

ACDEANINST 5420.1M
2/EA
9 Dec 92

ACADEMIC DEAN AND PROVOST INSTRUCTION 5420.1M

From: Academic Dean and Provost

Subj: ACADEMIC DEAN COMMITTEES

Ref: (a) ACDEAN ltr 5420 of 8 Mar 90
(b) USNAINST 1531.39
(c) USNAINST 12430.4A
(d) ACDEANINST 1650.1
(e) ACDEANINST 5420.20B
(f) ACDEAN ltr 5420 of 30 Oct 91
(g) USNAINST 5420.32
(h) ACDEANINST 4001.1
(i) ACDEANINST 5420.2
(j) USNAINST 1520.2R
(k) ACDEANINST 1553.1E
(l) USNAINST 3920.1C
(m) ACDEANINST 1321.1
(n) USNAINST 12340.3C
(o) ACDEANINST 12450.1
(p) USNAINST 1531.38C

Encl: (1) Organization and Primary Functions of Academic Standing Committees

1. Purpose. To issue the organization and primary functions of designated Academic Standing Committees.

2. Cancellation. ACDEANINST 5420.1L

3. Information. The organization and primary functions of the Academic Standing Committees are set forth in enclosure (1) and in references (a)-(p). Committee membership will be announced by Academic Dean and Provost Notice 5420.

4. Action

a. The committee chairs will establish the times and locations of their respective committee meetings and will determine the rules of procedures to be used during meetings. Additionally, the Chairs will ensure that adequate records of proceedings are maintained, and they are responsible for the submission of recommendations to the Academic Dean and Provost as appropriate.

b. Heads of activities concerned are requested to provide the Academic Dean and Provost with their nominations for membership on the various committees for the following academic year by 30 June annually.

ROBERT H. SHAPIRO

Distribution:
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ORGANIZATION AND PRIMARY FUNCTIONS OF ACADEMIC STANDING COMMITTEES

1. The Academic Assembly. Composed of the Academic Dean and Provost who will serve as chair, the four division directors, members of the Dean's staff as he directs, chairs of the academic departments, the chairs in the Division of Professional Development, and a representative of the Department of Physical Education. The chairs of the Civilian Faculty Affairs Committee and the Faculty Forum will be ex-officio members. Other persons may be invited to join the Assembly's deliberations on a particular issue. The Assembly will advise the Academic Dean and Provost on such matters as he may refer to it, and initiate studies and discussions to advise him on additional matters which it believes to be of interest. Reference (a) refers.

2. Advising, Counseling, Validation and Majors Committee. Composed of the Associate Dean for Academic Affairs, who will serve as chair, the Assistant Dean for Academic Support, one member from each academic division (Division Senior Academic Adviser), the Registrar, and representatives of the Commandant of Midshipmen and Director of Athletics. The Director of Computer Services (or representative) may join in the committee deliberations for purposes of advising the committee on data processing matters. The committee will assure initial responsibility each year for formulating the academic program for fourth class validators, recommend counseling and validation administrative procedures to the Academic Dean and Provost, coordinate the resolution of validation and counseling problems among the various academic departments, and assist and advise the Registrar in matters concerning registration. The committee has the additional responsibility of assisting and advising the Academic Board on the handling of academically deficient midshipmen during the Academic Board's end-of-semester deliberations. The division senior academic advisers are responsible for keeping the department academic advisers informed on decisions and information issued during the committee's deliberations. All assignments of majors and changes thereto will be reviewed and approved by the committee for the Academic Dean and Provost. In addition, the committee is responsible for the preparation of major selection briefs for presentation to the fourth class. Reference (b) refers.

3. Black Studies Committee. Composed of a chair, appointed by the Academic Dean and Provost, and a representative group of faculty and midshipmen nominated by the chair and approved by the Academic Dean and Provost. The Librarian or his representative will serve as an officio member. The committee will assist and advise the Academic Dean and Provost on such matters as he may refer to it, and initiate studies and discussions to advise him on additional matters which it believes to be of interest.

