



LIFE AND WORK

*AT THE*

UNITED

STATES

NAVAL

ACADEMY

**Information for  
Faculty**

*March 2008*

From the Superintendent:

I am pleased to introduce the seventh edition of our Faculty Handbook. Since its founding in 1845, the U.S. Naval Academy has graduated officers who served 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 mission:

*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 potential for future development in mind and character to assume the highest responsibilities of command, citizenship and government.*



The Naval Academy strives to accomplish its mission by developing the total person—an individual who excels in five areas: professional performance, academics, honor, conduct and physical education. The individual skill and dedication of our faculty members determine in large measure how well we succeed in accomplishing this mission. Guided by an understanding of the Academy's comprehensive mission, the members of the Naval Academy faculty play a crucial role in balancing naval service requirements and developing the wide range of talents and interests within the Brigade of Midshipmen.

Academically, the Naval Academy provides a high quality undergraduate education, comparable with many other fine institutions that grant the baccalaureate degree—with a critical distinction: the Naval Academy sets as the guiding standard a focus on those attributes of intellect and character essential to new officers in the operating forces of the Navy and Marine Corps. A largely common course of study required of all midshipmen beyond the academic major—we call this the Core—enables our graduates to serve effectively as junior officers in a highly technical Navy and Marine Corps, while also preparing them for the responsibilities of leadership, command, policy formulation and interacting with their international counterparts.

The Brigade of Midshipmen represents our nation's finest young men and women. They are proven achievers who will respond to the challenge to excel at the Naval Academy, in their commissioned service, and as citizens of the United States. I urge each faculty member to challenge the midshipmen to high achievement and to support their efforts to meet that challenge. By their efforts, the Naval Academy faculty can make profound contributions to the development of our nation's future leaders.

JEFFREY L. FOWLER  
Vice Admiral, U.S. Navy  
Superintendent

## From the Academic Dean and Provost

As a faculty member at 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 inspiring 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 Naval Academy in all its moral, mental, and physical dimensions. Our academic program is organized to provide all students with a high quality education. The foundation of that education is a core curriculum that prepares each graduate for service as a junior officer in the naval operating forces. Beyond that, midshipmen choose from among 22 academic majors reflecting the needs of the naval service and stimulating midshipman intellectual curiosity and maturity. Together, the academic core and the major programs help provide our nation with well-rounded, well-educated officers able to lead the nation's Navy and Marine Corps in the 21st century. Achieving that goal demands exceptional faculty as well as exceptional students.

This handbook will familiarize you with the Naval Academy and your role as a member of our faculty. The Naval Academy's history and mission, and the administrative procedures affecting you directly—like appointment, promotion, salary, tenure, and other matters—are described here. The Faculty Handbook is available for viewing at the Naval Academy's website, <http://www.usna.edu>. The Naval Academy website also contains the latest information on additional important topics, and serves as a valuable resource for all faculty and staff members.

You will find the Academy and the surrounding community of Annapolis to be a stimulating environment in which to 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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# CHAPTER ONE

*History, Mission,  
Objectives, and  
Organization*









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## HISTORY

The U.S. Naval Academy was founded as the Naval School in Annapolis on October 10, 1845, by George Bancroft, a prominent 19th century educator and historian who served as Secretary of the Navy during the presidency of James K. Polk. Prior to 1845, most of a midshipman's training was conducted aboard ship with supplemental preparation 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. The course of instruction initially required five years, the first and last at Annapolis, and the intervening three years at sea. In 1850, the school at Annapolis was designated as the U. S. Naval Academy, the Academy Board of Visitors was established, and the 4.0 numerical grading system, which endured for over a century, was initiated. In 1851, the Secretary of the Navy changed the graduation requirement to four consecutive years of instruction at the Naval Academy, in addition to two years of training at-sea prior to commissioning.

In 1912 the Congress reduced the requirement to a total of four years at Annapolis prior to commissioning, including summer at-sea training. Receipt of this welcome news prompted the Class of 1912 to throw their midshipman caps in the air at graduation and started a now-familiar tradition at the end of each graduation and commissioning ceremony.

During the Civil War, the midshipmen were moved to Newport, Rhode Island. Classes resumed at Annapolis in 1865. Academy graduates served in both navies during the Civil War years. The move to Newport was the only major disruption in the early growth and development of the Naval Academy at Annapolis. In the years following the return to Annapolis, the curriculum began to reflect the Navy's transition from sail to steam.

While serving at the Academy as an officer-instructor in the late 1870s, Albert A. Michelson, Naval Academy Class of 1873, generated the first useable results from his now-renowned efforts to measure the speed of light. The line of sight set by Michelson during this experiment passed through an area now occupied by Michelson and Chauvenet Halls, the Academy's science and mathematics buildings. Michelson subsequently continued his research at Case Western Reserve and the University of Chicago, and in 1907 became the first American scientist awarded the Nobel Prize in science. Later, Albert Einstein noted the considerable debt that the development of his theory of relativity owed to Michelson's work.

The Spanish-American War ended so quickly it had little impact on the Naval Academy, although Academy graduates Dewey, Sampson, and Schley were prominent war heroes. In the first years of the 20th century, the historical buildings now surrounding the central Yard were completed according to the Beaux Arts design of architect Ernest Flagg.

During World War I, an increase in the number of congressional appointees drove the size of graduating classes to about 500. The course of study during the war 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, technological advances in the naval profession prompted major changes in the curriculum and facilities. In 1930, the Naval Academy received its first institutional accreditation, by the Association of American Universities. In 1947 institutional accreditation shifted to the Middle States Commission on Higher Education.

In 1933 Congress authorized the Superintendent to confer the degree of Bachelor of Science, beginning with the Class of 1931, and expanded the award of the bachelor's degree to all living graduates in 1939. Ward Hall was completed in early 1941. Originally home of the Ordnance and Gunnery Department, Ward Hall now houses the Information Technology Services Division and the Office of Institutional Research.

During World War II, summer studies were added 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), and the size of the Brigade grew from fewer than 2,000 to over 4,000 midshipmen. Over 3,000 reserve midshipmen and officers also trained at the Academy during the war.

Wesley A. Brown, the first African-American midshipman to graduate and be commissioned, was a member of the Class of 1949. Wesley A. Brown Field House is named in his honor. 63 African-American midshipmen—more typical of recent Naval Academy classes—graduated in the Class of 1990. Women were appointed to the Academy for the first time in 1976 when 81 entered with the Class of 1980. Current graduating classes contain about 200 women each. Today, the Brigade includes more than 4,000 U.S. midshipmen, and as many as 60 midshipmen from foreign nations. Recent class sizes comprise roughly 1,200 midshipmen at entry and about 1,000 at graduation.

Prior to 1958, the Naval Academy depended on its own entrance examination to determine scholastically qualified candidates. Since 1958, the Academy has relied on the Scholastic Aptitude Test (SAT, now SAT I), as part of a “whole person” evaluation system, to assess candidates applying for entrance to the Naval Academy. In 1970, the Naval Academy included the American College Test (ACT) 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 Naval Academy's curriculum was largely common and prescribed for the first hundred years. The first significant departure in the modern era from a fixed curriculum for all occurred in 1959. In that year, elective courses, validation (placement and/or credit for prior work), and course overload for especially capable students became available. The Trident Scholar Program, a year-long independent research project for highly qualified first class (senior) midshipmen, began in 1963, and the Academy's long-standing 4.0 numerical marking system gave way to letter grades. The senior civilian positions of Academic Dean and Dean of Admissions were established in 1964.

