



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 5420.33C
2/APAA
21 Jan 2022

USNA INSTRUCTION 5420.33C

From: Superintendent, U.S. Naval Academy

Subj: FACULTY SENATE

Encl: (1) Charter of the Faculty Senate

1. Purpose. To publish provisions for the operation of the Faculty Senate of the Naval Academy.
2. Cancellation. USNAINST 5420.33B.
3. Action. Enclosure (1) provides the charter of the Faculty Senate and sets forth the details for its organization, operation, membership, and responsibilities.
4. 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.secnave.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.
5. Review and Effective Date. Per OPNAVINST 5215.17A, the Associate Provost for Academic Affairs 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.

S. S. BUCK

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**THE CHARTER OF THE FACULTY SENATE
OF THE UNITED STATES NAVAL ACADEMY**

ARTICLE I. NAME AND PURPOSE

SECTION 1. Name and Purpose

SUBSECTION 1. The name of this organization shall be the Faculty Senate of the United States Naval Academy.

SUBSECTION 2. The mission of the Naval Academy to develop midshipmen morally, mentally, and physically is most effectively fulfilled in an environment that features communication and cooperation between the administration and the faculty. It is the duty of the faculty to provide the Superintendent and Provost with informed and prudent advice on all matters relating to the pedagogical mission of the Academy, including curriculum, methods of instruction, faculty status, academic standards, and those aspects of midshipman life that relate to the educational process. The Faculty Senate shall be the primary agency for providing the faculty's counsel and advice.

SUBSECTION 3. All actions of the Senate are advisory.

SECTION 2. The Faculty

For the purposes of this instruction, only full-time, tenured, or tenure-track civilians, professors of the practice and all military officers on the teaching faculty are defined as faculty.

SECTION 3. The Faculty Senate shall:

1. Seek to create and maintain an environment at the academy conducive to the growth of teaching, learning, leadership, scholarship, research, service, and respect for human dignity and rights.
2. Represent and communicate faculty opinion to the Superintendent, the Provost, and other officers of the administration as appropriate.
3. Advise and inform the Superintendent and the Provost on all matters pertaining to the professional expertise of the faculty and its rights and obligations.
4. Advise the Superintendent, in accordance with the provision in the *Faculty Handbook*, on the appointment and reappointment of the Provost.
5. Name the faculty representatives to such Yard-wide committees and other bodies that have faculty representation, after consultation with the Superintendent or Provost, as appropriate.

ARTICLE II. MEMBERSHIP

SECTION 1. All non-administrative, tenured, or tenure-track civilians, professors of the practice and all military instructors are eligible for membership in the Senate. Members of the staff of the Provost, division directors, school deans and their staffs, and department chairs are considered administrative faculty.

SECTION 2. The Superintendent, the Provost, the Associate Provost for Academic Affairs and the Dean for Information Services and Director of Nimitz Library shall be non-voting, ex officio members of the Faculty Senate. One division director or school dean, elected by the division director and school deans, and one department chair, elected by the department chairs, may be non-voting, ex officio members of the Faculty Senate.

ARTICLE III. OFFICERS AND ORGANIZATION

SECTION 1. The Faculty Senate annually shall elect a President, Vice President, and Secretary.

SUBSECTION 1. The President shall preside at regular and special meetings of the Senate and the Executive Committee of the Senate and serve as an ex officio member of all Senate committees. The President is the representative of the faculty and shall express its ideas and advise the Superintendent, Provost, and others as appropriate. The President shall assume such other duties as the Senate may assign.

SUBSECTION 2. The Vice President shall be a member of the Executive Committee of the Senate and, in the absence of the President, shall substitute for the President.

SUBSECTION 3. The Secretary shall be a member of the Executive Committee. The Secretary shall maintain an up-to-date membership list of the Senate, record the proceedings of all regular and special meetings of the Senate and the Executive Committee, distribute minutes of each meeting, and maintain the records of the Senate, the Executive Committee, and all standing and ad hoc committees.