4. Civilian Faculty Performance Board Composed of the Associate Dean for Faculty as its Chair and two senior faculty members who are appointed by the Academic Dean and Provost and who are not serving on the Promotion and Tenure Committee. The Board functions to (1) provide a monitoring system concerning performance ratings and (2) serve as a forum for hearing grievances concerning performance appraisals. Reference (c) refers.

5. Clements Award Selection Committee. The William P. Clements Award is bestowed annually upon a military faculty member of the Naval Academy whose contributions to the academic, professional, and moral development of midshipmen reflect the highest principles of excellence in education. The committee convenes annually to recommend to the Academic Dean and Provost the top military instructor at USNA for the current academic year. The committee consists of one senior officer and one professor from each division, and is chaired by the Associate Dean for Faculty, who votes only in case of a tie. Reference (d) refers.

6. Core Curriculum Committee. This committee consists of eleven voting members including four officer faculty members, six civilian faculty members, a chair, and the Associate Dean for Academic Affairs as a nonvoting member. The committee's responsibilities are to review and initiate proposals for changes to the core curriculum in support of the mission of the Naval Academy. The committee's proposals are addressed to the Objectives Review Board via the Faculty Curriculum Review Committee and the Academic Dean and Provost. Reference (e) refers.

7. Council of Elders (COE). The COE is established to review and discuss any topics of interest to the faculty of the Naval Academy for which the Academic Dean and Provost desires input, and may also meet for social or other desirable purposes as will be determined by the Executive Committee of the COE. The COE will consist of all faculty members in the grade of full professor who have been on the teaching faculty at USNA for 25 or more years, hereafter designated "elders." Once a year, the chair of the COE will update the list of eligible members. The Executive Committee of the COE will consist of the chair and five other elders to be elected at the spring meeting of the COE. A nominating committee, appointed by the Executive Committee, will present a slate of nominees for election to the Executive Committee at the spring meeting. The COE will meet once in the fall, once in the spring, and at other times as directed by the Executive Committee of the COE. The Executive Committee will meet whenever called by the Academic Dean and Provost or by the chair, usually once every other month. The Academic Dean and Provost will be an ex-officio member of both the COE and the Executive Committee of COE.

8. Educational Resources Center Committee. Composed of the Associate Dean for Information (ex officio), who will serve as chair, the Director of the ERC (ex officio), and one representative from each academic division, the Division of Professional Development, the Commandant of Midshipmen, the Physical Education Department, the Library, Public Affairs Office, the Naval Academy Athletic Association, the Director of Civilian Personnel, and the Naval Station. The committee will function primarily in an advisory capacity to the Associate Dean for Information and to the Director of the ERC.

9. Engineering Advisory Board (EAB). The EAC is established as an advisory committee to assist the Academic Dean and Provost on issues regarding the engineering disciplines. Although primary concern is the maintenance of programs accreditable by ABET, the EAC may also serve as another line of communication with the Academic Dean and Provost for all matters of concern to the Division of Engineering and Weapons. The EAC will consist of the five engineering department chairs, the chair of the USNA ABET

committee, and one member at large with the Division Director of Engineering and Weapons as ex-officio. The chair will be the chairperson of the USNA ABET committee. The committee will meet with the Academic Dean and Provost on a regular basis, usually once a month - the time to be established by the chair. Reference (f) refers.

10. Ethics Curriculum Standing Committee (ECSC). The ECSC is established to monitor and improve formal ethics instruction at the Naval Academy. The committee will oversee the ethics continuum of courses, seek further opportunities for ethics instruction within the existing curriculum, and coordinate with the offices of the Commandant of Midshipmen and Academic Dean and Provost on related programs that will support and improve the quality of ethics instruction to the brigade. The chair of the Leadership and Law department is designated as permanent chair of the ECSC. The remaining members are the Ethics Advisor, Brigade Honor Chairman, and the course coordinators for NL102, NL202, NL303/302, NL400, FP130, HH205, HH206, and HP232. The committee will meet a minimum of twice each semester. All committee recommendations will be forwarded to the Superintendent via the Commandant of Midshipmen and the Academic Dean and Provost for appropriate action. Reference (g) refers.

