

5450
31 May 2007

From: Academic Dean and Provost
To: Superintendent
Via: Chief of Staff

SUB: ACADEMIC ORGANIZATION

Ref: (a) USNA Leadership Alignment

Encl: (1) U.S. Naval Academic Organizational Chart
(2) Academic Duties, Responsibilities and Authorities

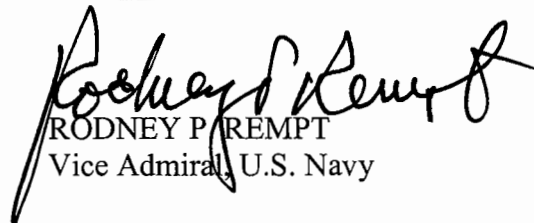
1. In accordance with ref (a), enclosures (1) and (2) are submitted.



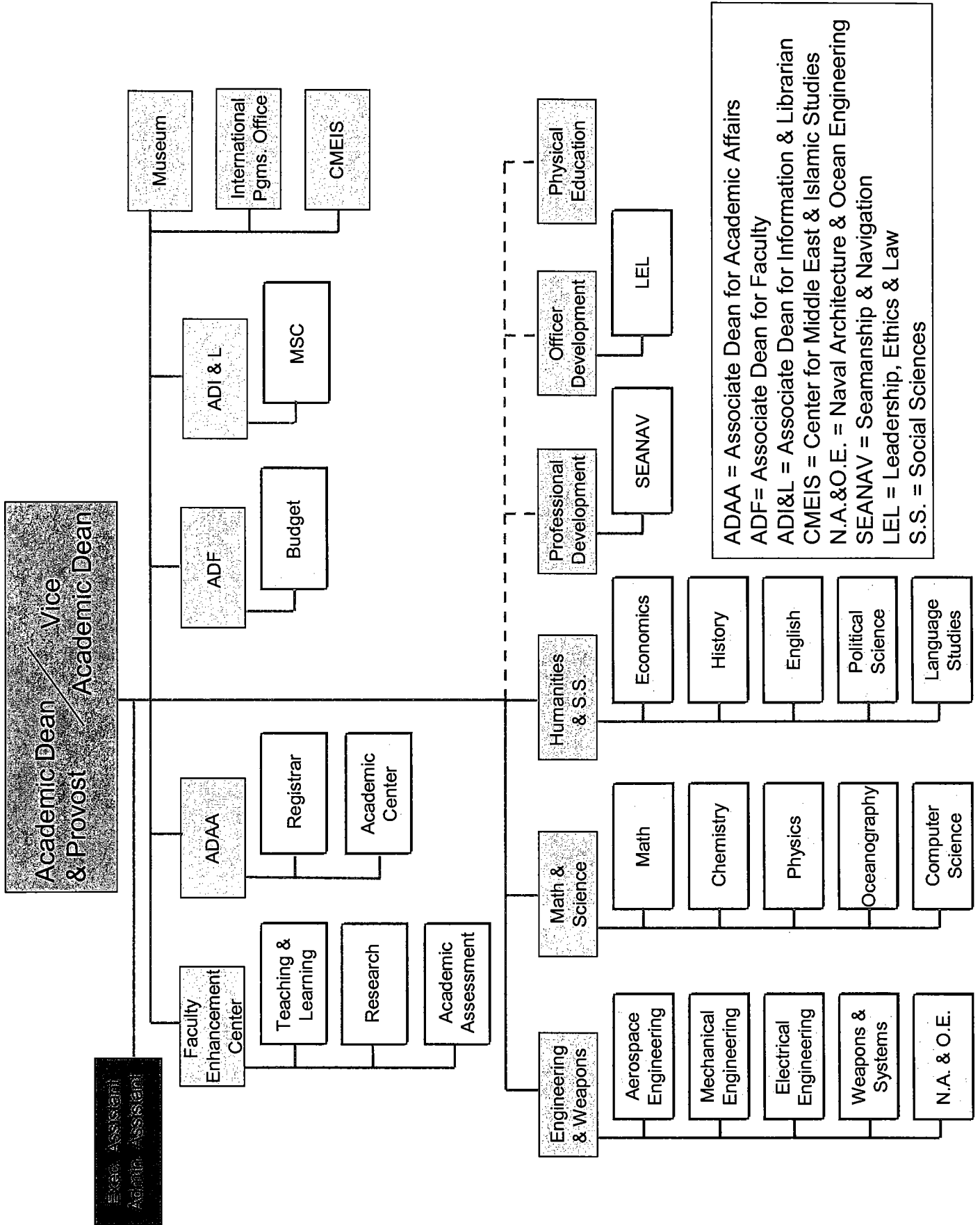
W.C. MILLER
Academic Dean and Provost

APPROVAL ENDORSEMENT

Approved: Disapproved: Date: 4 JUNE 2007



RODNEY P. REMPT
Vice Admiral, U.S. Navy



OFFICE OF THE ACADEMIC DEAN AND PROVOST

Mission: To establish and supervise an academic program and faculty that enables each midshipman (1) to meet the criteria for a baccalaureate degree and graduate school eligibility; (2) to acquire the technical and professional foundation for success in any one of the warfare career fields offered at graduation; (3) to develop a sense of duty, obligation, and honor to the Naval service and country; (4) to develop the moral foundation and character required by the Nation's future leaders.

ACADEMIC DEAN AND PROVOST (ADP)

Mission: To serve as the chief academic officer and principal advisor to the Superintendent in all matters relating to the academic program and faculty.

Functions:

1. Collaborates in development and implementation of Naval Academy policy.
2. Guides and supervises the academic program.
3. Maintains the highest quality of individual performance by each member of the faculty.
4. Directs the faculty professional development program.
5. Recommends faculty for appointment.
6. Approves reappointments, non-reappointments, promotions, tenure, merit raises, performance awards, sabbaticals, and periods of leave without pay for the civilian faculty.
7. Approves hirings, promotions, quality step increases, performance awards, and special act awards for GS support personnel.
8. Supervises the Associate Deans, Division Directors, Library, International Programs Office, Faculty Enhancement Center, Museum and regional centers as assigned.
9. Appoints department chairs and other administrative faculty positions as required.
10. Supervises the Naval Academy's research and graduate study programs.
11. Supervises the summer intersessional activities for the entire faculty.
12. Participates as the senior academic member on the Superintendent's Senior Leadership Team, Facilities Planning Board and Academic Board.
13. Provides academic oversight for the Divisions of Professional Development and Officer Development, including all matters dealing with curriculum, civilian faculty, promotion and tenure, and related matters.
