ADDENDUM TO ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.51D

From: Academic Dean and Provost

Subj: FACULTY WORKLOAD ADDENDUM

Ref: (a) ACDEANINST 1531.51D

The following positions / collateral duties are approved at the institutional level for an authorized courses reduction as described:

- **Department Chair**
  - Full teaching release (1 FTE) associated with the position; teaching assignment determined by the chair

- **Associate Chair**
  - The 1 FTE teaching release associated with the chair position is frequently divided between the Chair and the Associate Chair, resulting in a teaching assignment that is one section less (per semester) than a normal full teaching assignment

- **Admissions Board Member**
  - Teaching assignment is one section less (in one semester only, not both) than a normal full teaching assignment

- **Yard-Wide P&T Committee Member**
  - Teaching assignment is one section less (only in the spring) than a normal full teaching assignment

- **NCAA Institutional Representative**
  - Teaching assignment is one section less (per semester) than a normal full teaching assignment

- **Director of UKISP Program (not an administrative faculty position)**
  - Teaching assignment is one section less (per semester) than a normal full teaching assignment

- **Director of Center for Regional Studies (not an administrative faculty position)**
  - Teaching assignment is one section less (per semester) than a normal full teaching assignment

- **Director of Graduate Education Programs (not an administrative faculty position)**
  - Teaching assignment is one section less (only in the spring) than a normal full teaching assignment
The following are examples (not a comprehensive list) of positions / collateral duties that are not approved at the institutional level for an authorized course release:

- NAFAC, NASEC, USNI/USNA Naval History Conference Coordinator
- Cyber Symposium, Naval History Symposium, and other “local” events/symposiums
- Department Senior Academic Advisor; Division Senior Academic Advisor
- HPC Coordinator
- Department or Division Financial Manager
- Department EA
- Department Room scheduler, Lab Coordinator, Course Coordinator, etc
- Plebe Advisor
- Officer Rep, Faculty Rep, ECA Rep, etc.

A.T. PHILLIPS