11. Faculty Curriculum Review Committee (FCRC). The Academic Dean and Provost will select one member from each Group Curriculum Review Committee (GCRC) to serve on the FCRC. Additional membership will include the Academic Dean and Provost or his representative and a representative of the Faculty Forum, selected by the Forum. The Academic Dean and Provost or his designated representative will serve as the permanent chair. In general, the FCRC will review academic recommendations and proposals concerning the non-core part of the curriculum with respect to their impact on the total academic program of the Naval Academy and to their relevancy to educational standards. Additionally, they will make such recommendations as appropriate, via the Academic Dean and Provost, to the Objectives Review Board (ORB) for its consideration and decision. The committee will be guided in the performance of its tasks by reference (e).

12. Faculty Development Committee (FDC). The FDC is established to administer the Faculty Development Program (FDP). The FDP is designed to encourage both civilian and military members of the Academy faculty to increase their professional skills, expand their professional interests into new areas, and introduce them to novel or alternate aspects of higher education. Composed of a chair, appointed by the Academic Dean and Provost, and one representative from each of the following: the Civilian Faculty Affairs Committee, the Faculty Forum, the Naval Academy Research Council, and the Instructional Development Advisory Committee. In addition, the Academic Dean and Provost will appoint three members-at-large to ensure that each academic division is represented. At least one member at large will be a military member of the faculty. Reference (h) refers.

13. Gender Equity and Academic Issues Committee. Composed of a chair appointed by the Academic Dean and Provost, and at a minimum, the members will include one representative from each division, nominated by the division director and appointed by the Dean. Members serve for three years. The committee is tasked to explore the climate of gender equity and academic issues at the Naval Academy, and serves as an advisory board to the Dean. The committee will be guided in the performance of its

tasks by reference (i).

14. Graduate Education Committee. The Graduate Education Committee is established to assist the Academic Dean and Provost in the administration of the graduate education program. Membership of this committee will consist of the Director, Division of Mathematics and Science as chair, the two other academic division directors or their appointed representatives of the rank of Commander/Lieutenant Colonel or above, a civilian faculty member, a Marine Corps representative appointed by the Academic Dean and Provost, the Director of the Division of Professional Development, and a representative appointed by the Commandant of Midshipmen. The Graduate Education Committee will provide guidance for, and administrative support of, all graduate education programs applicable to midshipmen of the Naval Academy. Specific functions of the committee are set forth in reference (j).

15. Instructional Development Advisory Committee (IDAC). IDAC is chaired by the Director of Research. In addition to the chair, membership will consist of one member from each academic division. The Director of the Educational Resources Center, and the Deputy Director, Information Technology, are ex officio members. The IDAC functions in an advisory capacity to the Academic Dean and Provost with regard to the quality, validity, value and impact of Instructional Development projects. The committee will be guided in the performance of its duties by reference (k).

16. Library Committee. Composed of a chair, appointed by the Academic Dean and Provost, the Librarian (ex officio), the Archivist (ex officio), and one representative from each academic division, the Division of Professional Development, Computer Services, the Physical Education Department, and the Brigade of Midshipmen. The committee will function primarily in an advisory capacity to the Librarian, and also to the Academic Dean and Provost. In doing so, the committee will address itself specifically to public services for midshipmen and faculty; collection evaluation as it applies to the academic curriculum; recommendation of materials for the development of the collection, in both scope and depth, applicable to the various subject disciplines; and such other pertinent matters as may be referred to it.

