

Faculty Handbook



United States Naval Academy

1 May 1998

From the Superintendent

It gives me great pleasure to introduce the sixth edition of our Faculty Handbook. Since its founding in 1845, the U.S. Naval Academy has graduated officers to serve with distinction in our armed services, and since that time a highly qualified civilian and military faculty has made significant contributions to the Academy's educational philosophy. This philosophy is best described in the Naval Academy's mission statement:

To develop midshipmen morally, mentally, and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to provide graduates who are dedicated to a career of naval service and have a potential for future developments in mind and character to assume the highest responsibilities of command, citizenship and government.

To accomplish this important mission, the Naval Academy strives to develop the total person--one who can excel in five areas: excellence in academics, physical education, professional performance, honor, and conduct. A balanced program of academic study, professional training, moral and ethical guidance, and physical activity will produce capable and motivated leaders for our Navy and Marine Corps. It is important that our faculty understand, support, and actively contribute to implementation of this concept of total development.

The Naval Academy provides a high quality undergraduate education much the same as other fine baccalaureate granting institutions; but there is a critical difference: other institutions may attempt to offer the widest range of disciplines to satisfy varied interests of both students and faculty. The Naval Academy, on the other hand, must set as the principal standard for its education programs Navy and Marine Corps requirements for new officers prepared to serve effectively in the principal operational career fields in both services. This criterion forms the foundation on which the Academy's curriculum is structured. Satisfactory completion of a core curriculum is required of all our graduates. This core curriculum, designed to achieve a proper balance between the technical and non-technical elements of the required academic program, enables USNA graduates to function effectively as junior officers in an ever-increasingly technical Navy and Marine Corps, and also prepares them for the broad responsibilities of leadership, command, and policy formulation. The challenge of balancing naval service requirements and satisfying the wide range of talents and interests represented in the Brigade of Midshipmen rests with the faculty;

your individual skill and dedication in large measure will determine the degree to which we succeed in accomplishing our mission.

The Brigade of Midshipmen represents this nation's finest young men and women. They are proven achievers who will respond to a challenge to achieve **excellence without arrogance**. That is my guidance to you--challenge them to excel and support their efforts to meet the challenge. By doing so you will make a significant contribution to the development and education of our nation's future leaders.

C. R. LARSON
Admiral, U.S. Navy
Superintendent

From the Academic Dean and Provost

As a faculty member of the U.S. Naval Academy, you have accepted an appointment unique in American higher education. Like your colleagues at other fine institutions of higher education, you are expected to excel as a knowledgeable and motivating teacher and to contribute to advancing the state of knowledge in your chosen academic discipline. But at the Naval Academy classroom instruction and possible involvement in scholarly research represent only parts of the four year integrated learning experience we offer our students. Here you are expected to contribute personally and substantially to the development of midshipmen as officers and leaders. Your responsibilities, therefore, extend beyond the traditional faculty-student relationship found in civilian universities and touch the very heart of what we do.

Naval Academy faculty members are expected to support the total mission of the Academy in all its moral, mental, and physical dimensions. Our academic program has been structured to provide all students with a high quality education, the foundation of which is a core curriculum that prepares each graduate for service as a junior officer in the Fleet or Fleet Marine Force. Beyond that, midshipmen choose from among 19 academic majors reflecting the needs of the naval service and contributing markedly to midshipman intellectual curiosity and maturity. Thus the academic core and major programs contribute to the goal of providing our nation with well-rounded, well-educated officers able to lead our nation's Navy and Marine Corps in the 21st century. Achieving that goal demands exceptional faculty as well as exceptional students.

This handbook is designed to help you become familiar with the Naval Academy and your role therein. USNA history and mission, as well as administrative procedures affecting you directly--such as appointment, promotion, salary, tenure, and other matters--are set forth in this document.

I am confident that you will find the Academy, and the surrounding community of Annapolis to be a stimulating environment in which to work and live, work and serve. With the traditional Navy greeting, "Welcome Aboard," I most heartily salute you as a faculty colleague!

W. C. MILLER
Academic Dean and Provost

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I. History, Mission, Objectives, and Organization

1. History

The U. S. Naval Academy was founded in Annapolis as the Naval School on October 10, 1845, by George Bancroft, a distinguished historian and educator, who served as Secretary of the Navy under President James K. Polk. Prior to that date, most of a midshipman's training was conducted aboard ship with supplementary training at various schools ashore. The first superintendent of the Naval School was Commander Franklin Buchanan. His faculty consisted of four officers and three civilian professors. Initially, the course of instruction was five years, the first and last at Annapolis, and the intervening three at sea.

In 1850, the school at Annapolis was designated the U. S. Naval Academy. The Board of Visitors was established at this time, along with the traditional 4.0 grading system. In 1851, the Secretary of the Navy approved a recommendation of the Academic Board that four consecutive years of instruction be given at the Naval Academy, with summer training at sea replacing the training formerly given during the three years at sea.

During the Civil War, the midshipmen were moved to Newport, Rhode Island. Classes resumed at Annapolis in 1865. This move was to be the only major disruption in the steady growth and development of the Naval Academy at Annapolis. Academy graduates served in both navies during the Civil War years. It was during this period that the curriculum began to reflect the Navy's transition from sail to steam.

In 1879, Naval Academy graduate Albert Michelson (Class of 1873) performed his world-famous measurement of the speed of light at the Academy while he was an officer member of the faculty. The line of sight used by Michelson during this experiment passed through the area now occupied by the plaza separating Michelson and Chauvenet Halls, the science and mathematics buildings. Michelson continued his research as a civilian and, in 1907, became the first American scientist to be awarded the Nobel Prize. Later, Albert Einstein noted the considerable debt that the development of his theory of relativity owed to Michelson's work.

The Spanish-American War was of such short duration that it had little impact on the Naval Academy, although such illustrious graduates as Dewey, Sampson, and Schley were war heroes. Shortly after the turn of the century, the majority of

the buildings of today's Naval Academy were constructed in the Beaux Arts style, according to the design of the architect, Ernest Flag.

During World War I, the number of congressional appointees was increased to provide graduating classes of about 500. In addition, the course was shortened to three years and five groups of naval reserve officers, about 500 men each, were trained at the Naval Academy.

Between the two World Wars, the curriculum and facilities were updated to keep pace with technological advances in the naval profession. The Naval Academy was accredited by the Association of American Universities in 1930 and, in 1933, an act of Congress authorized the Superintendent to confer the degree of Bachelor of Science, beginning with the Class of 1931. Award of the degree to all living graduates was authorized in 1939. Ward Hall was completed in early 1941. Originally home of the Ordnance and Gunnery Department, it now houses the main computing center and the Academic Center.

During World War II, summer studies were instituted and the course was again shortened to three years. Graduating classes increased from about 400 (Class of 1941) to over 1,000 (Class of 1946), while the strength of the Brigade grew from fewer than 2,000 to over 4,000. Over 3,000 reserve midshipmen and officers also trained at the Academy during the war.

The initial accreditation of the Naval Academy occurred in 1947 and periodically since then, with the most recent review taking place in 1996. The Naval Academy is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market St., Philadelphia, PA 19104, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Since 1970, seven engineering majors have been accredited by the Accreditation Board for Engineering and Technology (ABET). The Naval Academy is also accredited by the American Chemical Association for the chemistry major and by the Computer Science Accreditation Board (CSAB) for the computer science major.

The first African-American midshipman was graduated with the Class of 1949. More typical of recent classes, 63 African-American midshipmen were graduated with the Class of 1990. Women were appointed to the Academy for the first time in July 1976 when 81 entered with the Class of 1980. Current classes contain about 200 women. Today, the Brigade includes some 4,000 U.S. midshipmen plus up

to 40 midshipmen from foreign nations; classes vary, averaging 1,180 midshipmen at entry and about 900 at graduation.

Prior to 1958, an examination prepared by the Naval Academy was used to determine scholastically qualified candidates. Since 1958, the Scholastic Aptitude Test (SAT, now SAT I), has been used as part of the "whole person" evaluation to determine those candidates qualified for entrance to the Naval Academy. In 1970, the American College Test (ACT) was accepted as an alternative to the SAT.

Although the Naval Academy offered separate courses of instruction for engineering and line officers in the late 19th century, the first departure in modern times from a fixed curriculum occurred in 1959, when elective courses, validation, and, for superior students, overloads were introduced. In 1963 the Trident Scholar Program was initiated, and the Academy's traditional 4.0-based marking system was converted to a letter-grade system. The civilian positions of Academic Dean and Dean of Admissions were established the following year.

In September, 1964, further changes to the curriculum reduced the number of required courses and ensured for the first time that every midshipman would be able to pursue an individual academic area of interest in depth through an elective six-course minor. Many were able to achieve majors through validation and overloads. Additional changes, introduced with the 1969-70 academic year, further reduced the number of required courses, and every midshipman was required to earn a major. Currently 19 academic majors are available at the Naval Academy.

Numerous improvements were made in the physical plant in the 1950s and early 1960s. Halsey Field House was completed; nearby Navy-Marine Corps Memorial Stadium was built with privately donated funds; two new wings were added to Bancroft Hall, the midshipmen's dormitory; and Mitscher Hall was completed, providing a new auditorium. In 1959, 53 acres were added by filling in Dewey Basin and extending Farragut Field. The most recent additions to the acreage of the Yard provided land for new athletic fields and buildings and completed a series of landfills and other acquisitions over the years that brought Fort Severn's original nine acres up to some 302 acres. The Naval Academy was designated a National Historic Landmark in 1963.

Renovation of the six older wings of Bancroft Hall, completed in 1965, marked the beginning of an accelerated, Yard-wide construction and rehabilitation program for the 1960s and 1970s. Major academic facilities designed by John Carl Warnecke during this expansion included Michelson and Chauvenet Halls, the science and mathematics buildings (completed 1968); Nimitz Library (1972), and Rickover Hall, the engineering classroom and laboratory complex (1975).

Lejeune Hall, containing primarily swimming and wrestling facilities was completed in 1982. The final ingredient of the Warnecke master plan, Alumni Hall, a 6,000 seat activities center, was completed in 1991. The complete renovation of Bancroft Hall, one wing per year, commenced in 1994. This major project is scheduled to be completed in 2002.

Complete renovation and air conditioning of academic facilities were undertaken during this period: Sampson Hall, home of the Departments of English and History, completed in 1970; Maury Hall, containing the Departments of Electrical and Naval Systems Engineering, in 1976; Luce Hall, housing the Division of Professional Development, in 1978; and MacDonough Hall, containing a swimming pool and additional athletic facilities, in 1984. Today, a full range of modern academic facilities and services is provided throughout the classroom and laboratory buildings.