14. Exercises responsibility for civilian faculty promotion and tenure considerations and related matters for the Department of Physical Education.
15. Provides academic oversight for the Naval Academy Preparatory School, Newport, Rhode Island, including quality of the curriculum and related matters.

VICE ACADEMIC DEAN (VAD)

Mission: To serve as the principal assistant to the Academic Dean and Provost for the leadership and management of the academic program and to be prepared to serve any of the roles or functions normally filled by the Academic Dean and Provost.

Functions:

1. Serves as Acting Academic Dean and Provost during periods of absence of the Academic Dean and Provost.
2. Serves as Chief of Staff to the Academic Dean and Provost.
3. Assists the Academic Dean and Provost with public relations functions such as academic briefings to foreign dignitaries, visiting educators, Blue and Gold Officers, etc.
4. Serves as the chair of ad hoc committees for specific studies requested by the Academic Dean and Provost.
5. Serves as the principal academic member on the Memorials and Gifts Advisory Board, Awards Board, and other boards and committees as assigned.
6. Supervises and administers planning and projects of a long range nature as assigned to the Academic Dean and Provost. These include reaccreditations by outside agencies, the Academic Facilities Master Plan, and maintenance of the Faculty Handbook.

DIVISION DIRECTOR

Mission: To execute the academic program within the respective divisions.

Functions:

1. Exercises responsibility for the administration of the respective divisions as a senior naval officer reporting to the Academic Dean and Provost. This responsibility is analogous to that of a college dean within a university.
2. Implements academic objectives and policies relating to their respective divisions.
3. Coordinates general curriculum planning among the chairs of the academic departments within the division.
4. Allocates resources to the academic departments within the division.
5. Recommends faculty for senior administrative posts within the department (e.g. department chair).
6. Provides for security and upkeep of divisional spaces, facilities, equipment, and materials.
7. Evaluates department chairs, civilian and officer faculty, and other employees of the division.
8. Serves as a member of key administrative boards and committees such as the Admissions Board and Academic Board.

