



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

ACDEANINST 5450.1E
2/VAD
10 Sep 2019

ACADEMIC DEAN AND PROVOST INSTRUCTION 5450.1E

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

Subj: DEPARTMENTAL INPUTS IN SELECTION OF DEPARTMENT CHAIRS

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

1. Purpose. To establish standard procedures consistent with reference (a) for departmental inputs to the Academic Dean and Provost in selection of Department Chairs.
2. Cancellation. ACDEANINST 5450.1D
3. Scope and Applicability. All academic departments within the Academic Dean and Commandant Cost Centers
4. Discussion.
 - a. The authority to appoint and reappoint Department Chairs is vested in the Academic Dean and Provost per reference (a).
 - b. The initial appointment as Department Chair is for two years with reappointments occurring at two year intervals thereafter. While not normal, reappointments beyond eight years may be considered when such an action is in the best interest of the Naval Academy. In all cases, the Vice Academic Dean will notify the incumbent Department Chair 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 Department Chair, including whether the selection must be made from among the civilian or the military faculty, or whether there is a restriction on the required academic or military rank.
 - d. The process by which the Department solicits interested candidates is left to the individual Department, so long as that process is equitable and inclusive to all members of the Department (consistent with any restrictions mentioned in c). Minimally, the solicitation of candidates will include a call for all departmental members to indicate their interest in serving as department chair. Once a slate of interested candidates has been identified, all departmental faculty must be given the opportunity to provide written comments regarding each candidate, including an indication of his or her own level of confidence regarding each candidate. After having solicited

interested candidates and departmental 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 departmental procedures. Normally, the Academic Dean and Provost and the Division Director will interview candidates and review all data before making a selection.

5. Action.

a. Department Chairs:

1. Upon notification from the Vice Academic Dean, advise all faculty members in the department that an appointment/reappointment process is to be initiated.

2. If a sitting Department Chair is a candidate, the Chair will designate a senior faculty member, normally a prior department chair or the associate chair, to coordinate the search process. The search coordinator will forward the complete package through the Division Director to the Academic Dean and Provost. Since the information gathering process solicits candid assessments of department faculty members and or the sitting Department Chair, the information gathered should only be shared with the chain of command beginning with the Division Director.

6. 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.

7. 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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