



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
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PROVOSTINST 12335.1B
2/VP
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PROVOST INSTRUCTION 12335.1B

From: Provost, U.S. Naval Academy

Subj: PROCEDURES CONCERNING THE PREPARATION OF RECOMMENDATIONS
FOR ACADEMIC PROMOTION, TENURE, REAPPOINTMENT, AND NON-
RENEWAL OF CONTRACT

Ref: (a) United States Naval Academy Faculty Handbook
(b) ACDEANNOTE 12451 (Faculty Performance Expectations: Practical Guidance)
(c) ACDEANNOTE 12452.B (Annual Performance Review Expectations)

Encl: (1) Candidate Worksheet Sample
(2) Department Worksheet Sample

1. Purpose. To publish guidance regarding the procedures for the preparation of recommendations for academic promotion, tenure, reappointment, and non-renewal of contract.

2. Cancellation. ACDEANINST 12335.1A

3. Background. Reference (a), as amended and updated, provides the basic guidelines for all actions affecting academic promotion, tenure, reappointment, and non-renewal of contract. References (b) and (c) provide the performance expectations and guidelines to be applied to all actions affecting promotion, tenure, and reappointment.

4. Action

a. Department chairs are responsible, in accordance with references (a) and (b), for the preparation of all recommendations concerning academic promotion and civilian faculty tenure, reappointment, and non-renewal of contract. For promotion and tenure reviews, typically two members of the promotion and tenure committee will visit separate classes for a candidate as a component of the teaching assessment.

b. Enclosures (1) and (2) shall be used in the preparation of recommendations for any of the actions listed above.

(1) Faculty candidates under consideration for these actions will be asked to provide input for the Candidate Worksheet, enclosure (1). Candidates should review all aspects of the Candidate Worksheet for completeness, accuracy, and proper bibliographic format.

(2) The Departmental Worksheet, enclosure (2), contains the department chair's comprehensive assessment of the candidate's record in support of the chair's recommendation for academic promotion, tenure, reappointment, or non-renewal of contract, concerning the candidate. The Departmental Worksheet is not to be prepared by the candidate or shared with the candidate.

c. All individuals involved in evaluating and/or recommending candidates for promotion or tenure are reminded of their obligation to be scrupulous in ensuring that each candidacy is treated fairly, equitably, and in accordance with the rules, regulations, and expectations of the institution and the profession, particularly as outlined in references (a), (b), and (c).

d. The Provost will promulgate annually the schedule for submission of recommendation packages for reappointment or promotion and tenure. Typically, reappointment packages will be due to the Provost's Office, via the chain of command, at the end of the second semester, and promotion and tenure packages will be due, via the chain of command, in mid-January.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Vice Provost for will review this instruction annually on the anniversary of its 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.



A. T. PHILLIPS

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Provost Issuance Website, <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>

Candidate Worksheet Sample
(To be completed by the candidate)

Note to the Candidate: Although members of the Yard-Wide Promotion and Tenure Committee evaluate all supplementary materials submitted in accordance with Part II (below), Part I of this Candidate Worksheet is critical because it is the foundation upon which the committee members build an evaluation of your candidacy. This section not only gives you an opportunity to list your contributions to the Academy and to your discipline, but also allows you to contextualize and highlight them. The Provost and all members of the committee have a copy of Part I throughout the promotion and tenure process.

Part I. CURRICULUM VITAE (submitted electronically via the chain of command)

Name and Rank _____

Total years at USNA _____

Date of Appointment to Current Rank _____

Date tenure clock started: (DD/MM/YY) _____ (tenure candidates only, the date stated in the candidate's appointment letter).