DEPARTMENT CHAIR

Mission: To execute the academic program within the respective departments.

Functions:

1. Manages appropriate elements of the curriculum under the cognizance of the department, ensuring the curricula are well managed and institutional objectives are satisfied.
2. Coordinates interdisciplinary majors programs and professional courses with other department chairs.
3. Employs human, material, and space resources effectively within the department.
4. Evaluates departmental faculty annually.
5. Maintains an environment conducive to pedagogical improvement and scholarly activity.
6. Prepares and submits nominations for faculty, staff and midshipmen deserving of special recognition.

FACULTY

Mission: To carry out the academic program with emphasis on excellence in teaching and professional development.

Functions:

1. Develops curricular programs of classroom instruction and examinations to satisfy course objectives.
2. Evaluates academic and military performance of midshipmen.
3. Fosters a classroom environment that stimulates student intellectual development, self discipline, and character building.
4. Enforces appropriate military regulations.
5. Provides both academic and professional counseling.
6. Enhances personal skills and academic expertise through continual research and professional development.
7. Keeps current in the appropriate academic discipline and constantly improves individual teaching techniques and skills.
8. Challenges students to reach their potential.
9. Provides extra instruction to students as required.
10. Provides extracurricular and service support for the institution as appropriate.

ASSOCIATE DEAN FOR FACULTY (ADF)

Mission: To serve as the Academic Dean and Provost's principal assistant for the administration of faculty, support personnel, and budget matters.

Functions:

1. Supervises the Budget Director in the performance of his/her duties, as they apply to the faculty.
2. Responsible for the preparation of budget documents for submission to Naval Academy and Department of the Navy officials pertaining to the academic cost center.
3. Recommends the allocation of funds within the Academic Dean's cost center.
4. Administers the appointment of both military and civilian faculty as a representative of the Academic Dean and Provost.
5. Develops and implements faculty policies and regulations with the approval of the Academic Dean and Provost.
6. Serves as Co-Chair of the Faculty Promotion and Tenure Committee and the Faculty Performance Rating Board.
7. Oversees maintenance of data bases pertaining to military faculty, civilian faculty, material funds, and the history of merit pay steps.
8. Provides for administration of faculty sabbaticals, faculty exchanges, leave without pay requests, all civilian faculty summer hire, and the merit pay step program.
9. Provides detailed arrangements for the annual graduation ceremony.

BUDGET DIRECTOR

Mission: To provide for the financial administration of the academic cost center with accuracy, foresight, and timeliness.

Functions:

1. Serves as the assistant to the Academic Dean and Provost via the Associate Dean for Faculty with responsibility for the budget and all financial aspects of the cost center.
2. Provides financial advice to senior sub-cost center officials.
3. Provides financial management for funds assigned to the cost center.
4. Supervises and coordinates preparation of the O&M,N and the Expense and Investment budgets for the Academic Dean and Provost.
5. Supervises the execution phase of the O&M,N and the Expense and Investment budgets, reviews funding utilization and recommends reprogramming actions within the cost center.
6. Supervises preparation of the Program Objective Memorandum (POM) for the cost center.
7. Executes primary staff responsibility for classification, recruiting, and promotion of the Civil Service staff positions within the cost center.
8. Coordinates outside audit agency visits within the cost center with the Deputy Superintendent / Chief of Staff personnel.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS (ADAA)

Mission: To serve as the Academic Dean and Provost's principal assistant for all matters concerning the curriculum and classroom instruction, including scheduling, registration, validation, academic advising, academic calendar, and academic accountability.