17. Naval Academy Research Council (NARC). The NARC will be chaired by the Director of Research and will consist of the chair of the Trident Scholar Committee and 12 members representing the various divisions. The Division of Mathematics and Science, the Division of Engineering and Weapons, and the Division of Humanities and Social Sciences will have three representatives each. The Division of Professional Development and the Physical Education Department will each have one representative. In addition, the Comptroller, USNA, will be an ex officio member of NARC but will not vote. Members will be nominated by department chairs or division research committees to their division directors, who will recommend representatives to the Director of Research. The NARC will review Naval Academy research policy and assist the Director of Research in formulating recommendations to the Academic Dean and Provost on matters pertaining thereto. The NARC will establish criteria and procedures for the review and funding of faculty research proposals. Additionally, NARC will supervise the administration of funds for projects approved and review final reports. The Council will be guided in the performance of its task by reference (l).

18. Premedical Selection Committee is composed of a chair (appointed by

the Academic Dean and Provost), Associate Dean for Academic Affairs and representatives from the Chemistry Department and the Commandant of Midshipmen. The committee will consider all matters involving the premedical program. This committee will furnish to the Superintendent, via the Academic Dean and Provost, the names of midshipmen in priority order for service selection billets. The committee will advise the Academic Dean and Provost and midshipmen on the procedures for entrance to medical school and will furnish a reasonable number of letters of recommendation as requested. Reference (m) refers.

19. Promotion and Tenure Committee. The Promotion and Tenure Committee is established to assist the Academic Dean and Provost in matters pertaining to civilian faculty promotion and the granting of tenure. The committee will review all promotion recommendations submitted by the division directors. The committee will make recommendations to the Academic Dean and Provost regarding promotion and tenure for the civilian faculty. The Academic Dean and Provost will appoint the committee which will consist of two civilian faculty members from each academic division, a single Commandant of Midshipmen's representative from the Division of Professional Development or the Physical Education department, and a member of the Civilian Faculty Affairs Committee (CFAC). Except for the CFAC member, who serves for 1 year, voting members may serve terms of up to 5 years duration. The Associate Dean for Faculty will be the non-voting chair. The Director of Research will serve without vote as consultant to the committee. The committee will be guided in the performance of its duties by reference (n).

20. Research Excellence and Award Committee. The committee will be composed of the Director of Research who will act as chair, one professor or senior military officer from each academic division, one professor or senior military officer from the Division of Professional Development, a representative from the Civilian Faculty Affairs Committee, and a representative from the Faculty Forum. The chair will be a nonvoting member except in the case of ties. To ensure continuity, an individual may serve for no more than three consecutive years. The committee will establish the procedures and any additional criteria necessary to recommend award recipients to the Academic Dean and Provost. The committee will forward recommendations for award recipients to the Academic Dean and Provost. Reference (o) refers.

21. Teaching Excellence Award Committee. The committee will be chaired by the Vice Academic Dean. Membership of the committee will consist of one professor or senior military officer from each academic division, one professor or senior military officer from the Division of Professional Development, a representative from the Civilian Faculty Affairs Committee, and a representative from the Faculty Forum. The chair will be a non-voting member except in the case of ties. To ensure continuity, an individual may serve for no more than three consecutive years. The committee will establish the procedures and any additional criteria necessary to recommend award recipients to the Academic Dean and Provost. The committee will forward recommendations for award recipients to the Academic Dean and Provost. Reference (o) refers.

22. Trident Scholar Committee. Composed of two representatives each from the Division of Mathematics and Science, the Division of Engineering and Weapons, and the Division of Humanities and Social Sciences, and one representative from the Division of Professional Development. The

representatives will be appointed by the Academic Dean and Provost; one will be designated as the chair. The committee is responsible to the Academic Dean and Provost for the proper functioning of the Trident Scholar Program. The committee will establish procedures for the selection of Trident Scholars and the criteria for the approval of individual programs, will supervise the administration of funds for approved projects, and will review all final reports. Additionally, the committee will be guided in the performance of its tasks by reference (p).