



**DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1323**

ACDEANINST 5450.2
2/VAD
28 Apr 2017

ACDEAN INSTRUCTION 5450.2

From: Academic Dean and Provost, U.S. Naval Academy

Subj: DIVISION INPUTS IN SELECTION OF THE SENIOR PROFESSOR

Ref: (a) Superintendent ltr 12000 ser 2-135 of 13 Dec 90

1. **Purpose.** To establish standard procedures consistent with reference (a) for divisional inputs to the Academic Dean and Provost in selection of Division Senior Professors.

2. **Scope and Applicability.** All academic departments within the Academic Dean and Commandant Cost Centers

3. **Discussion.**

a. The authority to appoint and reappoint Division Senior Professors is vested in the Academic Dean and Provost per reference (a).

b. The initial appointment as Senior Professor is for three years with reappointments occurring at three year intervals thereafter. While not normal, reappointments beyond twelve years may be considered when such an action is in the best interest of the Naval Academy. In all cases, the Division Director will notify the incumbent Senior Professor and faculty/staff in the Division that an appointment/reappointment process will be conducted.

c. The Academic Dean and Provost may provide parameters that guide recommendations for the appointment / reappointment of the Senior Professor, including whether there is a restriction on the required academic rank or experiences.

d. The process by which the Division solicits interested candidates is left to the individual Division, so long as that process is equitable and inclusive to all members of the Division (consistent with any restrictions mentioned in c). The solicitation of candidates should normally include a call for interested candidates, a description of the selection criteria, an opportunity for the division faculty to interact with each candidate, and the opportunity for all faculty to provide written comments regarding each candidate including an indication of their level of confidence in support of each candidate. After having solicited interested candidates and divisional input, a complete package must be provided to the Academic Dean and Provost, via the Division Director. Each package will include the names of all interested candidates, all written faculty feedback regarding each candidate, and a description of relevant divisional procedures. Normally, the Academic Dean and Provost and the Division Director will interview candidates and review all data before making a selection.

4. Action.

a. Division Directors:

1. Advise all faculty members in the division that an appointment/reappointment process is to be initiated, and articulate the selection/reappointment process and criteria as appropriate.

2. Forward the complete package to the Academic Dean and Provost.

5. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. The Vice Academic Dean will review this instruction annually on the anniversary date of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.



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