Functions:

1. Exercises, under the direction of the Academic Dean and Provost, the primary responsibility for academic planning.
2. Resolves day-to-day midshipman problems concerning academic matters: scheduling of courses, change of academic majors, verification that midshipmen have fulfilled course requirements for graduation, etc.
3. Prepares and publishes the "Adviser's Handbook," "The Majors Program" as web documents.
4. Serves as Chair of the Advising, Counseling, Validation, and Majors Committee in support of Academic Board decisions.
5. Coordinates and implements the summer academic program.
6. Supervises the Midshipman Academic Accountability System.
7. Coordinates the Academic Exchange Program with the other service academies and the study-abroad program, including approval of midshipmen and cadet schedules.
8. Serves as the Administration's representative on curricular committees.
9. Supervises the Registrar and the Director of the Academic Center.

REGISTRAR

Mission: To serve as the assistant to the Academic Dean and Provost via the Associate Dean for Academic Affairs in maintaining official custody of academic records.

Functions:

1. Maintains the official academic records of midshipmen, former midshipmen, and special students.
2. Prepares and forwards transcripts of academic records.
3. Directs and coordinates enrollment of incoming classes.
4. Conducts preregistration and registration required for academic programs.
5. Publishes summaries and reports of grades, enrollment, and separations from the Academy.
6. Prepares case histories of academically-deficient midshipmen for consideration of the Academic Board.
7. Schedules classes and examinations.
8. Serves as Chair of the Prizes and Awards Committee.

DIRECTOR OF THE ACADEMIC CENTER

Mission: To provide all necessary forms of learning assistance to midshipmen.

Functions:

1. Serves as the assistant to the Academic Dean and Provost via the Associate Dean for Academic Affairs for support of academically at-risk plebes or other midshipmen who require learning or study skills assistance.
2. Supervises the Plebe Intervention and Plebe Advising Programs.
3. Supervises the Academic Counseling Program.
4. Supervises the Learning Skills Program.
5. Supervises the Tutoring Program.

ASSOCIATE DEAN FOR INFORMATION AND LIBRARIAN (ADI&L)

Mission: To support the mission of the Naval Academy by providing excellent library service on behalf of teaching, research, and other scholarly activities.

Functions:

1. Selects, acquires, maintains, and makes available the recorded information which is required to meet the academic needs of midshipmen and faculty.
2. Provides reference services, bibliographic access to necessary materials, and access to relevant information located elsewhere, including delivery of electronic information.
3. Maintains a collection of unique or rare materials with emphasis on the naval history of the United States.
4. Directs the administration, determines policy, develops the budget, and directs personnel programs for Nimitz Library and its staff.
5. Oversees the Multimedia Support Center and the Naval Academy Archives. The Archives, which is administratively part of the Nimitz Library, is responsible for maintenance of the official and historical records of the Naval Academy.

DIRECTOR, MULTIMEDIAL SUPPORT CENTER (MSC)

Mission: To manage the audiovisual activities at the Naval Academy.

Functions:

1. Provides support to instructors and staff in the education and training of midshipmen.
2. Provides methods of communication for the dissemination of information, improvement of morale, and training of personnel in support of the Naval Academy mission.

3. Operates and maintains Navy Specific Training Devices and other educational resource methods and systems at the Naval Academy.

DIRECTOR OF TEACHING AND LEARNING

Mission: To provide administration support and advice to the Academic Dean and Provost on matters related to the development of teaching and learning and other issues as assigned.

Functions:

1. Provides support to faculty in developing the best possible academic instruction to the Brigade. This includes the organization of faculty teaching seminars and workshops, the development of a facility for self-improvement of teaching and a lending library of relevant materials, the dissemination to the faculty of current research on teaching and learning, and the aggressive pursuit and identification of faculty teaching and learning grants.
2. Directs the orientation and mentorship of newly arriving civilian and military faculty.
3. Oversees instructional feedback and evaluation of all Naval Academy academic classes. Includes student evaluation of instruction and courses, peer evaluation of instruction, self-evaluation of teaching and learning by faculty, assessment of new teaching and learning techniques, and development of curriculum assessment program.
4. Directs the solicitation, review, recommendation for approval, and outcome evaluation of faculty curriculum development projects.
5. Serves as Co-Chair of the Civilian Faculty Teaching Excellence Award Committee and the Military Faculty Award Committee.
6. Serves as consultant to the Promotion and Tenure Committee on issues relating to the assessment of teaching and learning.
7. Coordinates the identification of Military Instructor Candidates.
8. Directs the Instructional Development Support Center.

