



**DEPARTMENT OF THE NAVY**  
**OFFICE OF THE ACADEMIC DEAN OF PROVOST**  
**UNITED STATES NAVAL ACADEMY**  
**121 BLAKE ROAD**  
**ANNAPOLIS MARYLAND 21402-1300**

ACDEANINST 5700.3E  
2/IPO

**AUG 31 2015**

ACADEMIC DEAN AND PROVOST INSTRUCTION 5700.3E

From: Academic Dean and Provost

Subj: FACULTY LED CULTURAL PROGRAM ABROAD GUIDELINES

Ref: (a) Department of Defense Strategic Plan for Language Skills, Regional Expertise and Cultural Capabilities 2011 - 2016  
(b) Maritime Strategy for 21<sup>st</sup> Century Seapower

1. Purpose. To provide administrative rules and logistical guidelines for faculty led programs abroad.
2. Cancellation. ACDEANINST 5700.3D. This instruction modifies the selection approval process.
3. Background. The Department of Defense and Department of the Navy strategic guidance references (a) and (b) highlight the need to "build, enhance, and sustain a Total Force with a mix of language skills, regional expertise, and cultural capabilities to meet existing and emerging needs in support of national security objectives."
4. Goals. Faculty led programs offer impactful, intensive experiences in strategic regions of the world, increasing a Midshipman's understanding of global perspectives and cross cultural competencies. The program also promotes faculty to share and facilitate insights with Midshipmen about their international expertise. Program goals are:
  - a. To provide midshipmen with direct experience in the cultural practices of people from other countries.
  - b. To enhance the foreign language ability, global awareness, and knowledge of Midshipmen about regions in which they will operate as junior officers.
  - c. To have midshipmen study (where applicable) at a foreign naval academy where they will learn and train side by side with their international counterparts and develop better understanding of an ally's navy and leadership development.
  - d. To broaden the perspective and understanding of midshipmen about theater security cooperation goals in the respective host country
5. Eligibility.
  - a. Midshipmen must meet the following criteria for eligibility:
    - (1) Overall CQPR of 2.0 or better.

(2) Aptitude for Commissioning Grade of B or better in the previous semester. If this criterion is not met, the applicant's Company Officer must provide an endorsement and specific explanation addressing this aspect of the applicant's record.

(3) Conduct grade of B or better in the previous semester. If this criterion is not met, the applicant's Company Officer must provide an endorsement and specific explanation addressing this aspect of the applicant's record.

(4) Physical Education grade of C or better and PRT grade of B or better at time of application.

(5) Positive endorsements from company and battalion officers. If any of the criteria in paragraphs 5.a(1) through 5.a(4) are not met, a positive justification for a recommended waiver is required.

(6) United States citizenship.

(7) Approval by the Academic Dean and Provost and the Commandant of Midshipmen.

Midshipman participation is contingent on maintaining standards consistent with the eligibility criteria listed above.

\*\*\*Applicants who fail to meet any criterion above must specifically address this area in their essay. Chain of Command endorsements must address these areas specifically\*\*\*

## 6. Program Procedures.

### a. August-October

(1) Director of the International Programs Office establishes the budget based on appropriated and philanthropic sources. This will be used to determine the size of the program and will be forwarded for approval by Academic Dean and Superintendent.

(2) IPO convenes meeting with faculty program leaders to review program procedures and associated milestones.

(3) Application windows open and close for program participation.

(4) Participant selections made for each program. Those midshipmen meeting all of the eligibility criteria listed in paragraph 5.a(1) - 5.a(6) are automatically approved by the Academic Dean and Commandant. A list of midshipmen who do not meet all of the criteria listed in paragraphs 5.a(1)-5.a(6) but who are positively endorsed by the Company Officer and Battalion Officer will be forwarded to the Academic Dean and Commandant for approval by the end of November.

### b. November

(1) Selected midshipmen will be notified and attend an initial meeting with International Program office personnel and faculty leaders to discuss program preparation milestones.

c. January

(1) IPO solicits for faculty proposals for following Academic Year.

(2) IPO will conduct faculty workshops for proposal development, program orientation and best practices

d. February- April

(1) IPO receives faculty proposals and submits to assigned Faculty Senate sub-Committee for ranking.

(2) IPO develops budget overview for each proposal.

(3) IPO collaborates with N52 and country teams as applicable to determine viability for travel proposed in the faculty proposals

(4) IPO provides recommended list of faculty led proposals for Super approval via Academic Dean and Provost.

(5) Faculty notified of program approval or disapproval status.

7. Responsibilities:

a. International Programs Office

(1) Facilitate all facets of program as described within this instruction.

(2) Provide budgetary, logistical, administrative and training support as required for approved faculty proposals.

(3) Coordinate with faculty leaders, as necessary, with N52 and country teams to ensure all trips are safely planned and executed.

(4) Collect reports, as assigned from participants.

(5) In general, serve as the focal point for internal and external stakeholders in support of Midshipmen selected for faculty led programs abroad.

(6) Complete all financial transactions with foreign host institutions and/or agencies in a timely fashion.

b. Faculty leading trips abroad.

(1) Assume proactive leadership role to ensure trips are planned and executed as approved and within budget.

(2) Will be responsible for safety and welfare of travelers for respective trip.

  
A. T. PHILLIPS

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