The Bowman Scholar Program sponsors up to fifteen midshipmen with initial service assignments in the nuclear Navy in immediate, one-year graduate education in technical disciplines at the Naval Postgraduate School. These midshipmen participate in a tailored research internship during one of the inter-session training blocks during the summer preceding their first class (senior) year and enroll in a tailored research-oriented course of study during their last year as a midshipman. Special selection criteria apply. For information, see <http://intranet.usna.edu/BowmanProgram>.

In 1964, further changes in the core curriculum reduced the number of required courses; for the first time every midshipman could now pursue an area of individual academic interest in depth through an elective six-course minor. This enabled a number of midshipmen to achieve majors through validation and overloads. Additional changes during the 1969-70

academic year reduced the number of required courses still further, and completion of an academic major became a graduation requirement for every midshipman. Currently 22 academic majors are offered at the Naval Academy.

Numerous improvements in the physical plant took place during the 1950s and early 1960s: Halsey Field House was completed, Navy-Marine Corps Memorial Stadium was constructed with privately donated funds, two new wings were added to Bancroft Hall, and Mitscher Hall was completed, providing a new auditorium. In 1959, the Academy added 53 more acres by filling Dewey Basin and extending Farragut Field. This most recent expansion of the Yard provided land for new athletic fields and buildings, and capped a series of increments over the years that brought Fort Severn's original nine acres up to some 338 acres. The Naval Academy became 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 during the 1960s and 1970s. Major academic facilities, designed by John Carl Warnecke in this first major expansion since Ernest Flagg's plan shaped the central Yard at the turn of the 19th century, included Michelson and Chauvenet Halls, which house the science and mathematics departments and were completed in 1968; Nimitz Library, completed in 1972; and Rickover Hall, an engineering classroom and laboratory complex, completed in 1975. Lejeune Hall, containing primarily swimming and wrestling facilities, was finished in 1982. The final component of the Warnecke master plan, Alumni Hall, a 6,000-seat activities center, was dedicated in 1991. Nearly thirty years after its last comprehensive overhaul, renovation of Bancroft Hall began in 1994 and proceeded at the pace of one wing per year through 2002. Memorial Hall, Smoke Hall and King Hall subsequently underwent overhaul, with completion of all Bancroft Hall renovation projects in 2008. A new Jewish Chapel and Chaplain's Center were dedicated in September 2005.

Comprehensive renovation of existing academic facilities began during the 1970s and early 1980s: Sampson Hall, home of the English and History Departments, in 1970; Maury Hall, containing the Electrical Engineering Department and the Weapons and Systems Engineering Department, 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. Paralleling the refurbishment of Bancroft Hall, the academic facilities starting in 1999 underwent their first recapitalization in thirty years. This extensive project began with the renovation of Sampson and Mahan Halls in 1999. Maury Hall was renovated in 2000 followed by Luce Hall in 2003 and the Michelson/Chauvenet complex in 2005. The Robert Crown Sailing Center was renovated and expanded in 2004. Current projects include the refurbishment and expansion of Nimitz Library and Rickover Hall.

In 1971, the Academy started an initial drive to accept funds from alumni and friends through the Naval Academy Memorial Fund to provide additional recreational facilities for midshipmen and their guests. Several 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 midshipman activity center in Dahlgren Hall.

## MISSION AND OBJECTIVES

The objective of the Naval Academy since its inception at Annapolis in 1845 is the education and development of career officers for the Navy and Marine Corps. Providing not just a sound education, the Naval Academy also requires a demanding four-year program of physical and military professional training; the life of a midshipman is a disciplined, military experience. Character development receives special attention.

Secretary of the Navy Instruction 1531.2 series summarizes the most current policy of the Secretary of the Navy concerning the Naval Academy. In addition, the Secretary of Defense has delegated to the Secretary of the Navy, in Department of Defense Instruction 1322.22 significant responsibilities of oversight and annual assessment of the Naval Academy and the Naval Academy Preparatory School.

## ACCREDITATION

The Naval Academy is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000, [www.msche.org](http://www.msche.org). MSCHE is an agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. The initial accreditation of the Naval Academy by the Middle States Association occurred in 1947. The most recent decennial accreditation visit took place in February 2006, and the Academy's accreditation was affirmed by the Middle States Commission in June 2006. Additionally, seven engineering majors and the Computer Science major are accredited by ABET, Inc. (formerly the Accrediting Board for Engineering and Technology). The chemistry major is accredited by the American Chemical Society.

## ORGANIZATION

The Academy is directed by the Superintendent, who reports directly to the Chief of Naval Operations. The Naval Academy Organization Manual, *USNAINST 5450.3* series, provides details on the organizational structure of the Naval Academy and outlines responsibilities and authorities. The Superintendent's principal assistants include the Commandant of Midshipmen; the Academic Dean and Provost; the Dean of Admissions; the Director of Athletics; the Deputy for Finance; and the Deputy for Information Technology.

a. The Commandant of Midshipmen, a senior line officer of the Navy or Marine Corps qualified for major operational command, leads the Brigade of Midshipmen and directs the military and professional training of the Brigade. The commissioned officers assigned to the Commandant and midshipman officers in the Brigade of Midshipmen lead and oversee officer training and development of midshipmen in the Academy's four-year immersion learning environment. The Directors of the Division of Professional Development and the Division of Officer Development, the Deputy Commandant, and the Medical, Dental, and Midshipman Supply Departments also report to the Commandant of Midshipmen.

b. The Academic Dean and Provost is the principal assistant to the Superintendent in all matters relating to the academic program and faculty. The directors of the divisions of Engineering and Weapons, Humanities and Social Sciences, Mathematics and Science, Professional Development, and Officer Development report to the Academic Dean. The Academic Dean also oversees the Library, the Archives, the Registrar, the Multimedia Support Center, and the Naval Academy Museum. The Academic 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, Director of the Academic Center and Special Adviser for Engineering Affairs.

c. The Dean of Admissions oversees all issues related to admissions and directs the activities of the Director of Admissions.

d. The Director of Athletics oversees the physical training of midshipmen, heads the Naval Academy Athletic Association, and supervises the Academy's intercollegiate athletics program.

e. The Deputy for Finance and Chief Financial Officer is responsible for gaining, managing and distributing resources needed by Naval Academy organizations to accomplish their mission, including funding of civilian and military personnel.

f. The Deputy for Information Technology and Chief Information Officer establishes, interprets, and supports policy and standards necessary to provide information technology products and services to all IT users at the Naval Academy. The Director of the Information Technology Services Division is responsible for developing the appropriate enterprise infrastructure to meet the IT requirements of Naval Academy midshipmen, faculty and staff.

g. The Command Master Chief is the principal advisor to the Superintendent in all matters serving Midshipmen, Sailors, Marines and their families.

