



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
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PROVOSTINST 5314.1D
2/VP
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PROVOST INSTRUCTION 5314.1D

From: Provost, US Naval Academy

Subj: FACULTY REPORTING OF TEACHING AND PROFESSIONAL ACTIVITIES

Encl: (1) Faculty Activity Record Example

1. Purpose. To establish a procedure for the annual reporting of individual faculty teaching, scholarly, and related professional activities.
2. Cancellation. ACDEANINST 5314.1C. This directive is a complete revision and should be reviewed in its entirety.
3. Discussion. The Faculty Activity Record comprises the basic data source for faculty performance evaluations and fitness reports, annual merit pay increases, promotion and tenure review, and departmental command histories. It also serves occasionally as a source for statistical data and public relations requests. Enclosure (1), reflecting the first revisions since 1984, is herewith disseminated to meet the continuing need for accurate and complete information on the accomplishments and activities of the Naval Academy faculty.
4. Action. Enclosure (1), completed by each faculty member, is to be submitted to the Department Chair, no later than 1 June of each year. The Faculty Activity Record should be available to the chain of command upon request.
5. Records Management
 - a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/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 your local record custodian or the USNA Records Manager.



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>

FACULTY ACTIVITY RECORD EXAMPLE
16 June 20__ – 15 June 20__.

You are requested to provide in the space below a precise listing and brief explanation of your activities for the past academic year. Attach additional pages as needed.

Name:

Rank:

Dept:

I. TEACHING ACTIVITIES

Approx. hours/week _____

a. Courses taught

Fall Semester

Course #	Course Title	Lecture- Lab-Credit	Section #	# mids

Spring Semester

Course #	Course Title	Lecture- Lab-Credit	Section #	# mids

Summer

Course #	Course Title	Lecture- Lab-Credit	Section #	# mids

b. Extra Instruction (estimate EI, specifying office, email, evening, group review, etc.); indicate involvement with department/division resource center, Academic Center, service as academic mentor for midshipman groups such as clubs, teams, ECAs).

FACULTY ACTIVITY RECORD EXAMPLE

c. Academic Advising and Mentoring (include service as plebe academic adviser, major senior academic adviser, division senior adviser, special academic adviser; you may wish to include the number of Midshipmen you advise).

d. Creative Developments (include curriculum development, such as course or laboratory development, and educational innovations, such as innovative pedagogy and learning technology advancements).

II. SCHOLARLY AND PROFESSIONAL ACTIVITIES Approx. hours/week _____

a. Research: No _____ Yes _____ (complete Attachment #1, 2, and/or 3)

b. Publications: No _____ Yes _____ (complete Attachment #4, 5, and/or 6)

c. Presentations: No _____ Yes _____ (complete Attachment #7)

d. Additional Professional Education (courses, seminars, workshops, etc.)

e. Seminars or Special Lectures

f. Professional Society Involvement

g. Military activities (e.g. YP or CSTS qualifications, NAVWARCOL course completions, watch qualifications, Service Assignment Boards, etc.)

h. Travel (List date, meeting, purpose of travel and source of funds for each trip taken)

III. USNA ADMINISTRATIVE ACTIVITIES Approx. hours/week _____

(List each committee, collateral duty and special assignment or project along with a *brief* statement as to what you contributed and accomplished in the activity.)

a. Yard

b. Division

c. Department

IV. USNA EXTRACURRICULAR ACTIVITIES Approx. Hours/week _____

a. Directing midshipman activities (e.g., club representative, CDS/MDS facilitator)

FACULTY ACTIVITY RECORD EXAMPLE

b. Coaching, officer/faculty representative

c. Company faculty representative

V. COMMUNITY ACTIVITIES AND PUBLIC SERVICES Approx. Hours/week _____

VI. OUTSIDE EMPLOYMENT Approx. Hours/week

Institution/Firm	Type of Work	Inclusive Dates	Time Spent

VII. COMMITTEE AND COLLATERAL DUTY PREFERENCE

Signed _____ Date _____

SPONSORED RESEARCH PROJECTS

16 June 20__ – 15 June 20__

Title of Project:
Principal Investigator:
Sponsor:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

INDEPENDENT RESEARCH PROJECTS

16 June 20__ – 15 June 20__.

Title of Project:
Researcher:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

FACULTY ACTIVITY RECORD EXAMPLE

RESEARCH COURSE PROJECTS

16 June 20__– 15 June 20__.

Title of Project:
Researcher:
Faculty Adviser:
Sponsor:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

FACULTY PUBLICATIONS

16 June 20__– 15 June 20__.

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments*. For each publication include an abstract of 100–200 words.)

FACULTY TECHNICAL REPORTS

16 June 20__– 15 June 20__.

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments*. For each technical report include a short abstract.)

MIDSHIPMAN-FACULTY PUBLICATIONS/TECHNICAL REPORTS

16 June 20__– 15 June 20__.

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments*. For each publication/technical report include a short abstract.)

FACULTY PRESENTATIONS

16 June 20__– 15 June 20__.

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments*. List presentations only; do not include abstracts.)