DIRECTOR OF RESEARCH AND SCHOLARSHIP

Mission: To provide and maintain an environment in which research activities contribute to the professional growth of midshipmen and faculty.

Functions:

1. Serves as the primary manager for all research activities at the Naval Academy.
2. Provides services in support of research and scholarly program development, proposal preparation and processing, identification of funding sources, project administration, and dissemination of results.

3. Maintains administrative control over the disposition of all Naval Academy research funds and grants and has cognizance of all other research support made to faculty members.
4. Seeks support for research at the Naval Academy from other government activities, educational institutions, and industry.
5. Serves as Technology Transfer Officer for the Naval Academy, and brings its faculty, facilities, and intellectual property to bear on technical problems of the nation's private sector.
6. Serves as Co-Chair of the Faculty Research Excellence Committee and the Faculty Service Excellence Award Committee.
7. Directs the solicitation, review, recommendation for approval, and outcome evaluation of faculty development projects.
8. Serves as consultant to the Promotion and Tenure Committee on issues relating to assessment of research and scholarship.

DIRECTOR OF ACADEMIC ASSESSMENT

Mission: To support and coordinate assessment activities of institutional-wide efforts as well as those of programs, departments, and individual faculty members with the purpose of broadening systematic academic assessment activities.

Functions:

1. Assist in the development and implementation of assessment plans.
2. Offer advice on assessment methods and instruments.
3. Coordinate assessment projects among academic and other departments.
4. Consult with faculty and staff on assessment efforts.
5. Facilitate the collection, analysis, and interpretation of assessment data.
6. Help to report, distribute, and maintain assessment results.
7. Develop and direct assessment workshops and other related educational activities for faculty and administrators.
8. Develop and maintain accessible assessment resources.
9. Provide a liaison with external professional assessment organizations, individuals, and activities.

Naval Academy Museum

Mission: To further the development of the Brigade of Midshipmen by providing a repository for works of art, documents, ship models, and other objects pertaining to the history of the U.S. Navy and the Naval Academy.

Functions:

1. Collects, records, preserves, and displays objects, documents, and works of art of historical interest.

2. Administers study programs, making items of historical interest available for research.
3. Serves as an educational and inspirational resource for the Brigade of Midshipmen, other students of American naval history, and visitors.
4. Provides collections and items of historical interest for exhibit by other museums.

International Programs Office (IPO)

Mission: To enhance the internationalization of midshipmen education by proactively seeking and facilitating opportunities that contribute to building midshipman knowledge and proficiency regarding strategically important geographic regions and foreign languages as defined by Navy Leadership.

Functions:

1. Serve as a focal point for information and coordination of all international engagements related to the U.S. Naval Academy.
2. Develop and support midshipmen-oriented international engagement opportunities.
3. Serve as the principal source of expertise and assistance for international engagement by faculty and staff.
4. Ensure that the Naval Academy strategy for international engagements remains linked to and supportive of related Navy and Marine Corps needs and priorities.
5. Coordinate with appropriate Naval Service offices, organizations and commands responsible to the Naval Service chiefs for international engagement.
6. Act as the principal liaison for the Naval Academy in discussions with foreign representatives exploring areas of mutual cooperation in academic and professional development.
7. Provide support for Naval Academy faculty, staff and midshipman travel abroad, including facilitation of travelers obtaining passports, visas and country clearances.

Center for Middle East and Islamic Studies (CMEIS)

Mission: To enhance midshipman and faculty educational opportunities through supporting international and regional study, curricular innovation, community outreach, and serving as a resource center regarding all aspects of the Middle East and Islam.

Functions:

1. Support midshipmen and faculty-oriented programs approved by the Superintendent and Academic Dean and Provost.

2. Coordinate with units within the Department of Defense and U.S. Government to support, directly and indirectly, the development of Middle East and Islamic Studies as these topics relate to programs of national interest to the Naval Academy and the Navy and Marine Corps.

3. Contribute to the advancement of knowledge regarding the Middle East and Islamic Studies at other public and private educational institutions in a manner consistent with its primary mission to support Naval Academy midshipmen and faculty.