



DEPARTMENT OF THE NAVY

*OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS, MARYLAND 21402-1300*

PROVOSTINST 5450.3
3/VP
01 Sep 2020

PROVOST INSTRUCTION 5450.3

From: Provost, U.S. Naval Academy

Subj: SCHOOL INPUTS IN SELECTION OF ASSOCIATE DEANS OF SCHOOLS

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

1. Purpose. To establish standard procedures consistent with reference (a) for school inputs to the Provost in selection of Associate Deans of Schools.
2. Scope and Applicability. All academic departments within the Provost Cost Center
3. Discussion.
 - a. The authority to appoint and reappoint Associate Deans of Schools is vested in the Provost per reference (a).
 - b. The initial appointment as Associate Dean is for three years with reappointments occurring at three year intervals thereafter. While not normal, reappointments beyond six years may be considered when such an action is in the best interest of the school and the Naval Academy. In all cases, the Dean of the School will notify the incumbent Associate Dean and faculty/staff in the school that an appointment/reappointment process will be conducted.
 - c. The Provost may provide parameters that guide recommendations for the appointment / reappointment of the Associate Dean, including whether there is a restriction on the required academic rank or experiences.
 - d. The process by which the school solicits interested candidates is left to the individual school, so long as that process is equitable and inclusive to all members of the school (consistent with any restrictions mentioned in c). The solicitation of candidates should normally include a call for interested candidates, a description of the selection criteria, an

opportunity for the school faculty to interact with each candidate, and the opportunity for all school department chairs and faculty to provide written comments regarding each candidate, including an indication of their level of confidence in support of each candidate. After having solicited interested candidates and school input, a complete package must be provided to the Provost, via the Dean of the School. Each package will include the names of all interested candidates, all written faculty feedback regarding each candidate, and a description of relevant school procedures. Normally, the Provost and the Dean of the School will interview candidates and review all data before making a selection.

Reappointment of Associate Deans would follow a similar process that includes an opportunity for all school department chairs and faculty to provide written comments regarding reappointment of the Associate Dean, yet does not normally include a solicitation for new candidates.

4. Action.

a. Dean of the School:

1. Advise all faculty members in the school that an appointment/reappointment process is to be initiated, and articulate the selection/reappointment process and criteria as appropriate.
2. Forward the complete package to the Provost.

5. 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.

6. Review and Effective Date. The Vice Provost 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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