Additional officials important to the operation of the Naval Academy include:

The Director of the James Bond Stockdale Center for Ethics serves as adviser to the Superintendent regarding the moral development portion of the Naval Academy mission and the programs of the Stockdale Center.

The Commanding Officer, Naval Academy Preparatory School (NAPS) is responsible for the operation of the school located in Newport, Rhode Island. NAPS offers a ten-month college preparatory course to approximately 335 students each year. Most of the students attending NAPS are candidates for admission to the Naval Academy; smaller numbers will attend the U.S. Coast Guard Academy or the U.S. Merchant Marine Academy. NAPS is designed to strengthen the academic background of these prospective midshipmen and cadets.

Boards and organizations important to the functioning of the Naval Academy include:

The Naval Academy Board of Visitors (BOV) consists 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. Congress has chartered the BOV in 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 at the Naval Academy. The Board submits an annual report containing its views and recommendations to the President of the United States. The Superintendent's Flag Secretary is secretary to the Board of Visitors.

The 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 other members of the Academic Board include the Dean, Commandant of Midshipmen, and all Division Directors.

The Naval Academy Faculty Senate was established in 1993. Departments and Divisions elect faculty senators, who may be either civilian or military members of the teaching faculty. The members of the faculty provide the Superintendent and the Dean with informed and prudent advice on all matters relating to the academic mission of the Naval Academy. USNAINST 5420.33 series provides the Charter of the Faculty Senate and the up-to-date version of the Senate's By-Laws is available on the Naval Academy's website. All actions of the Faculty Senate are advisory.

Additionally, a number of standing advisory committees and boards exist at the Academy and are announced by annual Naval Academy Notice. Additional ad hoc committees are formed as required to deal with special problems. Faculty members serve on many of these bodies.



## CODE OF ETHICS FOR GOVERNMENT SERVICE

*(DoDINST 5500.7 series)*

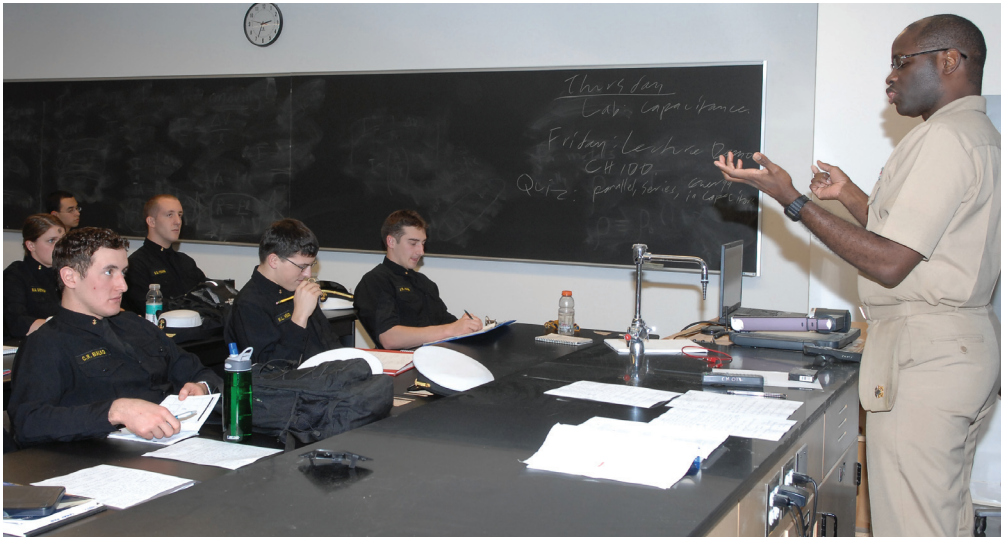
### *Any person in Government services should:*

- I. *Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.*
- II. *Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.*
- III. *Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.*
- IV. *Seek to find and employ more efficient and economical ways of getting tasks accomplished.*
- V. *Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.*
- VI. *Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.*
- VII. *Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.*
- VIII. *Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.*
- IX. *Expose corruption wherever discovered.*
- X. *Uphold these principles, ever conscious that public office is a public trust.*



# CHAPTER TWO

## *Working at the Naval Academy: Important Rules*



## **1. Regulations and Instructions**

The foundation for the Superintendent's authority to employ civilians as members of the faculty is Title 10, U.S. Code, Article 6952. Hired not simply as classroom instructors, but to support the Naval Academy's comprehensive mission to develop officers for the Navy and Marine Corps, each faculty member has a commitment to the professional training of midshipmen and the enforcement of regulations. Military discipline, appearance, and courtesies, in particular, are essential elements of every aspect of life at the Academy, including the classroom.

## **2. Chain of Command**

The chain of command is a fundamental organizing principle for the US Armed Forces, part of life in the U.S. Navy and Marine Corps, and is observed at the Naval Academy. The chain of command for faculty members leads through the Department Chair, the Division Director, and the Academic Dean, to the Superintendent. Faculty members may 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 is expected in the classroom and other professional environments. For men, this is a coat and tie; women members of the faculty should dress comparably. The terms "informal" and "casual" are often used on invitations to social events and ceremonies, **Civilian Informal** dress means a dress or a pantsuit for women, and coat and tie for men. **Casual** dress connotes sports or easy attire; for men this usually means slacks and an open-collared shirt; for women, slacks or skirt with a blouse.

## **5. Attendance at Academic Functions**

Members of the faculty are expected to attend faculty meetings and to take part in academic processions, particularly at graduation and commissioning ceremonies.

## **6. Appointment, Pay, Promotion and Tenure**

Information regarding these topics can be found in Chapter III titled, "General Principles of Faculty Evaluation in the Appointment, Renewal, Tenure, and Promotion Process."

## **7. Academic Freedom and Responsibilities**

The Naval Academy subscribes to the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments.

## 8. Research That Involves Human Subjects or the Data about Them

a. Every year many Naval Academy faculty and staff engage in research activities associated with the education and training of midshipmen at the U.S. Naval Academy (USNA) and the midshipman candidates at the Naval Academy Preparatory School (NAPS). When human subjects are involved, these research activities are carefully controlled by federal law and regulation. As defined in federal regulations and as used in the Secretary of the Navy instruction on human subject research (SECNAVINST 3900.39D), research is construed broadly: it includes not just the research traditionally associated with scholarly work, but also routine process surveys, interviews, and focus groups associated with academic assessment or program improvement.

b. Guided by the requirements of SECNAV Instruction 3900.39D, the Naval Academy is responsible for complying with all applicable federal, state and local laws relating to the protection of human subjects participating in research conducted at or under the auspices of USNA. As part of the compliance procedure, the Naval Academy has been authorized to establish an Institutional Review Board (IRB), and to review and approve human subject research conducted under the jurisdiction of the Naval Academy.

c. Consistent with the Assurance approval, *all* projects that directly or indirectly involve human subjects or private data about them—whether or not identifying information has been removed— must be independently reviewed via the Academy’s IRB process. At the conclusion of the review, the IRB forwards a recommendation regarding approval or disapproval of the proposed project to the Superintendent. The Superintendent, who has been designated as the Naval Academy’s single approval authority, may approve proposed human subject research activities that have been forwarded by the Academy’s IRB with an affirmative endorsement.