In 1971, the Academy started a major drive, the first since the Navy and Marine Corps Memorial Stadium drive of the late 50s, to accept funds from alumni and friends through the Naval Academy Memorial Fund to provide additional recreational facilities for midshipmen and their guests. Long-needed facilities were added: the Robert Crown Sailing Center, headquarters for the Academy's sailing program and home of the Intercollegiate Sailing Hall of Fame, and an air-conditioned midshipmen activity center in Dahlgren Hall, complete with a snack bar, intercollegiate competition ice skating rink, lounges, and recreation rooms.

Air conditioning of King Hall, the midshipmen's dining room, was added in early 1978. By 1988, renovations on all older and original buildings had been completed, bringing them up to the highest standards for college academic and athletic facilities.

In 1995-96, an Academic Facilities Master Plan was developed as a basis for the renovation and modernization of all academic facilities to include classrooms, laboratories, and faculty offices. This 10-year project is scheduled to commence in 1999.

2. Mission and Objectives

The objective of the Naval Academy since its inception at Annapolis in 1845 has been the education and development of career officers for the Navy and Marine Corps. This mission makes it clear that the Academy is quite different from most other institutions of higher learning. More than providing a sound education, it also affords a demanding four year program of physical and military-professional training. Character building has a special prominence. Thus, the

life of a midshipman is a disciplined, military experience with relatively little time left for many of the freedoms normally available to college students.

The Chief of Naval Operations has stated in his policy directive for the Naval Academy:

The academic curriculum shall be structured to equip each graduate with a basic educational foundation that is sufficient for general duty assignment to the fleet and for extended service as an officer of the Navy or Marine Corps without the need for further formal education. At the same time, the academic curriculum shall be structured to ensure that graduates hold accredited credentials which will render them eligible to be considered at a later date for postgraduate education should the needs of the service so dictate.

The Secretary of Defense has tasked the Secretary of the Navy with significant responsibilities of oversight and annual assessment of the Naval Academy and the Naval Academy Preparatory School. See DODINST 1322.22 series for additional details.

3. Organization

The Naval Academy is directed by the Superintendent who reports directly to the Chief of Naval Operations. The Superintendent has the following principal assistants:

- The Commandant of Midshipmen
- The Academic Dean and Provost
- The Dean of Admissions
- The Director of Athletics
- The Deputy for Management
- The Deputy for Operations
- The Deputy for Information Technology
- The Character Development Officer

The Commandant of Midshipmen, a senior line officer qualified for command at sea, commands the Brigade of Midshipmen and directs its military-professional training. The general administration of the Brigade is carried out under the guidance of commissioned officers of his staff and midshipmen officers. The Commandant is assisted by the Director, Division of Professional Development, the Deputy Commandant, heads of Physical Education, Medical, Dental, and the Midshipmen Supply Departments.

The Academic Dean and Provost (hereinafter Dean) is the principal assistant to the Superintendent in all matters relating to the academic program and faculty. He exercises guidance and supervision of the academic program through the directors of the following divisions: Engineering and Weapons, Humanities and Social Sciences, Mathematics and Science, and Professional Development.

Related responsibilities of the Dean include the Library, the Archives, the Registrar, and the Educational Resources Center. The Dean has several principal assistants: the Vice Academic Dean, Associate Dean for Faculty, Associate Dean for Academic Affairs, Associate Dean for Information/Librarian, Director of Teaching and Learning, Director of Research and Scholarship, and Director of the Academic Center.

In addition to admissions matters, the Dean of Admissions oversees the activities of the Director of Admissions and is responsible for oversight and management of the Naval Academy Preparatory School. The Dean of Admissions is secretary to the Academic Board.

The Director of Athletics heads the Naval Academy Athletic Association and the Academy's intercollegiate athletics program.

The Deputy for Management and the Comptroller are responsible for the optimum utilization of resources, particularly personnel and funds.

The Deputy for Operations is responsible to the Superintendent for such administrative and logistical support functions as public works, supply, medical and dental services, security and communications, and the museum. He/she is responsible for personnel and administrative functions other than those involving midshipmen and civilian faculty, and for the operation of personnel support facilities assigned.

The Character Development Officer, who reports directly to the Superintendent, supervises the implementation of the Honor, Integrity Development, and Human Relations Education programs, and implements the Ethics Across the Curriculum Initiative.

Other important officials in the operation of the Naval Academy include:

The Deputy for Information Technology is responsible for the Division of Information Technology Services, operation of the Academic Computing Center, and the Data Processing Division.

The Commanding Officer of the Naval Station provides materiel, personnel, and services in support of the professional development of midshipmen, with particular emphasis on afloat and weapons training at the Academy.

The Director of Institutional Research, Planning and Assessment reports to the Deputy for Management and serves as the principal adviser to the Superintendent for the collection, analysis, and dissemination of research data and information regarding candidates, midshipmen, and graduates of the Naval Academy. He is secondarily responsible to the senior Naval Academy leadership for all research conducted to support institutional planning, policy formulation, and decision making.

The Commanding Officer, Naval Academy Preparatory School (NAPS) is responsible for the operation of the school located at Newport, Rhode Island. NAPS offers a 10-month college preparatory course to approximately 250 students. The program is designed to strengthen the academic background of these incoming Naval Academy students.

A number of standing committees and boards at the Academy advise on matters of a specialized nature. In addition, ad hoc committees are formed as required to deal with special problems. Faculty members typically serve on all of these bodies.

A Board of Visitors, composed of four members of the U. S. Senate, five members of the U. S. House of Representatives, and six members at large designated by the President, is designated by Title 10, U.S. Code to inquire into the state of morale and discipline, the curriculum, instruction, physical equipment, fiscal affairs, academic methods, and other appropriate matters. The Board submits an annual report containing its views and recommendations to the President of the United States. The Superintendent's Flag Secretary serves as secretary to the Board of Visitors.

An Academic Board, chaired by the Superintendent, prescribes policies concerning the criteria for admission and the course of instruction, and acts on all cases of academic, physical, and aptitude deficiency, subject to Department of the Navy policy. The members of the Academic Board are the Dean, Commandant of Midshipmen, and the four division directors.

A Faculty Senate was established in 1993. Faculty senators are elected by Departments and Divisions and may be either civilian or military members of the teaching faculty. It is the duty of the faculty to provide the Superintendent and the Dean with informed and prudent advice on all matters relating to the

pedagogical mission of the Naval Academy. All actions of the Senate are advisory.

There is a Naval Academy Chapter of the Association of American University Professors.

The Naval Academy Organization Manual, USNAINST 5450.3 series, provides additional details on the organizational structure of the Naval Academy and outlines responsibilities and duties.

II. Faculty Policies and Regulations

1. Regulations and Instructions

Authority for the Superintendent to employ civilians as members of the faculty is established in Title 10, U. S. Code. Faculty members are expected to support the military regulations of the Academy. This requirement recognizes the fact that the Naval Academy is more than an academic institution. It is an environment in which the faculty prepares midshipmen morally, mentally and physically to be professional officers in the Naval Service. Each faculty member has a commitment to the professional training of midshipmen, and for the enforcement of regulations. Military discipline, appearance, and courtesies are essential elements of every evolution at the Academy, including teaching in the classroom.

2. Chain of Command

In accordance with long-established military procedures, the chain of command is observed at the Naval Academy. The chain of command for the individual faculty member leads through the Department Chair, the Division Director, the Dean, to the Superintendent. Faculty members may, if they wish, arrange appointments directly with the Dean and the Superintendent, while keeping the chain of command informed.

3. Uniform (Military)

Uniforms and grooming standards for military personnel are prescribed by the Superintendent.

4. Dress (Civilian)

Proper civilian attire, normally a coat and tie for males, is expected in the classroom. Women members of the faculty should dress comparably.

5. Attendance at Academic Functions

Members of the faculty are expected to attend faculty meetings and to take part in academic processions.

6. Appointment, Pay, Promotion, and Tenure

Information regarding these topics can be found in Section III titled "Appointment, Pay, Promotion, and Tenure."

7. Academic Freedom and Responsibilities

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in certain provisions of the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors. The following provisions of that statement apply at the Naval Academy:

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

College and university teachers are citizens, members of learned professions, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

8. Division of Information Technology Services

The Naval Academy recognizes and treats the computer as an educational resource. As such, every midshipman and faculty member has liberal access to computer resources to meet professional and academic needs. The Naval Academy encourages innovation in the use of computing and information technology to improve the quality of academic, professional, and administrative programs, with particular emphasis on improving the quality of education.

Information Technology Services provides services to midshipmen, faculty and staff in support of the curriculum and research. All incoming midshipmen are required to purchase a personal computer which is used extensively in their course work. The Naval Academy Data Network (NADN) in Bancroft Hall and all academic and administrative buildings provides network access for all faculty, staff and midshipmen to computing resources throughout the Naval Academy. Computing equipment of various types, distributed in public clusters, classrooms, and laboratories, provides access to computer resources located throughout the Naval Academy. A professional staff of systems analysts/programmers is

available to provide technical support in the design, development, and implementation of instructional computer software. An information technology resource center, with consulting assistance, is available in Ward Hall.

9. Research

The Naval Academy's policy is to promote and maintain an environment in which research and scholarly activities contribute to the professional growth of faculty and midshipmen. The faculty is expected to conduct research, write educational and professional articles and books, and participate in conferences of learned societies to enhance, but not interfere with, the education of midshipmen. The Director of Research and Scholarship is responsible to the Dean for the supervision and coordination of research activities of faculty and midshipmen. ACDEANINST 3920.1 series has additional details.

10. Additional Employment

The primary duties of a faculty member are with the Naval Academy. Outside activity such as additional employment must not interfere with these duties. Faculty members are expected to keep their departmental chairs informed of their outside activities. A report of such activities, along with a summary of other pertinent matters, including research conducted, should be included with the information provided by each faculty member in completing the annual Faculty Activity Record. Details concerning additional employment may be found in ACDEANINST 5370.3 and 5370.4 series.

11. Standards of Conduct

USNAINST 5370.6 series specifically enjoins all Naval Academy personnel, both military and civilian, to adhere strictly to the requirements of the SECNAVINST 5370.2 series regarding standards of conduct. This instruction cites the U. S. Code articles concerning conflict of interest. Areas with which faculty should be familiar include:

- protection and conservation of government property.
- activities on behalf of non-governmental associations and organizations whose aims are incompatible with the government's.
- exploitation of positions for personal profit.
- outside employment which may or may not constitute a conflict of interest.

