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.seanav.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.
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
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

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Lecture–Lab–Credit</th>
<th>Section #</th>
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Fall Semester

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Spring Semester

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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).

Enclosure (1)
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

<table>
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<tr>
<th>Institution/Firm</th>
<th>Type of Work</th>
<th>Inclusive Dates</th>
<th>Time Spent</th>
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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.)