d. Proposed projects that receive a negative endorsement via the Academy’s IRB process may not be approved by the Superintendent and the projects may not be conducted at USNA or at NAPS.

e. No human subject research activity on a proposed project (including the solicitation of study participants, distribution of informed consent forms, data collection, data analysis, etc.), may begin until the principal investigator receives written notification of (1) the affirmative endorsement of the protocol via the Academy’s IRB process and (2) the Superintendent’s approval to begin the proposed project.

f. All projects conducted by Naval Academy midshipmen, faculty, staff, or administrators that involve human subjects and/or private data about them must, without exception, be reviewed via the Academy’s IRB process. Under no circumstance may the principal investigator (PI) or anyone in the PI’s chain of command make an independent judgment on the applicability of the Academy’s IRB review and approval process to a proposed project that directly or indirectly involves human subjects or private data about them. Similarly, in no case may the project be submitted directly to the Superintendent for an approval.

g. The Naval Academy has formally established a Human Research Protection Program (HRPP). The Director of the HRPP office reports directly to the Superintendent, coordinates the daily activities of the HRPP office with the Academic Dean and Provost, and works closely with the Academy’s IRB.

h. The Academy's HRPP polices and procedures apply regardless of the source, type (direct, reimbursable or gift) or level of funding of the research; whether the research is conducted at the Naval Academy or at non-USNA facilities but with USNA involvement; whether the research uses any institutional or DON resources, facilities or assets; whether the research is subject to any other federal regulations; and whether the research uses identified or de-identified data about human subjects. In addition, the HRPP polices and procedures apply regardless of the program, research or study title; the nature of the research (e.g., behavioral, biomedical, etc.); the security classification of the research; or the source of the request or directive to conduct the research or study.

i. *All faculty, staff, and administrators* at USNA and at NAPS must be aware of HRPP polices and procedures of the Naval Academy. Information on these policies and procedures, as well as guidance on the submission of a project protocol to the Academy's IRB, can be obtained by contacting the Director of the HRPP Office at *HRPPoffice@usna.edu*.

## 9. Additional Employment

An employee shall use official time in an honest effort to perform official duties. Outside activity, to include additional employment may not conflict with the employee's official duties and may only be performed during authorized periods, off-duty hours or while in a leave status. Faculty members should seek official approval prior to commencing outside employment and are responsible for keeping their chain of command informed of any outside employment. Academic Dean *Instruction 5370.4* series applies. Additional guidance on outside employment may be found in the Code of Federal Regulations at *5 C.F.R. § 2635.802 and § 2635.803*.

## 10. Honorarium

A faculty member may accept payment of an honorarium for teaching, speaking or writing that is unrelated to his or her official duties where the product was not prepared during working hours or within their official duties as a government employee. *Under 5 C.F.R. § 2635.807*, a government employee may not use his or her public office for private gain. There is a restriction against acceptance of compensation from a non-Federal source for teaching, speaking or writing when:

- The activity is undertaken as part of the employee's official duties; or
- The invitation was extended because of the employee's official position rather than his/her expertise;
- The invitation is from a person whose interest may be affected by the employee's official duties;
- The presentation is based on nonpublic information;
- The topic deals with the employee's current duties or those during the previous year, or the topic deals with a policy, program, or operation of the employee's agency.

If a faculty member is offered an honorarium, the amount should be noted on a gift of travel request found at <http://www.usna.edu/AcDean/usnainst/usnainst.html> and routed through the recipient's Academic Chair to the Superintendent for approval.

## 11. Code of Ethics

Naval Academy faculty members, as federal civil employees and uniformed members of the United States Armed Forces, must adhere to the Bedrock Standards of Conduct for Department of the Navy Personnel and the Code of Ethics for Government Service (*Department of Defense Directive 5500.7-R*). The Bedrock Standards are contained in *U.S. Naval Academy Instruction 5370.6 series*, *Department of Defense Directive 5500.7-R*, and are displayed on the inside back cover of this Faculty Handbook.

The Naval Academy supports the “Statement on Professional Ethics” provided by the American Association of University Professors. This complete statement and other substantive AAUP policy statements may be found on the AAUP organization website, <http://www.aaup.org>.

Of particular note:

★*ACDEANINST 5370.3* series “requires . . . members of the academic community [to] 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. The Academy has established and supports a Command Managed Equal Opportunity (CMEO) program that ensures equitable treatment of all personnel. *USNAINST 5354.1* series and *USNAINST 12713.5* series contain details.

## 12. Travel

The Naval Academy sets aside funds promoting faculty professional growth and development through attendance at professional meetings and related scholarly activities. Funding is competitive, and active faculty participation in professional meetings—for example, presenting a paper, chairing a professional discussion, organizing a poster session—is almost always a prerequisite for funded faculty travel. Academic department chairs are responsible for the allocation of most of these funds. The Director of Teaching and Learning and the Director of Research and Scholarship supplement departmental resources through a centrally managed Faculty Development Fund, when other travel funds are depleted. *ACDEANINST 4001.2* series describes the Faculty Development Fund.

Funded faculty travel requires written authorization (“official orders”), in accordance with Department of Defense regulations. Common carrier transportation is the rule: bus or rail for short trips, air transportation (tourist or economy class) for longer trips. Travel by privately-owned automobile is possible when advantageous to the government, and may be reimbursed in accordance with the terms of the travel orders. A faculty member may be directed to stay in government facilities when available. Brief personal leaves of absence, approved by a supervisor, may be taken in conjunction with official travel and temporary duty assignments.

A faculty member may accept, on behalf of the Naval Academy, a travel payment from a non-Federal source to attend a meeting or similar function if the faculty member will be traveling on official orders, the function will take place away from the Naval Academy, the travel is determined to be in the best interest of the Government, the non-Federal source is

not disqualified due to a conflict of interest, and acceptance of the gift has been approved by the Superintendent. All faculty members offered a gift of travel shall submit a gift of travel request to the Superintendent via their Academic Department Chair and the Staff Judge Advocate at least 7 to 10 working days before the expected date of travel. Upon approval by the Superintendent, payments of gift of travel shall be made in kind or by check or similar instrument made payable to the Naval Academy. Faculty members, and their spouses, may not accept cash payments on behalf of the Government. Additional guidance on gifts of travel may be found at *5 C.F.R. § 2635.203; 41 C.F.R. § 1353; and 31 U.S.C. § 1353.*

### **13. Talking with the Press**

The Naval Academy includes an impressive group of subject matter experts, military and civilian, who are able to help the media explain newsworthy events to the American people. One of the goals of the Academy's Public Affairs Office is to keep media representatives informed of the remarkable expertise within the Naval Academy professoriate and channel queries to the right faculty member. At the same time, faculty members and media representatives must keep in mind—and keep clear—the perspective from which members of the faculty are speaking when talking with the press. As federal civil servants, they should make clear when they are speaking from their professional academic perspective, or their personal perspective as an American citizen; ***they should refrain from speaking as a representative of the Naval Academy, the Navy, the Department of Defense or the U. S. Government,*** except when specifically authorized to do so. The Naval Academy Public Affairs Office is available to assist in clarifying these perspectives with media representatives—and following up if necessary—in order to avoid incorrect impressions in public media. If you plan to speak with the media, please call the Public Affairs Office so that they are aware of likely media coverage and can provide you with possible assistance.