ACDEANINST 5370.3 series also provides explicit guidance regarding these common sense standards and emphasizes:

Compliance with these standards requires that members of the academic community always act in ways that will avoid any conflict of interest or the appearance of a conflict of interest.

The Naval Academy is an equal opportunity employer and has established and supports a Command Managed Equal Opportunity Program that ensures equitable treatment of all personnel. Details are found in USNAINST 5354.1 series and in USNAINST 12713.5 series.

12. Travel

The Naval Academy normally has funds available to sponsor attendance of faculty members at professional meetings and related scholarly activities. Funds to support such travel are administered by the academic departments. Travel should be performed under official orders in accordance with Department of Defense Regulations.

Common carrier transportation is the rule, bus or rail for short trips, air transportation (tourist class) for longer trips. Self-driven government sedans are normally available for local trips. When determined to be advantageous to the government, travel by privately owned automobile may be authorized with reimbursement as authorized while under temporary duty orders. A faculty member may be directed to utilize government facilities when they are available.

Brief leaves of absence may be taken in conjunction with temporary duty assignments.

13. Tuition Assistance

Subject to budgetary limitations, the Naval Academy provides tuition assistance for college and university courses when it is considered that the studies will enhance the individual's professional background as an instructor at the Academy. Officers on duty at the Academy may receive tuition aid in accordance with current Navy directives.

14. Professional Relationships

Interaction between the faculty and midshipmen outside the classroom which promotes mutual understanding is strongly encouraged. Such interaction may include attendance at Academy athletic and social functions, service as faculty

representative to a team or club, participation in the Midshipmen Sponsor Program, etc. While such interaction is specifically encouraged, dating or romantic relationships between members of the faculty and midshipmen are prohibited. Such relationships violate Navy and Midshipmen Regulations and may contribute to perceptions of partiality or conflict of interest on the part of the faculty members.

III. Appointment, Pay, Promotion, and Tenure

1. Introduction

a. Since the Naval Academy was established in 1845, there has been a firm understanding that a significant portion of its faculty would be selected from among the nation's best civilian professional educators, and that these educators would provide the measure of academic excellence and the continuity needed to maintain the Academy as the leading source of officers for the sea services. This model has served the Academy and the nation well for more than 150 years. Our ability to continue this enviable record of service depends directly on the talents of the faculty and how effectively those talents serve the mission of the institution.

b. The faculty evaluation process at the Naval Academy is designed to assist in attracting promising faculty members to the Academy; helping faculty in reaching their full potential as teachers, scholars, and contributors to the institution and their profession; rewarding their success; nurturing their productivity and professional development throughout their careers; and retaining only those who are outstanding.

c. The entire academic chain of command shares responsibilities in meeting these goals. Faculty members report their accomplishments annually in Faculty Activity Records and, at the time of contract renewal, tenure, or promotion review, in the Candidate's Worksheet. Department Chairs and Division Directors counsel and evaluate faculty annually on their contributions to teaching, research, and service and provide written recommendations concerning annual merit pay step awards. The Yard-wide Promotion and Tenure (P&T) Committee provides counsel to the Dean in reaching the final decisions on promotion, tenure, and termination.

d. The contributions of faculty as individual professionals are evaluated by various means. The guidelines and principles outlined below are a framework for evaluating and rewarding faculty contributions, but ultimately such evaluation depends largely upon application of the finest sense of personal judgment by other academic professionals--those who are most familiar with the individual fields of study and with the challenges faced by those seeking to advance the state of knowledge in their respective fields and to share that knowledge with their students.

e. The faculty evaluation process at the Naval Academy has multiple components:

(1) Annual Evaluation: All faculty are evaluated annually in the areas of teaching, research, and service. Pay step recommendations are based on faculty performance. USNAINST 12430.4 series ("Performance Appraisal of Civilian Faculty Members") and 12550.4 series ("Civilian Faculty Pay System") apply.

(2) Evaluation for Contract Renewal. Covered in section 2.f, below.

(3) Evaluation for Tenure and Promotion. Covered in section 2, below.

f. The duties of faculty members and the specific qualities expected of them in support of the Naval Academy mission are summarized in the Performance Rating Report (enclosure (1) to USNAINST 12430.4 series).

2. Criteria for Promotion and Tenure

a. Definitions and Terms of Reference

(1) The term *promotion* refers to advancement to higher academic rank.

(2) The Naval Academy subscribes to the guidelines of the American Association of University Professors (AAUP) with respect to *tenure*. Tenure, as used in this policy statement, refers to academic tenure. Academic tenure is conferred upon civilian faculty as recognition of continuing significant contribution to the Naval Academy program and is reserved for those members holding the rank of Associate Professor and Professor. Tenure connotes a two-way commitment between the Academy and the faculty member: based on a probationary period of demonstrated excellence in accordance with criteria outlined below, the Academy makes the commitment of a career-long appointment to the individual; the individual faculty member, in turn, commits himself or herself to a career of outstanding teaching, research, and service in the accomplishment of the Naval Academy's mission. Six years is normally the maximum probation period for a faculty member to be considered for academic tenure.

(3) Academic Rank, Terms of Appointment, and Reappointment. The initial appointment of all Federal Civil Service employees, including civilian faculty members, requires a minimum one-year probationary period; no one can receive academic tenure during the first year of a faculty appointment. Additional limitations on the first and subsequent appointments for the civilian members of the faculty are outlined below.

(a) Instructor. The initial appointment is for not more than three years. An instructor not promoted to a higher academic rank by the end of five years of service at the Naval Academy will be reappointed only in cases deemed appropriate by the Dean after consultation with the permanent faculty of the affected department.

(b) Assistant Professor. The initial appointment is normally for not more than three years. Subsequent appointments at this rank are not for more than a three-year term. An Assistant Professor who has not been promoted to the rank of Associate Professor by the end of six years of service at the Naval Academy, including service as an Instructor, will not normally be reappointed. An Assistant Professor, regardless of length of service, will not be granted permanent academic tenure.

(c) Associate Professor. Promotion to Associate Professor from within the Naval Academy is normally with academic tenure. The appointment to Associate Professor may be for a limited term if, at the time of the promotion, the candidate has served a total of less than three years on the Naval Academy faculty. An initial appointment at the rank of Associate Professor is normally for not more than three years, and is without academic tenure.

(d) Professor. A Professor promoted from within the Naval Academy is normally promoted with academic tenure. An initial appointment at the rank of Professor is normally for not more than three years, and is without academic tenure.

(e) Academic Dean and Provost. The Academic Dean and Provost is initially appointed for a term of not more than four years. At the termination of the initial or subsequent appointments, the Dean may be reappointed for terms of not more than five years each.

b. Promotion and Academic Rank. Appointments and promotions will be based on the following minimum qualifications applicable to each rank:

(1) Instructor: Possession of a master's degree or other appropriate preparation for the performance of assigned responsibilities.

(2) Assistant Professor: Possession of an earned doctorate, college-level teaching ability, high standards of scholarship, and promise of growth and development in the academic profession.

(3) Associate Professor: Possession of an earned doctorate, demonstrated ability as an outstanding teacher, an established record of high-quality scholarship, and at least five years of successful, full-time teaching experience at the college level. Consideration may be given for teaching experience or post-doctoral research (or equivalent) in an appropriate field in lieu of a portion of the college teaching experience requirement.

(4) Professor: Possession of an earned doctorate, at least six years of experience in the rank of Associate Professor at this or other accredited institutions of higher learning, demonstrated ability as a master teacher, and a sustained record of high-quality scholarship. The rank of Professor embodies the highest ideals and standards of the Naval Academy professoriat. Faculty promoted to this rank should be obvious models of academic and institutional excellence to juniors and peers.

c. Substantive performance expectations in the areas of teaching, research, and service are as follows:

(1) *Excellence in teaching* is a tradition among Naval Academy faculty and an expectation of those faculty members being considered for promotion or tenure. This expectation results directly from the unique Academy mission; and in this regard, Naval Academy standards are comparable to those of the nation's finest institutions of higher education. Candidates whose excellence as teachers is not clearly evident will not be promoted or tenured. As outlined in USNAINST 12430.4 series, teaching ability at the Naval Academy may be evinced in such activities as course development, effectiveness of classroom presentation, thoroughness of preparation, ability to generate student interest, and use of appropriate technology. Candidates for Professor will be expected to exhibit the qualities of a master teacher in such tasks as mentoring junior faculty, directing the demanding challenges of multi-section courses, and helping to lead the continuous improvement of their department's curriculum.

(2) *Faculty excellence in research* or other scholarly endeavor appropriate to the discipline also contributes to accomplishment of our academic mission. Tangible evidence of scholarly excellence in a candidate's record provides the strongest single indicator of the candidate's currency in his or her academic discipline as well as exemplifying the candidate's ability to foster among the midshipmen a thirst for life-long learning. Excellence in research and scholarship, like excellence in classroom teaching, is a continuing expectation for all faculty at the Naval Academy. As outlined in USNAINST 12430.4 series, scholarly activity throughout the candidate's professional career is demonstrated by peer-validated productivity in research, e.g., publications and presentations, conference participation, and study in a field of specialization and professional development.

(3) *Faculty excellence in service* provides valuable evidence of the candidate's comprehensive understanding of, and dedication to, the Naval Academy's mission. Additionally, evaluation of faculty service contributions considers the candidate's demonstrated ability to work effectively with others in advancing that mission beyond the contributions normally associated with classroom teaching. In a very tangible way, the civilian professoriat represents our academic continuity and institutional memory. Without the excellent service the faculty provides to the institution and to its curricular and extracurricular culture, accomplishment of the Naval Academy mission would be severely diminished. As outlined in USNAINST 12430.4 series, the service component may be evinced by contributions to the Naval Academy mission and to the improvement of its operation through activities such as committee work, midshipman advising, Trident Scholar sponsorship, and institutional research. It may also include recent professional service such as conference planning, committee work in professional organizations, and refereeing books and journal articles. Because of the over-riding importance of the teaching and research components for faculty early in their academic careers at the Academy, candidates for Associate Professor may need to exercise restraint in time-consuming service commitments. But candidates for the senior rank of Professor are expected to give clear demonstration of their commitment and ability to further the Academy's mission beyond the classroom.

d. Tenure probation. The probationary period for promotion and tenure consideration is normally a maximum of six years. Faculty who begin their sixth year of tenure probation must be considered by the P&T Committee whether or not they have received a positive departmental or divisional endorsement.