1. Education. (Degrees; dates; institutions)
2. Employment. (Dates; institutions; commercial firms; government agencies; internships):
3. Teaching. (Provide information under relevant subheadings; all need not apply):
 - a. Courses taught (Include dates):
 - b. Course coordination:
 - c. Course and laboratory development (Include here any pedagogical seminars or short courses attended):

4. Scholarship and Scholarly Activity. Include complete listings of all publications, presentations, reports, manuals, grants, awards, research support, and other contributions to your scholarly discipline. Please group publications by level of peer review: for example, books (including chapters), peer-reviewed journals, peer-reviewed proceedings, technical reports and other publications. Within each group, list publications in reverse chronological order. Page numbers must be included when available. Articles published in an electronic format should be listed within the category appropriate for the level of review involved. In cases of multiple authorship, please include a short phrase or statement to characterize your role in the collaboration (editor, project manager, contributor, principal investigator, etc.) and describe your specific contribution to the content of the publication.

5. Service. (To department, division, yard, professional community)

6. Personal Statement (Highly recommended, but optional and limited to 1000 words). In language understandable to colleagues from various disciplines, highlight areas not covered elsewhere in this worksheet, e.g., philosophy of teaching and scholarship, research agenda, teaching agenda, plans for future institutional service. This statement can also be used to describe the improvements made and/or the challenges overcome in teaching. In the area of research, the personal statement can be an opportunity to identify the two or three most important contributions you have made to a field of study and to explain why they are significant.

Part II. SUPPLEMENTARY MATERIALS (Supplemental materials should be submitted electronically with rare exceptions. Candidates should submit their materials on an organized google share drive. Once the candidate has completed the package, drive ownership should be transferred to the Department Chair. After review the Chair will then transfer ownership of the drive to the Associate Dean for review who will transfer ownership to the Vice Provost which will constitute submission of the final package):

1. Publications. While it is not necessary to include all of your publications, it is recommended that you include your most significant scholarly publications (no more than five or six), preferably from the last six years, with short paragraphs indicating why you consider each particularly significant. To help the Yard-Wide Promotion and Tenure Committee evaluate the scope and stature of the professional journals in which you have published, please provide, if possible, photocopies of their editorial policy statements and sample tables of contents. Either here or in Part I.4 (above), you may include additional amplifying information regarding your scholarship and publications such as journal and proceedings acceptance rates, citations of your work by other authors, reviews, or other evaluations of your work by scholars in your discipline.

2. Other Significant Materials Relevant to Teaching, Scholarship, and Institutional Service. Examples include creative computer programs developed, copies of unpublished materials such as books, proofs of accepted journal articles, conference presentations, innovative course supplements designed, letters of commendation, and short videos. You are particularly encouraged to prepare and submit meaningful materials in support of your teaching, your class and laboratory development, and your course coordination efforts.

Department Worksheet Sample
(To be completed by Department Chair)

Candidate's Name and Rank _____

Recommendation _____

1. Department Comments:

a. Address the candidate's record as it applies to the Academy's criteria for promotion and tenure. Comments in reference to reappointment or non-reappointment should also be framed by the criteria for promotion and tenure.

(1) Professional competence

(2) Teaching ability

(3) Scholarship

(4) Administrative ability.

b. Departmental recommendation. This recommendation – for promotion, tenure, renewal or non-renewal of contract – is the professional assessment of the department regarding the individual's future contributions. Do not repeat the factual information presented on the candidate's worksheet.

2. Personal attributes and value to USNA:

Include comments on collegiality, breadth of institutional involvement, initiative, integrity, breadth of intellectual interests, potential future contributions of the individual.

3. Student Opinion Forms (Student opinion forms for the six most recent semesters in which the candidate taught at the Naval Academy (sabbatical semesters do not count as part of the six semesters) should be submitted electronically to the Vice Provost by placing on the google share drive, one file for each section of each course. The following naming convention should be used, LastName_YYK_MMXXX_ZZZZ.pdf, where YY is the Academic Year, K is F-fall or S-spring, MMXXX course designator, ZZZZ the section number (e.g. O'Sullivan_20F_SC111_1001.pdf, fall of AY2020).

4. Faculty Performance Evaluations (Copies of the annual performance reviews for each candidate for the past two full academic years will be obtained directly from the DPMAP system by the Vice Provost and made available to the P&T Committee).