Finally, the Public Affairs Office assists the surrounding community with a Speakers' Bureau and maintains a current file of faculty available to talk on a variety of subjects to local and regional groups.

For information concerning any of these public affairs programs, please contact the Public Affairs Officer at 410-293-1521; the Media Relations Branch at 410-293-2292; or the Community Relations Branch (for Speakers' Bureau information) at 410-293-1527. The Public Affairs Office is located in the Administration Building, 121 Blake Road, Room 105.

### **14. Professional Relationships**

Interaction between the faculty and midshipmen outside the classroom consistent with the mission of the Naval Academy is strongly encouraged. Examples include attendance at Academy athletic and social functions, service as faculty representative to a team or club, and participation in the Midshipman Sponsor Program.

Dating or romantic relationships between members of the faculty and midshipmen are prohibited. Such relationships violate the professional ethics of educators and of military officers, and will not be tolerated.

# CHAPTER THREE

## Your Career as a Member of the Faculty: Appointment, Re-Appointment, Pay, Tenure and Promotion



*Much of Chapter III pertains to civilian faculty members at the Naval Academy. Military faculty members who have earned the PhD degree and may wish to apply for advanced academic rank should consult pertinent sections—especially sections 9 and 10—of this Chapter.*

## 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 160 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; to help faculty in reaching their full potential as teachers, scholars and contributors to the institution and their profession; to reward their success; to nurture their productivity and professional development throughout their careers; and to retain 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 the Faculty Activity Record. Faculty members also summarize their career achievements at the time of contract renewal, and at tenure and promotion review, in the Candidate's Worksheet. Department Chairs and Division Directors counsel 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 Committee is a source of trusted counsel for the Academic Dean and Provost, who is responsible for final decisions on reappointment, promotion, tenure, and termination.

d. The Naval Academy evaluates the contributions of faculty members by various means. The guidelines and principles outlined in this chapter constitute a framework for evaluating and rewarding faculty contributions. A successful faculty evaluation process—one which serves both the Academy and the individual faculty member well—ultimately depends upon the finest sense of personal judgment in the application of these guidelines by other academic professional: 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 Naval Academy civilian faculty members summarize their professional contributions annually in the Faculty Activity Record; Academic Dean Instruction 5314.1 series applies. Faculty members are evaluated each year in the areas of teaching, research and service. Pay step recommendations are based on faculty performance. *U. S. Naval Academy Instruction 12430.4* series—"Performance Appraisal of Civilian Faculty Members"—applies.



(2) Evaluation for Contract Renewal, Tenure and/or Promotion: This is covered in Sections 4 and 5, and, for Physical Education Department faculty, in Section 6, below.

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

## **2. Promotion and Tenure Process**

a. General Guidelines. Evaluation of faculty demands application of a keen sense of judgment, exercised within the boundaries of the detailed criteria outlined in this chapter and in the civilian faculty Performance Rating Report, contained in *USNAINST 12430.4* series. Everyone 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. All involved must also avoid speculative assessments of any candidates in areas for which there is no documented evidence of performance or non-performance within the candidate's record.

b. Role of the Yard-wide Promotion and Tenure (P&T) Committee. The P&T Committee is a committee of the Naval Academy Faculty Senate, and serves the Academic Dean and Provost as a confidential advisory body. The P&T Committee has two co-chairs: the Associate Dean for Faculty, and the Faculty Chair of the Faculty Senate Promotion and Tenure Committee. The Faculty Chair is a member of the Faculty Senate. When deliberating on promotion and tenure issues, the Promotion and Tenure Committee is chaired by the Associate Dean for Faculty. The P&T Committee is chaired by the Faculty Chair of the P&T Committee when deliberating on procedural and policy matters. In addition to promotion and tenure matters, the Yard-wide P&T Committee may also provide counsel to the Academic Dean and Provost in the appointment of new faculty with advanced academic rank.

c. Expectations of the Yard-wide Promotion and Tenure (P&T) Committee. The P&T Committee as a whole, and its members individually, represent only one constituency: the United States Naval Academy and its future. Committee members are expected to bring the strengths of their respective disciplines to the evaluation process, but 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 will be shaped by the faculty candidates being considered for promotion and tenure.

d. Consideration Process. Individual faculty members, Department Chairs and senior department faculty, Division Directors, the Yard-wide P&T Committee, the Commandant of Midshipmen and the USNA Athletic Director for those faculty within their purview, and the Academic Dean all play key roles in the Promotion and Tenure Process. Candidates and departments perform a central role by marshaling pertinent materials and assessments for review by the chain of command and the P&T Committee. *ACDEANINST 12355.1* series—"Procedures Concerning the Preparation of Recommendations for Academic Promotion Tenure, Reappointment, and Non-Renewal of Contract"—outlines these duties in detail and provides the worksheet format for both candidates and departments.

Department Chairs, Division Directors, and other members of the chain of command will meet with the Yard-wide P&T Committee, as appropriate, to present key elements of their candidates' records and to respond to inquiries from the Committee.

e. All 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"), *ACDEANINST 3920.3* series ("Integrity in Research and Scholarly Activity"), and the Bedrock Standards of Conduct for Employees of the Department of the Navy. At the Yard-wide level, all deliberations and the results of all Promotion and Tenure Committee votes will be held in confidence by the Committee, except in the performance of their advisory duties to the Academic Dean and Provost. Minutes will be maintained of all Yard P&T Committee meetings.

### **3. Definitions and Terms of Reference**

Definitions and Terms of Reference are as follows:

a. The term promotion in the context of this instruction refers to advancement to higher academic rank.

b. Tenure, as used in this policy statement, refers to career status in the Federal civil service. Consistent with the rules of the Federal Civil Service and the Department of Defense, tenure is conferred upon civilian faculty as recognition of continuing significant contributions 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 a commitment of career-long employment to the individual. The individual faculty member, in turn, makes the commitment to a career of outstanding teaching, research, and service in the accomplishment of the Naval Academy's mission. The Naval Academy subscribes to the guidelines of the American Association of University Professors (AAUP) with respect to tenure. Six years is normally the maximum probationary period for a faculty member to be considered for academic tenure.

#### **c. Probationary Status**

(1) Initial appointment of all Federal Civil Service employees, including civilian faculty members, requires a minimum one-year probationary period. Unless the new faculty member has prior career status as a Federal employee, the award of tenure in accordance with civil service rules is possible only after successful completion of an initial year of service as a Naval Academy faculty member.

(2) Normal minimum probation for tenure. Candidates for tenure and promotion with multiple qualifying years of experience at other academic institutions must normally have completed at least five semesters as a full-time, Naval Academy tenure track faculty member before being considered for tenure or promotion at the Naval Academy.