(1) Tenure candidates may petition the Dean via their chain-of-command to have their "tenure clocks" temporarily stopped for family or other meritorious reasons. Such stop-outs will normally not exceed two years.

(2) Tenure-track faculty appointed in their first year for only a portion of an academic year (e.g., their appointment begins in January) will normally have their tenure clocks set to the start of the subsequent academic year (August). This initial fraction of an academic year will not count in the candidate's tenure clock.

e. Promotion and Tenure Process

(1) General Guidelines. Evaluation of faculty demands application of the finest sense of judgment, but judgment exercised within the boundaries of the detailed criteria outlined above and in the civilian faculty Performance Rating Report (USNAINST 12430.4 series). All those involved in the process of faculty evaluation, whether at the department, division, or Yard-wide level, must adhere to the commonly understood institutional standards of performance for

promotion and tenure, as expressed in this chapter. They must also avoid speculative assessments of any candidate in areas for which there is no documented evidence of performance or non-performance within the candidate's record.

(2) Authority to grant promotion and tenure rests with the Dean. The P&T Committee serves as a confidential advisory committee to the Dean. When deliberating on promotion and tenure issues, the P&T Committee will be chaired by the Associate Dean for Faculty. The P&T Committee may also provide counsel to the Dean in the appointment of new faculty to advanced rank.

(a) Expectations of the Yard-wide Promotion and Tenure Committee. The P&T Committee as a whole, and its members individually, represent only one constituency: the United States Naval Academy and its future. While it is expected that committee members will bring the strengths of their respective disciplines to the evaluation process, each member must clearly transcend any discipline, department, or division loyalties. They must serve as advocates only for excellence in service to the Naval Academy mission and to the generations of midshipmen whose learning environments will be shaped by the faculty candidates being considered for promotion and tenure.

(b) Consideration Process. Candidates, Department Chairs and senior department faculty, Division Directors, the P&T Committee and the Dean all play key roles in the promotion and tenure process. Candidates and departments play a central role by marshaling pertinent materials and assessments for review by the chain-of-command and the P&T Committee. ACDEANNOTICE 12340 outlines annually these duties beyond those presented in the Faculty Handbook and provides the worksheet format for both candidates and departments. Department Chairs and Division Directors will meet with the P&T Committee to present key elements of their respective candidates' records and to respond to inquiries from the Committee.

(c) All individuals involved in evaluating candidates for promotion and tenure must be scrupulous in ensuring that each candidacy is treated fairly, equitably, and in accordance with the rules, regulations, and expectations of the institution and the profession. These include, specifically, the guidance outlined in this Handbook and in ACDEANINST 5370.3 series ("Conflicts of Interest at the Naval Academy"). At the Yard-wide level, all deliberations and the results of all Committee votes will be held in confidence by the Committee except in the performance of their advisory duties to the Dean. Minutes will be maintained of all P&T Committee meetings.

f. Renewal/Non-renewal of Contract. Initial responsibility for reviewing the performance of a faculty member and preparing a recommendation for non-renewal of contract resides with the respective Department Chair. The Dean, after reviewing the recommendation of the respective Department Chair and Division Director, has the responsibility for determining whether an untenured faculty member's contract will be renewed. When a faculty member's appointment is not renewed, the Department Chair will coordinate the action with the Associate Dean for Faculty and the Management-Employee Relations Division, Human Resources Department, for compliance with regulatory requirements. The Dean will notify the faculty member in writing in accordance with the following schedule:

(1) First Appointment Year. If the appointment terminates during or at the end of the first appointment year, notice of non-reappointment is given *de facto* when the contract is issued.

(2) Second Appointment Year. If the appointment terminates during or at the end of the second appointment year, notice of non-reappointment will be given at least six months in advance.

(3) Third or More Appointment Year of Service. Notice of non-reappointment will be given at least 12 months in advance.

Department Chairs will present letters of non-reappointment from the Dean in person and obtain written acknowledgment of receipt of these letters from the individuals being so notified. Chairs will forward these receipts via the Dean to the Human Resources Department to be entered into the individual's official personal file.

3. Appeals

a. Appeals of decisions by the Dean will be made via the chain of command to the Superintendent.

b. Promotion (and tenure) candidates may request review by the P&T Committee and the Dean even though their candidacy has not been positively endorsed by their department faculty, Department Chair, or Division Director. As noted in 2.d, above, tenure-track candidates who are in their sixth year of tenure probation must be considered by the P&T Committee whether or not their departmental or divisional review has positively endorsed their candidacy for promotion and tenure.

4. Appointment at Advanced Rank.

a. General. Occasionally departments and divisions may recommend the appointment of new faculty at advanced rank. Appointments at advanced rank must be consistent with the requirements of ACDEANINST 12300.1 series ("Appointment to the Naval Academy Faculty"). Advanced-rank appointments will normally be as a result of academic credentials and experience consistent with the award of advanced rank. The P&T Committee will review all proposals for advanced-rank appointments and report their recommendation to the Dean.

b. Advanced rank and tenure. In the case of advanced-rank appointments, tenure may be considered separately from further promotion, i.e., to the rank of Professor. The terms and requirements of promotion, tenure, and tenure probation described in paragraph 2, above, apply to advanced-rank appointments. Tenure cannot be awarded in the first year of faculty service.

5. Special Criteria for Appointment and Promotion of Physical Education Faculty

The appointment, retention, and promotion of civilian faculty members of the Physical Education Department will be governed by the following special criteria:

a. Criteria for Appointment, Reappointment, and Promotion

(1) Instructor of Physical Education: Possession of a bachelor's degree and demonstrated experience and proficiency in the field of specialization.

(2) Assistant Professor of Physical Education: Possession of a bachelor's degree with a minimum of three years of college teaching or coaching experience. In addition, the candidate must have a successful record in coaching or in the field of specialization.

(3) Associate Professor of Physical Education: Possession of a master's degree or at least a total of five years of college teaching or coaching, at least three years of which have been at the Naval Academy, and achievement of distinction in coaching or in the field of specialization. In addition, the candidate must be qualified as a head coach or administrator of some phase of the physical education curriculum and have contributed significantly to the mission of the Naval Academy.

(4) Professor of Physical Education: Possession of an earned doctorate or master's degree and 15 years of successful teaching or coaching at this or other accredited institutions of higher learning. Essential, in addition, is achievement of high distinction in his or her area of specialization and significant experience as a head coach or administrator of some phase of the physical education curriculum.

b. Appointments and Promotions. The appointment, retention, and promotion of civilian Physical Education faculty will be governed by section 2 of this chapter.

Nominations to the Superintendent for initial appointment to the Physical Education faculty are normally made after national advertising of the position and selection of a nominee from the applicants by a departmental selection committee in accordance with ACDEANINST 12300.1 series ("Procedures for Appointment to the Faculty").

6. Academic Promotion Criteria for Military Officers

a. Academic rank for military officers is elective. Based on their academic credentials and experience, military officers may be recommended to the Dean for academic rank by their chain-of-command. Their candidacies will be considered by the P&T Committee. Due to the different appointment status of military officers under U.S. Code, academic promotion does not, and cannot, connote academic tenure. Refer to ACDEANINST 1520.2 series.

b. Successful military officer candidates for academic rank will be expected to meet the substantive criteria for teaching, research, and service outlined in paragraph 2.c.(1), 2.c.(2), and 2.c.(3), above. While bound to a common promotion standard for the entire Academy faculty, the promotion review will consider the essential differences distinguishing officer-instructor duties from those of their civilian counterparts.

7. Other Faculty Appointments

a. Academic Dean and Provost: The Secretary of the Navy has established at the Naval Academy the position of Academic Dean and Provost, who is responsible to the Superintendent for direction of the academic program and the faculty. Appointments and reappointments to this position are made by the Secretary of the Navy on the basis of a recommendation by the Superintendent of the Naval Academy via the Chief of Naval Operations. The Superintendent's recommendation will be based on his evaluation of the prospective Dean's high promise or demonstrated abilities in the leadership of the academic divisions of the Naval Academy. The Superintendent's evaluation, which includes consultation with the faculty, will consider maintenance and enhancement of academic integrity and standards and management of resources including personnel and budget.

b. Administrative Faculty: From among the civilian faculty, the Dean may appoint a Vice Academic Dean and Associate and Assistant Deans as necessary. The Dean may, upon recommendation of and in consultation with department faculties, appoint Department Chairs for terms of up to four years. The Dean, with favorable recommendation of the department concerned, may reappoint Chairs for additional terms of up to four years.

c. Distinguished Visiting Professor: The Academy may employ eminent scholars as Distinguished Visiting Professors, selected because of prominence in their fields of academic specialization. The function of a Distinguished Visiting Professor is to bring to the Naval Academy advice and expertise from the highest academic levels in specific fields of learning through consultation, lectures, and teaching assignments. Distinguished Visiting Professors are normally appointed for periods of not more one year. Reappointments of one year may be made.

d. Adjunct Faculty: The Naval Academy may appoint non-regular faculty on a temporary basis to meet specific needs. Such appointments are often made to persons with academic, industrial, or governmental credentials equivalent to those of the regular faculty. The title Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor may be granted to qualified persons. The appointment to adjunct status follows the same procedures as regular appointments, originating at the departmental level. Adjunct faculty are not eligible for tenure.

e. Temporary Faculty: In other instances, the needs of the Naval Academy are met by temporary instructors who are hired in a non-tenure track. Temporary faculty members are not eligible for tenure and are not adjunct faculty.

8. Salary.

a. The salary schedule for the civilian members of the faculty is determined by the Secretary of the Navy. The faculty schedule is modified on a comparative basis with changes authorized by the Congress for Federal Employees paid under the Classification Act. The term *academic rank* on the schedule refers to the academic grade of an individual and the term *step* refers to the salary level within the academic rank. The salary schedule is published separately each year.

b. Recommendations for merit step increases are submitted by each Department Chair via the Division Director (and Commandant, where applicable) to the Dean. USNAINST 12550.4 series applies.

c. Appointment. Initial appointments of faculty members will be made by the Superintendent in an academic rank and at a step in a salary category based on a recommendation by the Dean. ACDEANINST 12300.1 series applies.

d. Salary. Faculty receive 83.56% of their annual rate of pay during the 10-month academic session. Any additional compensation is for work authorized by the Dean and performed during the intersessional period. In addition to deductions for taxes and retirement, 12 months of deductions are made over these 10 months for life insurance and health insurance since insurance remains in effect during the full 12

months. Government service is continuous for retirement. Thus, faculty members are credited for a full year of government service for each regular 10-month session.

e. Intersessional Pay. Those civilian members of the faculty required by the Dean to perform academic duties in addition to the academic session will be paid additional compensation based on their current salary for the 10-month period. The intersessional period is two months long, from mid-June to mid-August.

f. Salaries for all administrative faculty reporting to the Dean will be approved by the Dean. Salaries for all faculty reporting to the Commandant will be approved by the Commandant.

