes_____ (complete Attachment #7)

d. Additional Professional Education (courses, seminars, workshops, etc.)

e. Seminars or Special Lectures

f. Professional Society Involvement

g. Military activities (e.g. YP or CSTS qualifications, NAVWARCOL course completions, watch qualifications, Service Assignment Boards, etc.)

h. Travel (List date, meeting, purpose of travel and source of funds for each trip taken)

III. USNA ADMINISTRATIVE ACTIVITIES

Approx. hours/week __________

(List each committee, collateral duty and special assignment or project along with a brief statement as to what you contributed and accomplished in the activity.)

a. Yard

b. Division

c. Department

IV. USNA EXTRACURRICULAR ACTIVITIES

Approx. Hours/week __________

a. Directing midshipman activities (e.g., club representative, CDS/MDS facilitator)

b. Coaching, officer/faculty representative

c. Company faculty representative
V. COMMUNITY ACTIVITIES AND PUBLIC SERVICES  Approx. Hours/week _________

VI. OUTSIDE EMPLOYMENT  Approx. Hours/week

<table>
<thead>
<tr>
<th>Institution/Firm</th>
<th>Type of Work</th>
<th>Inclusive Dates</th>
<th>Time Spent</th>
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VII. COMMITTEE AND COLLATERAL DUTY PREFERENCE

Signed_________________________________________  Date __________

______________________________

SPONSORED RESEARCH PROJECTS
  16 June 20_____ – 15 June 20

Title Of Project:
Principal Investigator:
Sponsor:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

______________________________

INDEPENDENT RESEARCH PROJECTS
  16 June 20_____ – 15 June 20____.

Title Of Project:
Researcher:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)
RESEARCH COURSE PROJECTS
16 June 20___ – 15 June 20___.

Title Of Project:
Researcher:
Faculty Adviser:
Sponsor:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

FACULTY PUBLICATIONS
16 June 20___ – 15 June 20___.

(Use same format as in annual USNA report on research: Summary of Research Activities — Academic Departments. For each publication include an abstract of 100–200 words.)

FACULTY TECHNICAL REPORTS
16 June 20___ – 15 June 20___.

(Use same format as in annual USNA report on research: Summary of Research Activities — Academic Departments. For each technical report include a short abstract.)

MIDSHIPMAN-FACULTY PUBLICATIONS/TECHNICAL REPORTS
16 June 20___ – 15 June 20___.

(Use same format as in annual USNA report on research: Summary of Research Activities — Academic Departments. For each publication/technical report include a short abstract.)

FACULTY PRESENTATIONS
16 June 20___ – 15 June 20___.

(Use same format as in annual USNA report on research: Summary of Research Activities — Academic Departments. List presentations only; do not include abstracts.)