(3) Maximum tenure probation. The probationary period for promotion and tenure consideration is normally a maximum of six years. Any faculty appointment beyond a sixth full-time year at the Naval Academy will normally require the faculty member to waive any right to non peer-reviewed tenure. Faculty members who have begun their sixth year of tenure probation must be considered by the Yard-wide P&T Committee in that year whether or not they have received a positive departmental or divisional endorsement.

(4) Suspension of tenure clock. Tenure candidates may petition the Academic Dean and Provost via their chain of command to have their period of probationary service extended — their “tenure clock stopped” – for family or other similarly meritorious reasons. Such suspensions of the probationary period for tenure will normally not exceed two years.

(5) Appointments beginning at times other than the start of the academic year. Tenure-track faculty appointed in their first year for only a portion of an academic year—for example, the faculty member’s 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 thus not be included in the candidate’s probationary period for tenure.

#### **4. Renewal/Non-Renewal of Contract**

a. Initial responsibility for reviewing the performance of a faculty member and preparing a recommendation for renewal or non-renewal of a faculty member’s contract resides with the respective Department Chair and Division Director. After reviewing the recommendation of the Department Chair and Division Director, the Academic Dean will determine 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 Human Resources Department for compliance with administrative requirements. The Dean will notify the faculty member in writing of the non-reappointment in accordance with the following schedule:

(1) ***Termination During or at the End of the Initial 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) ***Termination During or at the End of the 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) ***Termination During or at the End of the Third or Later Appointment Year.*** Notice of non-reappointment normally will be given at least 12 months in advance.

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

## 5. General Criteria for Academic Rank, Reappointment, Promotion and Tenure

a. General criteria for academic rank in all departments except Physical Education are provided immediately below. Criteria for academic rank in the Physical Education Department are provided in Section 6 of this chapter.

(1) Instructor. The initial appointment is for not more than three years. Minimum qualification for appointment in the rank of Instructor includes possession of a master's degree or other appropriate preparation for the performance of assigned responsibilities.

(2) 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, regardless of length of service, will not be granted permanent academic tenure. Minimum qualifications for appointment to the rank of Assistant Professor include possession of an earned doctorate, promise of exceptional college level teaching ability, high standards of scholarship, peer-reviewed scholarly achievements, and dedicated service to the accomplishment of the USNA mission. An Assistant (or Associate) Professor who has not been promoted to the next higher academic rank by the end of six years of service at the Naval Academy will not be reappointed without waiving any and all claim to non peer-reviewed tenure.

(3) Associate Professor. Promotion to Associate Professor from within the Naval Academy is normally with academic tenure. An initial appointment at the rank of Associate Professor is normally for not more than three years, and is normally without academic tenure (see Section 3c (1) above). Minimum qualifications for appointment to the rank of Associate Professor normally include possession of an earned doctorate, demonstrated sustained performance as an outstanding teacher, an established record of high quality scholarship, and at least five years of full time successful college level teaching experience at the rank of at least assistant professor. 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. A Professor promoted from within the Naval Academy is normally promoted with academic tenure. An initial appointment to the Naval Academy faculty at the rank of Professor is normally for not more than three years, and is normally without academic tenure. Minimum qualifications for appointment to the faculty rank of Professor include possession of an earned doctorate, and at least six years of experience in the rank of Associate Professor at the Naval Academy or another accredited institutions of higher learning, demonstrated accomplishment as a master teacher and a sustained record of high-quality scholarship. The rank of full professor embodies the highest ideals and standards of the Naval Academy professoriate. Faculty promoted to this rank should be obvious models of academic and institutional excellence to both juniors and peers.

b. Substantive performance expectations in the areas of teaching, research, and service for Physical Education Department faculty are provided in Section 6, below. Performance expectations for faculty in all other departments 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; in this regard, Naval Academy

standards are comparable to those of the nation's finest institutions of higher education. Candidates whose excellence as teachers has not been clearly demonstrated 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 full 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 departmental and Naval Academy academic programs.

(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 a thirst for life-long learning among the midshipmen. Excellence in research and scholarship, like excellence in classroom teaching, is a continuing expectation for all faculty members at the Naval Academy. As outlined in USNAINST 12430.4 series, scholarly activity throughout the candidate's professional career is evidenced by peer-validated productivity in research, including, for example, publications and presentations, conference participation, study in a field of specialization and professional development.

(a) Technological enhancements, such as sophisticated Web sites or multimedia tools designed to help students in their coursework, will normally be included in evaluating a candidate's teaching. In order for such work to apply to a faculty member's record of scholarly achievement, the candidate must be able to demonstrate that the technological development is a contribution to the scholarly community. The candidate should be able to document peer evaluation of any technological contributions via studies validating the work's effectiveness, peer-reviewed publications and presentations, and citation indexes, where these are available and applicable. Peer use of such work is generally not equivalent to peer review of the work.

(3) ***Faculty excellence in service*** provides valuable evidence of the candidate's comprehensive understanding of and commitment to the USNA mission. Additionally, evaluation of faculty service contributions considers the candidate's demonstrated ability to work effectively with others in advancing the Academy mission beyond the contributions normally associated with classroom teaching. The civilian professoriate embodies the academic excellence, continuity, and institutional memory of the Naval Academy. Without the outstanding service that career faculty members provide to the Naval Academy, and to its wide range of curricular and extracurricular activities, accomplishing the Naval Academy mission would not be possible. As outlined in enclosure (1) of USNAINST 12430.4 series, this component may be evinced by contributions to the Naval Academy mission and to the improvement of its operation by activities such as: midshipman advising; Trident Scholar sponsorship; personal support of major extracurricular activities or varsity sports; institutional research; and committee service at every level of the Naval Academy. It may also include recent professional service such as conference planning, work on behalf of professional organizations, and refereeing books and journal articles. Because of the overriding importance of the teaching and research components for faculty early in their academic career at the Academy,

candidates for Associate Professor may need to exercise restraint in time-consuming service commitments; but candidates for the faculty rank of Professor—and faculty serving in that rank—are expected to give clear demonstration of their commitment and ability to further the Academy’s mission beyond the classroom.

## 6. Criteria for Academic Appointment, Reappointment, Promotion and Tenure in the Physical Educational Department

a. The dual responsibilities of teaching the Naval Academy Physical Education curriculum and coaching intercollegiate sports require an impressive array of qualifications and talents in support of the Academy’s mission. This is particularly true because significant portions of the Naval Academy mission relate directly to physical and character development. The career path for successful Physical Education Department faculty members is therefore tailored to meet curriculum, sport and character development goals supportive of the Naval Academy mission.

b. Physical Education Department faculty members must demonstrate specific levels of performance, and the promise of future professional growth, in the areas of teaching, professional development and achievement, and service.

(1) ***Excellence in Teaching.*** Excellence in teaching is foremost in importance for promotion within the Physical Education Department. Outstanding teaching within the Physical Education curriculum and coaching success are considered equivalent achievements. The ultimate measure of a teacher is the ability to convey new knowledge and stimulate students’ motivation to achieve their highest potential. Coaching is an excellent measure of a teacher’s ability to educate midshipman-athletes and stimulate them to strive for excellence through hard work, dedication, and perseverance. USNA athletes and coaches are known for their selfless devotion to team goals and dedication in aspiring to excellence. Coaching excellence and teaching excellence complement and reinforce one another. Physical Education faculty members are expected to demonstrate levels of teaching excellence commensurate with their academic rank and level of teaching responsibilities. All Physical Education faculty members must demonstrate outstanding ability to communicate specific expertise to students in their areas of specialization and a willingness to apply teaching skills in other Physical Education curriculum areas.