9. Termination

a. Reduction in Force. A lack of Federal funds; change in mission, workload, or organization; or other reasons may require a reduction in the number of faculty. In such an event, in accordance with Federal regulations, at least 60 days' notice of termination of service will be given to individuals affected. Such termination will be effected in accordance with Civil Service regulations.

b. Separation for Cause. Any member of the faculty may be separated for reasons of misconduct or inefficiency irrespective of tenure or length of appointment. Such separation will be effected in accordance with the applicable Civil Service and Navy regulations.

c. Resignation. A civilian member of the faculty is expected to give at least six months' notice of intention to resign or retire in order that an appropriate replacement may be found.

10. Effective Date of Personnel Actions

Appointments, reappointments, and promotions will normally become effective on or about 16 August. Separations, except for cause, will normally become effective on or about 15 August. Pay step increases will normally become effective 16 August to coincide with the start of the academic year.

11. Retirement

a. Civilian members of the faculty are covered by the Civil Service Retirement Act or the Federal Employees Retirement System. Qualifying retired faculty are eligible for certain benefits as outlined in USNAINST 12831.1 series ("Status of Retired Civilian Professors").

b. Honorary Title. Upon retirement an honorary title, consisting of the academic rank followed by the word Emeritus or Emerita, may be conferred on a civilian member of the faculty in accordance with the following criteria:

(1) The title will be conferred only upon those civilian members of the faculty who have rendered distinguished service to the Naval Academy and the Navy above and beyond the normal requirements of duty. Normally, the retiree will be 60 years of age or older at the time of retirement and will have served at the Naval Academy for at least 20 years.

(2) Recommendations for the honorary title will originate with civilian faculty members of the academic departments and be forwarded to the Superintendent via the Faculty Senate and the Dean.

(3) The title will be conferred by the Secretary of the Navy based on a recommendation of the Superintendent of the Naval Academy via the Chief of Naval Operations.

(4) The conferring of the honorary title will involve no increase in pay or retirement annuity. Where possible, offices and research facilities will be made available to professors emeriti. Provisions of USNAINST 5060.5 series ("Honorary Title of Professor Emeritus") apply.

IV. Employee Benefits

1. Retirement Plans

Employees who entered duty on or after 1 January 1984 or reentered Federal Service on or after 1 January 1984 with a break of more than 365 days and have less than five years covered civilian service are covered by the Federal Employees Retirement System (FERS). Employees who have more than five years of covered civilian service and a break in service of more than 365 days are covered under the Civil Service Retirement System (CSRS) Offset. Any CSRS federal employee being re-employed with less than a one year break in service remains in the CSRS. Individuals in the Offset or CSRS have six months from the date of appointment to elect to transfer to the FERS.

2. Civil Service Retirement System (CSRS)

Employees subject to the Civil Service Retirement Act are eligible for an annuity upon completion of a certain number of years service and attainment of a certain age. Entitlement is gained at age 55 with 30 years service; age 60 with 20 years service; or age 62 with 5 years service. Participation in the retirement program is mandatory and seven percent (7%) of base salary is withheld and forwarded to the retirement fund. (This percentage is scheduled to increase by an additional half percent over the three year period beginning in January 1999, i.e., to 7.25% in 1999, 7.35% in 2000; and 7.5% in 2001). An additional 1.45 % is withheld for Medicare.

CSRS employees may make additional voluntary contributions of up to 10 percent of their career earnings in a special, tax-sheltered program. Detailed information on this voluntary contribution program, which is separate and distinct from the Thrift Savings Plan (described later), may be obtained from the Human Resources Department.

3. Civil Service Retirement System Offset (CSRS Offset)

Employees covered by the CSRS Offset provision contribute 7% to the CSRS (7.25% in 1999; 7.35% in 2000; and 7.5% in 2001) and 1.45% to Social Security/Medicare. If an annuitant is entitled to Social Security benefits at age 62, an offset of the CSRS annuity will occur even if Social Security benefits are not received. Generally, the computation works to the advantage of the affected employees.

4. Federal Employees Retirement System (FERS)

FERS is a three-tier plan which includes Social Security, a basic annuity plan, and a Thrift Savings Plan. FERS-covered employees have to pay the full Social Security tax in addition to a small contribution to the basic annuity component. Total employee contributions are comparable to those under CSRS and CSRS Offset Systems. Employees are also able to make contributions of up to 10 percent of salary to a Thrift Savings Plan. The government contributes to FERS, matches the Social Security contributions and also a portion (up to five percent) of the Thrift Savings Plan.

5. Thrift Savings Plan (TSP)

This is an optional, defined benefit plan permitting FERS employees to contribute up to 10 percent of salary (up to a specified IRS limit) to a tax-deferred savings plan. The government automatically contributes one percent of the FERS employee's base pay whether or not the employee contributes to the plan. The government also matches the employee contributions up to a maximum total contribution of five percent of salary. CSRS covered employees may also participate in the Thrift Savings Plan; however, their participation is limited to only five percent of salary with no matching government contribution.

There is a TSP open season every six months at which time eligible employees may start or change contributions. Contributions may be terminated at any time. A new employee cannot elect participation until the second open season following initial appointment under FERS.

Employees may elect to invest in one or all of three investment funds. The funds differ in the rate of return and amount of risk involved. The amount and type of investment can be changed up to twice a year during the open season. The number of investment funds employees may elect to invest in will increase with the addition of two new funds in the next two to three years.

6. Disability

Civil Service Retirement System. To be eligible for disability benefits, the employee's disabling condition must be expected to last at least one year. In cases of disability before age 60, but after at least five years of civilian service, the minimum basic annuity is the lesser of 40% of the "high-three" average salary or the amount of an annuity figured from the basic annuity formula with the service time increased by the period from date of separation to age 60.

Federal Employees Retirement System. To be eligible for disability benefits, the employee's disabling condition must be expected to last at least one year, and he or she must have at least 18 months of creditable civilian service. In the first year, benefits equal 60% of the employee's high-three average pay minus 100% of any Social Security disability benefits to which he or she is entitled. After the first year and until age 62, if the employee does not qualify for Social Security disability benefits, his or her benefit will be 40% of the high-three average pay. If the employee does qualify for Social Security benefits, the disability benefit will be reduced by 60% of the initial Social Security benefit to which he or she is entitled. The resulting total will equal at least 40% of the high-three plus 40% of the Social Security disability benefits. The disability benefit is recomputed when the employee reaches age 62 and the employee will receive the annuity he or she would have received if he or she had worked to age 62.

7. Death Benefits: Civil Service Retirement System

There are two kinds of death benefits for eligible survivors of employees. There is a survivor annuity benefit which is payable in monthly installments and, under certain circumstances, there may be a single lump-sum benefit.

In order for a survivor to receive death benefits, the faculty member must have been in civilian government service for at least 18 months prior to death and the marriage must have existed for at least one year immediately before death, or if married less than one year, there must be a child born of the marriage.

The computation of the surviving spouse's annuity is based on the deceased's years of service, age at death, and high-three average salary. In addition to this annuity, all surviving dependent children less than 18 years of age (up to 22 if full-time students) receive additional annuities.

8. Death Benefits: Federal Employees Retirement System

If the faculty member is married and has worked for the Federal government for 18 months and dies while an active employee, the spouse receives: a lump sum payment equaling \$15,000 (indexed to the cost-of-living adjustment for annuitants) plus the higher of one half of the employee's annual pay rate at death or one half of the employee's high-three average pay.

If the faculty member had 10 years of service, the spouse also receives an annuity equaling 50% of the accrued basic retirement benefit. These benefits are paid in addition to any Social Security, group life insurance or savings plan survivor benefits.

Children up to age 18 (up to age 22 if full-time students or at any age if the child became disabled before age 18) receive annuities, the amount of which depends on the number of children and if the children are orphaned. This annuity is reduced dollar for dollar by any Social Security children's benefits that may be payable.

9. Federal Employees Group Life Insurance (FEGLI)

The Federal Employees Group Life Insurance Plan is group term insurance that is available to employees. Participation in this program is automatic unless the employee waives coverage. A waiver cannot be canceled for at least one year, at which time the employee must produce evidence of insurability. If an employee elects FEGLI coverage, the coverage may be canceled at any time at a later date. An employee has 31 days from the date he or she becomes eligible for FEGLI to elect additional options without evidence of insurability.

10. Federal Employees Group Life Insurance Plans (FEGLI Plans)

The FEGLI plans available are as follows:

a. **Basic Life.** Coverage is equal to an employee's annual basic pay, rounded to next \$1,000, plus \$2,000. There is an accidental death and dismemberment benefit equal to the amount of basic insurance. There is also an extra benefit for employees under the age 45. This extra benefit doubles the amount of life insurance payable if an employee is age 35 or under. Beginning on the employee's 36th birthday, the extra benefit decreases 10 percent each year until, at age 45, there is no extra benefit. Both the accidental death and dismemberment benefit and extra benefit are at no cost to the employee. An employee must be enrolled in basic life insurance in order to elect any of the options.

b. **Option A.** The standard is \$10,000 life insurance with accidental death and dismemberment coverage. Cost is based on the employee's age with premiums increasing as one ages.

c. **Option B.** Additional life insurance coverage is equal to one, two, three, four or five times the annual basic pay rounded to the next higher \$1,000. Cost is based on age.

d. **Option C.** Family life insurance coverage provides \$5,000 for the employee's spouse and \$2,500 for each child. Cost is based on employee's age and premiums are paid via payroll deduction for whatever life insurance is elected. Coverage may be canceled or options decreased at any time. Option increases may be made under certain conditions.

11. Federal Employees Health Benefits (FEHB)

The Federal Employees Health Benefits Program is a voluntary program, partly paid for by the government. Employees have 60 days from the date they first become eligible for coverage to enroll. If they do not enroll at their first opportunity, they might not have another opportunity until the open season which normally begins the middle of November and goes through the first week in December. Employees must have been enrolled in FEHB for five years immediately prior to or from earliest eligibility immediately prior to retirement to carry coverage into retirement.

