



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

ADDENDUM TO ACDEANINST 1531.51D
2/ADP
10 Sep 2019

ADDENDUM TO ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.51D

From: Academic Dean and Provost

Subj: FACULTY WORKLOAD ADDENDUM

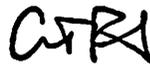
Ref: (a) ACDEANINST 1531.51D

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