(a) ***Instructor.*** Faculty hired in the rank of Instructor typically will have achieved significant stature as athletes or gained recognition as secondary school teachers and coaches. The individual must demonstrate excellent potential for development into an outstanding college teacher and coach.

(b) ***Assistant Professor.*** Successful applicants for Assistant Professor will demonstrate the talent, knowledge, and expertise to achieve a regional or national reputation in their particular areas of specialization. In most cases, they will, in addition, assume leadership of instructional drills and will be fully capable of conducting the most difficult and challenging of these events.

(c) ***Associate Professor.*** Successful candidates for Associate Professor will have attained at least a regional reputation as an authority in their individual areas of specialization. Regional recognition may be identified through such activities as publication in sport-specific

journals and invitations to speak or provide demonstrations at specific sporting clinics, workshops, and seminars. Depending on the circumstance, they may also exhibit their ability to mentor younger faculty effectively and assume leadership positions in teaching the Physical Education curriculum and will support Yard-wide institutional initiatives.

(d) **Professor.** Successful Physical Education Department candidates for the senior faculty rank of Professor will have proven themselves through national recognition as coaches and through sustained dedicated and distinguished service to the Naval Academy and to their discipline. Such careers are typically highlighted by the professional stature that candidates for Professor will have achieved as outstanding teacher-coaches in their respective disciplines and sports. National recognition and stature among peers can be demonstrated through successful team performance and proven effectiveness as a teacher-coach at the Naval Academy. Outstanding performance as teacher, coach, and role model for the balance of the candidate's Naval Academy career can be inferred from his or her record of sustained accomplishment and service to date.

(2) **Excellence in Research and Professional Achievement.** Scholarly achievements appropriate to the discipline contribute to a faculty member's professional growth. Appointment to the Naval Academy Physical Education Department faculty brings with it significant visibility in the larger athletic community. Continuing professional development and active involvement in professional activities enhance the proficiency of Physical Education Department faculty members in their areas of specialization. Professional involvement will be distinguished by publication in journals; coaching recognition; sustained team performance; leadership in regional and national coaches' associations; attendance at professional association meetings; presentations at regional and national coaches' events; and special presentations in regional, national, and international workshops. Required professional qualifications for each rank follow.

(a) **Instructor.** Minimum of a bachelor's degree (ideally in Physical Education), with a master's degree preferred; significant achievement as an athlete in the area of specialization and/or prior coaching or teaching experience in high school or, preferably, at the college level; demonstrated potential for development as an outstanding teacher and coach; an established reputation for outstanding character and integrity. Key ingredients for appointment as an Instructor include potential for further professional growth and collegiality.

(b) **Assistant Professor.** Same academic degree, athletic expertise, and character requirements as for a Physical Education Instructor. Significant college level teaching and coaching experience and demonstrated potential for achieving a regional and national reputation as a teacher-coach. Professional stature will be demonstrated by peer recognition of coaching, proficiency at discipline-related speaking opportunities, published articles, and potential for leadership roles in professional associations. Potential for leadership in areas of the Physical Education curriculum should be evident.

(c) **Associate Professor.** Same academic degree, athletic expertise and character requirements as for a Physical Education Assistant Professor. Qualifications for promotion will include, but are not limited to: sustained performance as an outstanding coach and classroom teacher; at least regional recognition within the area of specialization as evidenced through participation in developmental programs and entry-level leadership roles in professional organizations; serving as a guest lecturer at regional and national level workshops, seminars, and/

or sports clinics; and publication in specialized journals. Successful candidates for Associate Professor also will be responsible for a major portion of the USNA Physical Education or intercollegiate athletic sports program. Program areas of responsibility must have achieved and maintained a reputation for personal and group excellence as a result of the candidate's leadership and professional competence. The successful candidate for Associate Professor in Physical Education must be recognized as a faculty member making a significant contribution to the success of the mission of the Naval Academy.

(d) **Professor.** Successful candidates must have significant experience and national stature as a head coach or administrator of some phase of the USNA Physical Education curriculum and/or intercollegiate sports program. National reputations will be documented by sustained excellence of Naval Academy intercollegiate sports teams, national leadership positions in professional organizations, national coaching recognition, presentations at national seminars and/or workshops, professional publications, and a reputation reflecting credit upon the Naval Academy. Successful candidates will also have contributed significantly to accomplishing the Naval Academy mission over a sustained period. Service in support of the Naval Academy Mission is a lasting achievement that extends beyond the professional stature and won-loss record of any Physical Education Department teacher or coach.

(3) **Faculty Excellence in Service.** Physical Education Department faculty members serve in visible and influential roles that mould the lives and careers of midshipmen. It is thus essential that Physical Education Department faculty members provide the expertise and leadership essential for the achievement of the broader goals of the Naval Academy. Service to the Naval Academy will be evinced by a faculty member's willingness to accept administrative tasks, as well as effectiveness in completing these tasks; support of the overall Naval Academy mission; cooperation with others; and by initiative, creativity, and constructive planning. It is important that Physical Education Department faculty exemplify the concept of service to midshipmen and others at the Naval Academy. Evidence of service will frequently be reflected in activities both within and outside the Physical Education Department. Because of the pressing concerns for junior faculty members to develop professional stature as teachers and scholars in preparation for their tenure review process, expectations of junior faculty in the area of institutional service will generally be limited.

(a) **Instructor.** As entry-level faculty members, instructors are not expected to assume leadership in departmental or yard-wide service initiatives. Instructors can demonstrate their willingness to participate in service-oriented tasks by appearing at department and Yard-wide events.

(b) **Assistant Professor.** Depending on individual seniority and circumstances, it may be necessary for Assistant Professors to acclimate to the Naval Academy before pursuing service-related initiatives. Nonetheless, service at the Assistant Professor level can be effectively reflected through: counseling of midshipmen toward academic, social, moral, physical, and leadership maturity; completion of administrative tasks in a professional and timely manner with a minimum of outside assistance; cooperation with others; a willingness to volunteer for departmental responsibilities; and similar activities.

(c) **Associate Professor.** Associate Professor candidates at the Naval Academy are expected to be active participants in Academy activities. In addition, it is critical that these candidates assume leadership roles in support of selected Naval Academy initiatives. Specific



service initiatives in which Associate Professor candidates demonstrate their leadership may be within the Physical Education Department or Yard-wide. Within the Department, successful faculty candidates for Associate Professor will have contributed to curriculum development, instructional committees and the accomplishment of the overall Naval Academy Mission.