Open Season -The Office of Personnel Management normally provides an open season from the middle of November through the first week in December. During this time any employee who is eligible to participate in the program may enroll. Employees and annuitants already enrolled may change plans, options or type of enrollment. Employees may cancel enrollment or change from a family plan to a self-only plan at any time.

In addition, certain former spouses of civil service employees, former employees, and annuitants may qualify to enroll in a health benefits plan. Temporary continuation of FEHB coverage is available to employees and families of employees who are voluntarily or involuntarily separated from government service or lose coverage as a result of changes in employment or family member status.

12. Leave: Annual

Annual leave is time off from work during the academic year for vacation, personal reasons, or emergency purposes. An employee earns leave during each full bi-weekly pay period while in a pay status or in a combination of a pay status and a non-pay status. Leave is not earned during the intersessional period (16 June -15 August) unless the employee is in a pay status.

| Length of Service | Amount earned in hours |
|-----------------------|-----------------------------|
| 0 - less than 3 years | 4 hours/biweekly pay period |
| 3 -15 years | 6 hours/biweekly pay period |
| Over 15 years | 8 hours/biweekly pay period |

A part time employee earns leave on a pro-rated basis. Prior Federal civilian service and/or honorable active military service is creditable for leave accrual purposes, unless retired regular military. The Human Resources Department will explain what active military service is allowable.

Employees may carry up to 240 hours (30 days) of accumulated leave from one calendar year to the next. Annual leave beyond 240 hours will normally be lost if not used before the end of the leave year.

13. Leave: Sick

Sick leave is earned at the rate of four hours per biweekly pay period, or 13 days per year. There is no maximum on the accumulation of sick leave.

Sick leave is granted when faculty members are incapacitated for the performance of their duties by sickness or injury, and for medical, dental, or optical examinations or treatment.

Sick leave is accrued by a faculty member only while in a pay status. No leave is earned during the two-month summer intersessional period, unless the faculty member is in a pay status.

14. Leave: Military

Leave to engage in reserve training is authorized members of the faculty who are reservists of the armed forces or members of the National Guard. Such leave is not to exceed 15 calendar days in a fiscal year. Faculty must be in a pay status in order to receive military leave.

15. Holidays

Federal employees are granted 10 paid holidays per calendar year, as follows:

| | |
|-------------------------------|-----------------------------|
| New Year's Day | 1 January |
| Martin Luther King's Birthday | third Monday in January |
| Presidents' Birthday | third Monday in February |
| Memorial Day | last Monday in May |
| Independence Day | 4 July |
| Labor Day | first Monday in September |
| Columbus Day | second Monday in October |
| Veterans' Day | 11 November |
| Thanksgiving Day | fourth Thursday in November |
| Christmas Day | 25 December |

For an employee whose work schedule is Monday through Friday, if a holiday falls on Saturday, Friday is observed. If a holiday falls on Sunday, Monday is observed.

16. Civilian Employees Assistance Program (CEAP)

Short term counseling and referral services are available to civilian employees and their immediate families to help them deal with stress related issues, mental and emotional distress, work-related difficulties, alcohol and drug abuse, grief concerns, family, marital and relationship problems, legal and financial issues, child or spouse abuse, work and family life issues, and coping with elderly relatives. Such problems often have an effect on personal lives and work performance.

Counseling services are provided by an outside contractor. There is no cost to employees for these services; however, employees are responsible for the cost of services provided by organizations to which they may be referred. All services are voluntary and confidential. Counselors are not permitted to disclose any information on services provided without the consent of the employee. No CEAP records are included in employee personnel files. Appointments may be made directly with the contract provider. The telephone number is publicized periodically and may also be obtained from the Human Resources Department.

17. Leave Transfer Program

The Leave Transfer Program permits employees to donate portions of their annual leave to other employees for medical or family emergencies or other hardship situations. Any employee who has exhausted his or her annual and sick leave and is expected to be in a leave without pay status for at least 24 work hours, may apply to become a leave recipient. Interested employees must submit a Potential Leave Recipient Application to the Human Resources Department. A committee then determines if a true emergency exists and approves the application. Those interested in donating leave may request a specified number of hours of accrued annual leave be transferred to the annual leave account of a specific leave recipient. Employees may donate up to one-half of the annual leave they accrue during the leave year. Donations must be approved by the first line supervisor and concurred in by the cost center head.

18. Workers' Compensation Program

Federal employees are eligible for four basic types of benefits under the provisions of the Workers' Compensation Program, i.e., medical benefits, disability compensation, vocational rehabilitation, and death benefits, which include funeral expenses and survivor compensation. The program applies to any disability (temporary or permanent, partial or total) incurred as a result of an employment-related disease or conditions as well as an on-the-job injury.

Once a claim is accepted by the Department of Labor, Office of Workers' Compensation, compensation for wage loss will be made for up to 75 % of the injured employee's salary. However the injury/disease must be the cause of the absence and medical documentation must support any absence. This benefit continues for the duration of the injury/disease.

19. Professional Enrichment

Subject to budgetary limitations, the Naval Academy provides tuition assistance for college and university courses when it is considered that the studies will enhance the individual's professional background as an instructor at the Academy. Officers on duty at the Academy receive tuition aid in accordance with current Navy directives.

Leave without pay for study and research may be granted by the Dean to civilian members of the faculty when, in his judgment, such leave would result in the improvement of education at the Naval Academy. The number of faculty granted leave without pay at any one time is limited in order to avoid undue interference with the mission of the Naval Academy.

A faculty member engaged in significant scholarly work or research at the Academy may be granted sabbatical leave for further study where such leave will contribute to the improvement of education at the Naval Academy. Unless otherwise provided, a sabbatical is granted at full pay for one half of the academic session or for the entire academic session at one-half pay. A faculty member who accepts such leave assumes a moral obligation to continue serving at the Naval Academy for a two-year period following return. Sabbatical leave is not automatic and is normally limited to those faculty who have completed at least six continuous years of employment with pay at the Naval Academy. Sabbatical leave will be counted year for year as academic experience for the purpose of determining eligibility for promotion and retirement. Applications for sabbatical leave proceed through the chain of command. See ACDEANINST 12630.3 series.

20. Federal Employees Family Leave Action (FFLA)

The FFLA allows most full-time employees to use up to 40 hours of sick leave to take care of a family member who is ill or to make arrangements for or attend the funeral of a family member. Additionally, full-time employees who maintain a balance of at least 80 hours of sick leave may use an additional 64 hours of sick leave per year for family care and bereavement purposes. The total number of sick leave hours for use by employees on part-time duty is prorated according to the employee's leave earning schedule. Family members for this purpose include

anyone with whom the employee is related by blood or affinity whose close association with the employee is the equivalent of a family relationship. This is a much broader definition than that under the Family and Medical Leave Act.

21. Family and Medical Leave Act

Under the Act, employees are entitled to a total of 12 administrative work weeks of unpaid leave (Leave Without Pay-LWOP) during any 12-month period for the birth of a child and care of a newborn, the placement of a child with the employee for adoption or foster care, the care of a spouse, child or parent with a serious health condition, or a serious health condition of the employee. To be eligible, the employee must have completed at least one year of civilian service with the government. The entitlement under this program is for LWOP, but an employee who has accrued leave may replace LWOP with paid sick or annual leave.

V. Academic Program and Routine

1. The Academic Program

The length of the course of instruction at the Naval Academy is established by law at four years. This may be changed by Congress in time of war or other emergency. Midshipmen are organized in four classes: the fourth class (plebes), freshmen; the third class (youngsters), sophomores; the second class, juniors; and the first class, seniors.

The basic academic program includes courses in professional subjects, humanities and social sciences, mathematics and science, and engineering. Midshipmen choose from among majors in the last three areas. All majors lead to designated Bachelor of Science degrees in these various fields.

Although some midshipmen enter with college credit, all must enter as freshmen and complete four years of study at the Academy. Midshipmen who have previously taken courses in college or high school equivalent to those offered or required at the Naval Academy may obtain credit through validation. Students who validate courses and/or who can carry extra courses, have the opportunity to do advanced work, pursue independent study and research, complete an additional major, or to study additional subjects. Details for the administration of the academic program are contained in USNAINST 1531 series and ACDEANINST 1531 series.

2. Grading

The A, B, C, D, F grading system is used, A, denoting excellent; B, good; C, satisfactory; D, marginal but unsatisfactory; and F, failing. Quality Point Equivalents (QPE) are 4.0, 3.0, 2.0, 1.0, and 0.0. Grades are averaged, using a weighted semester-hour system called a Quality Point Rating (QPR). Solely an index of academic performance, the QPR does not include grades received in professional drills, conduct, military performance, or physical education. A semester QPR of 2.0 indicates minimum satisfactory academic performance. Academic requirements for graduation and commissioning include completion or validation of a minimum of 140 semester hours with a cumulative QPR of at least 2.0. The faculty member teaching a course has the sole authority for assigning grades in that course. See USNAINST 1531 series and ACDEANINST 1531.60 series.

3. Teaching Load

The usual teaching load is nine to twelve hours per week or equivalent. ACDEANINST 1531.51 series provides guidelines. In accepting an appointment, the faculty member undertakes a number of responsibilities. In addition to teaching, faculty are expected to assume their share of obligations such as academic advising, serving on committees, appearing at academic functions, and being available to students for assistance outside of the classroom. The program of additional availability of the faculty member to the student is known as "extra instruction" or "EI". Extra instruction is arranged by a midshipman with an instructor at a mutually convenient time. Extra instruction is a fundamental part of the academic routine, is of vital importance to the education of the students, and is an important responsibility of the faculty member. Faculty members are expected to keep office hours to provide midshipmen with adequate opportunity for extra instruction. See ACDEANINST 1531.34 series.

4. Class Standing

Cumulative and semester QPRs are computed for each midshipman at the end of each semester. Taking into account non-academic performance (conduct, military performance, physical education, etc.) the midshipmen are ranked in an overall order of merit or class standing. Standings for each class are computed and published at the completion of each semester. Class standing at graduation determines the seniority of the newly commissioned officer in relation to graduating classmates. Details may be found in USNAINST 1531.51 series.

5. Honors, Scholarships, and Graduate Studies

Under the Academy's Trident Scholar program, a limited number of exceptional students are selected to pursue independent study and research projects during their senior year. Each scholar has a faculty advisor. Scholars complete the professional course requirements, but their research and thesis constitute a major part of their academic programs for the year. See ACDEANINST 1531.68 series for details.