SECTION 2. Committees

SUBSECTION 1. The Executive Committee

- a. The Faculty Senate shall elect annually an Executive Committee.
- b. The Executive Committee includes the Professional Standards and Reconciliation Subcommittee.
- c. The Executive Committee shall set the agenda for meetings of the Senate and act with the authority of the full Senate on any matters requiring action between meetings of the Senate, subject to approval by the membership at the next regularly scheduled meeting of the Senate. It may call special meetings of the Senate when necessary.

SUBSECTION 2. Standing Committees

The Senate shall have standing committees that include but are not limited to the following:

The **ACADEMIC AFFAIRS COMMITTEE** shall report on issues dealing with academic excellence.

The **ACADEMIC INFORMATION RESOURCES COMMITTEE** shall report on issues of academic support and technology.

The **CURRICULUM COMMITTEE** shall report on issues affecting the curriculum.

The **FACILITIES COMMITTEE** shall report on the construction, maintenance, repair, modernization, and utilization of the academic buildings.

The **FACULTY AWARDS COMMITTEE** shall make recommendations to the Administration on its choices for the various faculty awards and on candidates to receive the various Department of the Navy awards.

The **FINANCE COMMITTEE** shall report on financial and budgetary issues of concern to the faculty.

The **PERSONNEL COMMITTEE** shall report on issues dealing with the welfare of the faculty and academic-support staff and on issues of midshipman life that have significant impact upon academics.

The **PROMOTION AND TENURE COMMITTEE** shall report on policies governing the granting of tenure and promotion.

SUBSECTION 3. Ad Hoc Committees

The Senate shall form and staff ad hoc committees as it, from time-to-time, finds convenient.

ARTICLE IV. MEETINGS

SECTION 1. The Senate shall hold regularly scheduled meetings; special meetings may be called as necessary.

SECTION 2. The Senate shall determine who may attend its meetings.

SECTION 3. The Senate may meet in executive sessions, which shall be closed to visitors.

SECTION 4. Meetings of the Senate and its committees shall be conducted in accordance with the latest edition of *Robert's Rules of Order*, as interpreted by the parliamentarian, subject to such rules as may be adopted by the Senate.

ARTICLE V. ELECTIONS

SECTION 1. All tenured, tenure-track civilians, professors of the practice, and all military instructors are eligible to vote in elections for the Senate.

SECTION 2. Membership in the Senate shall be based on proportional representation of divisions, schools, and departments, except that each department shall have at least one Senator.

SECTION 3. There shall be elections to select half the Senate annually. The term of a Senator shall be two years.

SECTION 4. In case a vacancy occurs on the Senate, a replacement shall be elected in the same manner as members are elected. The tenure of office shall be only for the remaining duration of the term of the person being replaced.

SECTION 5. Alternate senators may be elected as necessary. In certain cases, alternates may be elected at the time the Senators are elected.

ARTICLE VI. AMENDMENTS

SECTION 1. This revised Charter shall not go into effect until approved by the Superintendent.

SECTION 2. Proposed amendments shall be presented in writing to the Executive Committee. The President shall appoint a committee of at least three persons to examine the wording to assure that the change is consistent with the rest of the governing documents and is unambiguous. This committee shall report its findings in writing to the Secretary, who shall contact the proposers for modification, if needed. The original proposal, the report of the committee, and the modified proposal shall be provided, in writing, to the members of the Senate at least five working days in advance of the meeting at which the Senate will consider them in accordance with Section 3, below.

SECTION 3. Amendments to this Charter shall be made in one of two ways: 1) by a two-thirds vote of the membership at a regular meeting of the Senate or by a simple majority vote of the membership at two consecutive regular meetings or 2) by a majority vote of those eligible to serve in the Senate after twenty percent of those eligible to serve in the Senate has requested such a vote.

SECTION 4. Amendments shall become effective upon approval by the Superintendent.

SECTION 5. The Senate shall have the power to organize itself as well as make and amend bylaws and regulations for its own proceedings so long as those bylaws and regulations do not contravene United States statutes, Academy regulations, or the Charter of the Faculty Senate. Changes to the by-laws shall be made by a simple majority of the members at a regular meeting.