The Academy's Voluntary Graduate Education Program (VGEP) permits selected midshipmen to begin master's degree work in their senior year at selected nearby universities. Normally they are able to acquire the degree within seven months after graduation. See USNAINST 1560.3 series for specific guidance.

Midshipmen may compete for any number of recognized scholarships, e.g., Rhodes, Marshall, Guggenheim, Fitzgerald, Pownall, National Science Foundation, or Olmsted, but only a few will go directly to graduate school upon

completion of their undergraduate program at the Academy. USNAINST 1520.2 series provides additional details.

6. Academic Advising

Normally each instructor acts as an academic adviser to several midshipmen. Advisers meet regularly with their midshipmen and guide them in the selection and pursuit of their academic programs from entry through graduation. Academic advising is one of the most important duties of a faculty member. Faculty recommendations have marked influence on the studies each midshipman pursues at the Academy. For this reason advisers must be knowledgeable not only of the academic program of their own department, but also of the programs offered by other departments.

Detailed responsibilities of academic advisers are contained in USNAINST 1531.39 series and additional information concerning academic programs and courses is contained in the Advisers Handbook, the Naval Academy Catalog, the Majors Program, and the Core Course Compendium.

7. Textbooks

The responsibility for the selection of textbooks rests with the faculty. Details concerning approval and procurement of textbooks are contained in USNAINST 1552.3 series.

VI. The Midshipmen: Regulations and Routine

1. The Brigade

The Brigade of Midshipmen, under command of the Commandant of Midshipmen, is organized into two regiments, each consisting of three five-company battalions. The 30 companies are further sub-divided into platoons and the platoons into squads. Each of these military units is under the command or leadership of a first classman, all working under the supervision and guidance of commissioned officers. Known collectively as Brigade officers, these commissioned company and battalion officers report to the Commandant.

2. Visits

Visits between Bancroft Hall and the academic divisions by officers and civilian faculty are encouraged. These visits contribute to a better understanding of the interdependent functions of Brigade officers and the academic instructors in carrying out the mission of the Academy. Faculty members should coordinate visits to Bancroft Hall with a midshipman Brigade officer or the command duty officer. During the Midshipmen Activity Period and study hour until 10 P.M. faculty may visit Bancroft Hall without first calling to arrange an escort. Due to the size of Bancroft Hall, an escort is recommended, however. Faculty should possess a valid ID card. There is a procedure for entering the room of someone of the opposite sex in Bancroft Hall. Faculty who intend to do so should seek the assistance of the Company Mate of the Deck (CMOD) or another midshipman before entering.

3. Classroom Routine

Midshipmen must attend classes unless excused by proper authority. Midshipmen are expected to enter the classroom with decorum and to be seated prior to the beginning of class. The instructor designates a section leader and an assistant section leader (to lead the class in the absence of the leader) from among the members of the most senior class represented.

The section leader calls the class to attention at the sound of the bell or on entry of the instructor, presents the section, reports absentees, and seats the section when directed by the instructor. If it is necessary for the instructor to leave the room during a recitation, the section leader assumes the responsibility for class decorum. Upon conclusion of the period, or when directed by the instructor, the section leader calls the midshipmen to attention and dismisses them. Ten minutes are provided between classes.

Instructors should provide section leaders with specific guidance for situations when the instructor cannot meet the class or the instructor may be late.

Academic accountability reports are processed in accordance with ACDEANINST 1531.64 series.

4. Study Time

Every effort is made to ensure that midshipmen have as much time as possible available for study. There are, however, other essential demands on a midshipman's time. Foremost of these are the demands of the Brigade organization, in which midshipmen officers of the first class are charged by the Commandant of Midshipmen with the responsibility for the direction and administration of the Brigade. Through the commissioned company officers, the Commandant closely monitors these uses of the midshipmen's time and reduces, when necessary, the extracurricular and military demands upon a midshipman in academic difficulty.

Free periods are available for study during the day. Study hours are enforced Sunday through Friday evenings, starting at 2030. Upperclass midshipmen have unlimited late lights. Plebe study hours end at 2300, but may be extended to midnight by the plebe's Company Commander. Midshipmen of all classes may observe study hours in Nimitz Library and designated classrooms.

Members of the watch squad in Bancroft Hall in off-watch sections must attend all recitations held while they are not actually on watch. The Officer of the Watch, Regimental Duty Officers, and all on-watch Main Office watchstanders are authorized to miss classes for watch. All other watches must establish an academic watch rotation to allow midshipmen to be present at class. Midshipmen are responsible for material covered in classes which they miss when on watch. Midshipmen are directed to minimize missing classes due to watch and should sign up for watch duties with that in mind.

5. Performance Evaluations

Midshipman Academic Performance Reports are submitted by instructors in accordance with procedures in the USNAINST 1531.33 series. These evaluations are based upon academic performance, class participation, attitude toward the Naval Service, and the instructor's estimate of officer potential and other officer-like qualities. They provide company officers with valuable insights and assist them in evaluating and counseling their midshipmen. In addition to these regular reports, faculty members are encouraged to submit special evaluation reports whenever they believe that company officers should be made aware of

superior or unsatisfactory performance on the part of a midshipman. These reports are particularly valuable to the Academic Board when reviewing the record of a midshipman in trouble. They can contribute to retaining the midshipman, or they may confirm the necessity for dismissal.

6. Demerits

Demerits are assigned for violations of Naval Academy regulations. Procedures for the assignment of demerits are set forth in the COMDTMIDNINST 1610.2 series.

Company conduct officers (first classmen) are normally responsible for the investigation of written reports of minor conduct violations (Form 2s). Following the investigation, the conduct officer, the accused, and witnesses, if any, appear before the adjudicating authority, who generally will be the company commander for the minor offenses of second class midshipmen and below. The case and the company conduct officer's recommendation will be presented, and most often punishment is then assigned by the company commander. Company officers review the punishments awarded by midshipmen.

For major conduct offenses, normally the Conduct Officer will appoint an investigating officer (who is not a midshipman), through the Battalion Preliminary Inquiry Officer Coordinators. The Deputy Commandant is responsible for the assignment of punishment for these major offenses, including those which lead to discharge. All recommendations for conduct discharge are reviewed by the Commandant and the Superintendent and are subject to the approval of the Secretary of the Navy.

7. The Honor Concept

"Midshipmen are persons of integrity: they stand for that which is right." The Honor Concept of the Brigade of Midshipmen is a simple statement of standards of integrity to which every honorable person aspires. It recognizes that individuals are not born with honor, and that its attainment is an ongoing educational process. The inculcation of these ideals in every midshipman is one of the key objectives of the educational process at the Naval Academy.

Learning to accept and apply the Concept is in itself an educational objective. Midshipmen are required to make conscious decisions regarding its application and to accept the moral consequences of their decisions. The Concept and its application are consistent with fleet practices and traditions, and its usage at the Academy enhances the preparation of midshipmen for service in the Fleet.

The Honor Concept, originated by the Brigade itself, serves as the basis for each midshipman's conduct at all times and under all conditions, whether professional or personal in nature. As a way of life, the Concept thus applies not only to midshipmen while at the Naval Academy or while in training at some other duty station, but it also applies while on leave or liberty.

The responsibility for the operation and administration of the Honor Concept rests with the Brigade of Midshipmen. These responsibilities are carried out by a Brigade Honor Committee, headed by midshipmen officers, and including two first class and two second class midshipmen from each of the Brigade's 30 companies.

The Department Chair of each academic department appoints a member of the faculty to serve as a liaison officer to the Brigade Honor Committee. This representative keeps the faculty informed about the Honor Concept and assists them in handling possible honor violations. For additional assistance, the chair of the Brigade Honor Committee appoints a first classman from the committee to serve as liaison to each academic division. The entire Honor Concept, including a step-by-step description of its formal administrative procedures, is described in USNAINST 1610.3 series.

The following definitions are pertinent to the Honor Concept:

a. Lying: To state an oral or written untruth with the intent to deceive. It is a lie to knowingly misrepresent the true situation or to deceive by withholding, omitting, or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation. The misrepresentation may be either by word or by deed.

b. Cheating: To knowingly use unauthorized assistance as one's own efforts or to knowingly submit another's work or ideas claiming them as one's own by not giving proper reference to that work. In cheating cases involving academic work, the Honor Concept does not affect an instructor's prerogatives in assigning a grade. The grade assigned must reflect the instructor's academic evaluation of the midshipman's work, and may take into account any proven cheating. An academic grade cannot, however, be made a punishment for an honor violation.

c. Assistance: Giving or receiving assistance is allowed and encouraged on homework assignments unless prohibited by the instructor. Receiving assistance on individual assignments, other than homework, is permitted only when a midshipman's instructor specifically allows it.

d. **Stealing:** Taking, obtaining or withholding property or anything of value wrongfully from the possession of the true owner with the intention of depriving the owner of its use or possession for any period of time. This includes fraudulently obtaining services (for example, telephone services).

e. **Plagiarism:** Plagiarism is the submission of another's work or ideas with the intent of claiming it as one's own, without giving proper reference to that work, whether published or unpublished.

f. **Intent:** In lying, cheating, or stealing, the state of mind of the accused is critical. To be guilty, an accused need not have intended to commit an honor offense, but the accused must be found knowingly or intentionally to have done the dishonorable act. A guilty state of mind may be established either by direct evidence, for example, by words proven to have been used by the accused, or by indirect evidence, i.e., from the circumstances surrounding the alleged honor violation.

Regardless of the rank or position of the person who reports a member of the Brigade for an honor violation, the investigation of the alleged violation is conducted independently by midshipmen of the Honor Committee. Following reviews by the Commandant and the Superintendent, a finding that a midshipman has violated the Honor Concept will normally result in separation from the Naval Academy. Recommendations for separation are subject to the approval of the Secretary of the Navy.

The following are the responsibilities of an officer, civilian faculty member, or midshipman upon learning of a possible honor offense:

a. Any person, upon learning of what may be a violation of the Honor Concept, has the following options:

(1) Immediately report the evidence to the Brigade Honor Chair;

(2) Discuss the incident with the suspected offender and report the offender to the Brigade Honor Chair;

(3) Discuss the incident with the suspected offender and formally counsel the offender in writing; or

(4) Discuss the incident with the suspected offender and , if it appears that no violation was committed, take no further action.

b. Prior to selecting a course of action, the person learning of a possible violation normally should gather relevant facts and discuss them with the suspected offender.

c. The responsibility for the proper course of action rests with the individual learning of the possible violation. To maintain confidence in the fairness of the system, midshipmen, officers attached to the Naval Academy, and Naval Academy civilian faculty members must take one of the steps outlined above. Failure to do so may result in conduct action against the midshipman or action against the faculty or staff member pursuant to 10 U. S. Code, Article 6965.

8. The Plebe Indoctrination System

The Plebe Indoctrination System places primary responsibility on the members of the first class for the military indoctrination of plebes. Details of the system are contained in COMDTMIDNINST 1510.3 series.

One of the most difficult problems for many plebes is to learn to budget their time properly. A faculty member may often be the first to recognize that a plebe is having problems with the use of his or her time. A telephone call by an instructor may alert the plebe's company officer to the difficulty. The company officer will investigate the situation, counsel the plebe, and make the squad leader aware of the problem. Liaison and cooperation between instructor and company officer are encouraged and may provide one or the other with vital information, preventing the loss of a potentially good midshipman.

9. Liberty Limits: Definitions

Town liberty is liberty authorized for the purpose of visiting areas within a reasonable proximity of the Naval Academy. Yard liberty is liberty authorized for the purpose of voluntary participation in athletics and visiting specified areas or places within the Yard. The Yard is the area bounded by the Naval Academy perimeter fence and wall, the Severn River, and Spa Creek. The appropriate type of liberty is specified for each class whenever liberty is authorized.

10. Visiting and Dining

Faculty members are encouraged to invite midshipmen of all classes to visit them or dine with them whenever town or Yard liberty is authorized. Midshipmen must obtain prior written approval to dine or visit beyond the liberty limit in effect. Midshipmen are aware of the optimum times for such invitations.

11. Special Meetings

During the academic year, occasions may arise when a faculty member or academic department finds it necessary to schedule a special meeting or program for a group of midshipmen outside normal liberty hours. Requests should be forwarded to the Commandant via the Dean. Midshipmen should not be asked to submit individual requests in such cases.

12. Field Trips

The proximity of the Naval Academy to Washington and Baltimore, with their large number of governmental and private institutions, leads to many requests for field trips. Reasonable requests which do not appear to seriously interfere with class or study time or military duties should be submitted for approval to the Commandant via the Dean. Midshipmen are responsible for academic work missed.

13. Civilian Clothing

First and second class midshipmen are authorized to keep appropriate civilian clothes in Bancroft Hall and may wear them during leave periods, on town liberty on weekends, and on weekend liberty. Third and fourth class midshipmen are not allowed civilian clothes.

14. Midshipmen Officers (Stripers)

Each year, two sets of midshipmen officers (stripers) are selected from members of the first class to lead the various military units of the Brigade. The first set of stripers formally assumes command of the Brigade at the beginning of the academic year, and serves until the end of the first semester. The second commands until the beginning of Commissioning Week.

15. Midshipmen Sponsor Program

A Midshipmen Sponsor Program provides midshipmen of all classes with an opportunity to associate socially with civilians, officers, and faculty members and their families. Members of the faculty are encouraged to volunteer for participation in this program. Sponsors are responsible to ensure that midshipmen obey Naval Academy regulations while in their homes, particularly the regulation that no midshipmen under 21 years of age may consume alcoholic beverages. COMDTMIDNINST 1531.5 series provides additional details.

16. Athletic Programs

Every midshipman is required to participate in a varsity or intramural sport. A limited number of midshipmen may substitute certain extracurricular activities for this requirement. Midshipmen are required to work out at least three afternoons a week.

VII. Facilities and Services

1. Medical and Dental (Military)

The Naval Medical Clinic, Hospital Point, provides routine outpatient medical services to all midshipmen and active duty personnel at the Naval Academy, including the services of the following specialists: internal medicine, orthopedic surgery, optometry, dermatology, mental health, and aviation medicine. The Dental Clinic, located on the ground floor of the sixth wing of Bancroft Hall, provides normal dental services for military personnel, both active duty and retired.

2. Medical (Civilian)

Under normal circumstances, the civilian members of the faculty are expected to utilize local civilian medical facilities. All illnesses or injuries and/or proximately caused by employment will be evaluated and treated in the Occupational Health Clinic. See USNAINST 6260.2 series.

3. Laundry and Dry Cleaning

Naval Academy laundry and dry cleaning facilities at Perry Center may be used by faculty members. Clothing may be delivered and picked up at the laundry. Scheduled delivery and pickup services are provided to all quarters areas in the Yard. Details of prices and services may be obtained from the laundry.

4. Other Service Facilities (Military)

A normal range of service facilities, such as exchanges, a commissary, tailor shops, barber shops, etc., is provided for military personnel.

5. Permits for Motor Vehicles

Identification permits must be obtained by each faculty member from the Pass and Tag Office. Certification of adequate vehicle insurance coverage is required.

6. Parking

Parking regulations are set forth in USNAINST 5560.7 series. On special occasions, it may be necessary to preempt parking spaces for the conduct of official functions.

7. Identification Cards

Each civilian faculty member must obtain a U. S. Naval Academy Faculty Identification Card from the Pass and Tag Office. All civilian identification cards will be displayed above the bearer's waist, either by a clip device or neck chain. See USNA/ACCINST 5530.2 series.

8. Post Office

A post office is located in the basement of the seventh wing of Bancroft Hall. The Zip Code for the Naval Academy is 21402 for members of the faculty and 21412 for midshipmen. USNAINST 5218.3 series provides specific Zip Codes for each organization and building within the Naval Academy.

VIII. Activities in the Yard

1. Chapel

Catholic Liturgy of the Eucharist begins the Sunday services in the Main Chapel at 9:00 A.M. Interdenominational Protestant Worship services follow at 11:00 A.M. An additional Sunday Catholic Liturgy is held at 11:30 A.M. in Mitscher Hall. A Protestant Worship service with Holy Communion is held at 8:30 A.M. on Sunday mornings in St. Andrew's Chapel (beneath the Main Chapel). Protestant Sunday School classes (pre-school through adult) are held at 9:30 A.M. in Sampson Hall. Catholic Religious Education Classes (pre-kindergarten through High School) are held on Sunday mornings during September through April at 10:15 A.M. in Chauvenet Hall. During the weekdays, (Monday-Friday) Catholic Liturgy of the Eucharist is held at 12:00 Noon in All Faiths Chapel, Mitscher Hall. Jewish Services are held on Friday evenings at 7:30 P.M. in the All Faiths Chapel, Mitscher Hall, followed by Oneg Shabbat. in St. Andrew's Chapel. There are other services throughout the week. Information on these may be obtained from the Chaplain's Center, Mitscher Hall. The Chapel and the services of the chaplains are available to faculty members and their families.

2. Library

Services of the Academy's Nimitz Library support the curriculum, research, and recreational reading. A representative book collection is maintained in principal fields of knowledge, and holdings are especially strong in naval science and history. The Library accommodates 1,200 readers at a combination of study tables, carrels, individual seats, and group study rooms, as well as more than 500,000 volumes, 1,600 periodical subscriptions, extensive special collections, and the Naval Academy Archives.

The Nimitz Library's Home Page is accessible from midshipmen rooms, and from faculty and staff offices and residences. It provides access to the Library's catalog, and to indexes, electronic journals, and other Internet resources. In addition, many bibliographic databases are available in the reference area on CD-ROM. Online searching of external databases is also available to faculty and advanced midshipmen researchers. Document delivery via mail, fax, and electronic transmission provides access to those resources that are not available in-house. The Library's reference bibliographers work closely with the faculty to build the collections and educate students in their use. Also located within the library building are the Naval Academy Archives, a portion of the Division of Humanities and Social Sciences, the Educational Resources Center and the Naval Academy Photographic Laboratory.

3. Academic Center

The Academic Center is located in Ward Hall. It provides a full range of academic services to midshipmen to assist them in becoming more productive students and members of the Brigade. These services include plebe intervention, plebe advising, improving learning skills, coordination of tutoring, and other academic support programs for all midshipmen. Faculty may refer students to the Academic Center for assistance. ACDEANINST 1531.34 series provides additional details.

4. Writing Center

The Writing Center, located on the ground floor of Sampson Hall, assists midshipmen in improving their English compositional skills. Midshipmen may voluntarily consult with writing specialists or they may be referred by instructors.

5. Mathematics Laboratory

The Professor Theodore J. Benac Mathematics Laboratory, located in Chauvenet Hall, is designed to help midshipmen improve their mathematical and quantitative analytical skills. Midshipmen may choose to consult with mathematics professors in the Laboratory or they may be referred there by their instructor. The Math Lab, as it is familiarly known, is open every academic period in the week.

6. Clubs and Services

The Commissioned Officers' Mess (Open) serves as the Officers' and Faculty Club. Membership with full privileges is available to all dues-paying members of the faculty. Among club facilities are a cafeteria and dining room at noon, and a bar and dining room in the evenings. Limited facilities are available for private luncheons and parties. Saturday nights feature dinner and dancing, and brunch is popular on Sundays. Members receive a monthly calendar highlighting club activities, including special meals and programs. The Mess also operates two outdoor swimming pools during the summer. Club members may use the pools for a nominal fee.

7. Recreation

A number of recreational and athletic facilities is available to faculty and their families. These include the golf course, tennis courts, swimming pools, bowling alleys, sailboats of various categories, a gymnasium, and squash and handball

courts. Only qualified personnel may use the sailboats, but sailing instruction is available. In addition, the faculty is welcome to join the Naval Academy Athletic Association.

8. Faculty Representatives

Members of the faculty are encouraged to serve as faculty representatives of numerous midshipmen athletic and extracurricular activities.

9. Museum and Archives

The Naval Academy Museum (Preble Hall) houses numerous items relating to the history of the Navy and of the Naval Academy, including ship models, maritime paintings, and mementos of naval life, battles, and heroes. Other exhibits provided by the Museum are on view in various buildings throughout the Academy. The Archives, established in 1970, is the repository for the historically important non-current records of the Naval Academy. The collection dates back to the beginning of the Naval Academy in 1845, and includes material relating to administration, curriculum, midshipmen, buildings and grounds as well as a large collection of photographs and records relating to alumni. The Archives is located in Nimitz Library.

10. Annapolis Chapter, United States Naval Academy Alumni Association

Faculty members are eligible for associate membership in the Naval Academy Alumni Association. The Annapolis Chapter holds monthly meetings from September through May during the academic year.

11. The Naval Institute

The Naval Academy is the home of the United States Naval Institute, a private, professional society for all who are interested in naval and maritime affairs. The Institute publishes its professional journal Proceedings each month. Faculty members are invited to join and, whether members or not, are encouraged to submit material for publication.