(d) **Professor.** Candidates for the senior academic rank of Professor should be recognized as positive and effective leaders within the Department, the Naval Academy, and the profession. Successful candidates for Professor will have contributed significantly to professional, institution and Department initiatives that result in lasting improvements. Successful candidates also will have demonstrated increasing leadership roles in the accomplishment of administrative tasks within the Department, the Academy and the profession. They will have exhibited the potential and willingness to mentor junior faculty. Finally, successful candidates for the rank of Professor will have exhibited sustained support for the Naval Academy by contributing to the accomplishment of the overall mission while demonstrating a positive attitude and cooperating with others.

## 7. Appeals

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

b. Promotion and/or tenure candidates may request review by the Yard P&T Committee and Dean even though their candidacy has not been positively endorsed by their department faculty, Department Chair or Division Director. As noted in Section 3.c. above, tenure-track candidates who are in their sixth year of tenure probation must be considered by the Yard P&T Committee whether or not their respective Department Chair or Division Director has positively endorsed their candidacy for promotion and tenure.

## 8. 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 ("Procedures for Appointment to the Faculty"). Advanced-rank appointments will 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 its recommendation to the Dean.

b. Advanced Rank and Tenure. In the case of advanced-rank appointments, tenure may be considered separately from further promotion to, for example, the faculty rank of Professor. The terms and requirements of promotion, tenure, and tenure probation described in Section 3, above, apply to advanced-rank appointments. Tenure will not normally be awarded in the first year of faculty service.

## 9. 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 Commit-

tee. Due to the different appointment status of military officers under U.S. Code, academic promotion does not connote academic tenure. Refer to *ACDEANINST 1520.2* series for information about qualification for officer-instructor status as Senior Instructor and Master Instructor.

b. Successful military officer candidates for academic rank without tenure are expected to meet the substantive criteria for teaching, research, and service outlined in Sections 5 and 6, above. While bound to a common promotion standard for the entire Academy faculty, the promotion review will consider the essential differences in officer-instructor duties from those of their civilian counterparts.

## 10. Other Faculty Appointments

a. ***Academic Dean and Provost.*** The Secretary of the Navy has established the position of Academic Dean and Provost at the Naval Academy. The Academic Dean 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 Dean's high promise and 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. The Dean 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 up to five years each.

b. ***Administrative Faculty.*** From among the civilian faculty, the Dean may appoint Program Directors and Vice, Associate, and Assistant Deans as necessary and appropriate. 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 up to four years. Refer to *ACDEANINST 5450.1* series for details.

c. ***Research Faculty.*** The Dean may appoint civilian faculty members to one or more research professorships, normally to serve for periods of one year. Such appointments will involve no change in academic rank and require that candidates have made significant academic and/or institutional research contributions, or show promise in these areas. Research faculty are not eligible for tenure.

d. ***Distinguished Visiting Professors.*** 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 advice and expertise to the Naval Academy at the highest academic level in specific fields of learning through consultation, lectures, and teaching assignments. Distinguished Visiting Professors are normally appointed for periods not to exceed one year. Reappointments may be made and may be renewable.

e. ***Permanent Military Professors (PMPs).*** In addition to career civilian faculty and military officers serving in rotational assignments at the Naval Academy, a limited num-

ber of officers have been selected as PMPs to serve at the Naval Academy as officer-instructors until their mandatory active duty retirement date. These officers are designated through a separate Navy administrative selection board and are expected to have completed a doctorate in the discipline they expect to teach prior to their arrival at the Naval Academy. As a result of their terminal academic degree, advanced military rank, longer tour lengths, and extensive military service, these officers afford more senior military role models to midshipmen and to their junior officer colleagues; they are able to teach a broader range of courses in their discipline; they are able to assist in the recruiting, mentoring, and outplacement counseling of military instructors on rotational assignments; and they are able to maintain and enhance links in their academic and warfare disciplines with the rest of the Navy with respect to research opportunities, faculty development, and curricular feedback. OPNAV Instruction 1520.40 series applies.

PMPs are eligible to apply for advanced academic rank and sabbatical leave and, when the need is demonstrated, to serve as department chairs. They are not eligible for academic tenure and their appointments to the faculty terminate upon completion of their statutory term of military service.

f. **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 and governmental credentials equivalent to those of the regular faculty. The title Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor may be applied to qualified persons. The appointment to adjunct status follows the same procedures as regular appointments, originating at the departmental level. Adjunct faculty members are not on a tenure track and are not eligible for tenure.

## 11. 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 an annual basis with changes authorized by the Congress for Federal Employees paid under the Classification Act. The term academic rank on the schedule refers 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 step (or merit) increases are submitted by the Department Chairs, via the chain of command (Division Director and, where applicable, Commandant of Midshipmen), to the Dean. *USNAINST 12550.4* series applies.

c. **Appointment.** Initial appointments of tenure-track faculty members will be made by the Superintendent in an academic rank and at a step in a salary category as recommended by the Dean. *ACDEANINST 12300.1* series applies.

d. **Salary.** Faculty receive roughly 83.6% —the precise amount is 1744/2087—of their annual rate of pay during the ten month academic session. Any additional compensation is for work authorized by the Dean and performed during the summer inter-session period. In addition to deductions for taxes and retirement, twelve months of deductions

are made over these ten months for life insurance and health insurance, since the insurance remains in effect during the full twelve months. Government service is continuous for retirement. Thus, faculty members are credited for a full year of government service for each regular ten month session.

e. Summer **Inter-Sessional Pay.** Those civilian members of the faculty required by the Dean to perform academic duties beyond the ten-month academic year will be paid additional compensation for the term required based on their current salary. The summer inter-sessional 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. Salary recommendations for all faculty reporting to the Commandant will be endorsed by the Commandant.

## 12. 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 this unlikely event, at least 60 days' notice of termination of service will be given to individuals affected, in accordance with Federal regulations. Any termination as a result of a Reduction In Force will be implemented 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, Department of Defense, 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.

## 13. Effective Date of Personnel Actions

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

## 14. Retirement

a. Civilian members of the faculty are covered by the Civil Service Retirement System or the Federal Employees Retirement System. Qualifying retired faculty members are eligible for certain benefits 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 Emerita or Emeritus, may be conferred upon a civilian member of the faculty in accordance with the following criteria:

- (1) The title will be conferred only upon those civilian faculty 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.





# CHAPTER FOUR

Important Details about  
Your Compensation Package



This chapter pertains almost exclusively to civilian faculty, who are federal civil servants. Many of the specifics in this chapter are subject to change. Please refer to the Naval Academy's website at <http://www.usna.edu>, <http://www.donhr.navy.mil>, and <http://www.opm.gov>. Employees with specific questions about benefits can call the Department of the Navy Human Resources Benefits Information line: 1-888-320-2917. Employees with questions about their civilian pay for a specific pay period can call the Naval Academy Payroll line: 410-293-3682. Employees with general questions about benefits programs may contact the local USNA human resources office: 410-293-3822. The data below reflects programs as of *Academic Year 2007-2008*.

## **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 a percentage of base salary is withheld and forwarded to the retirement fund. An additional 1.45 % is withheld for Medicare. CSRS employees may make additional voluntary contributions of up to ten 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 to the CSRS 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 15 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. Employee contributions are subject to maximum IRS investing limits.

## 5. **Thrift Savings Plan (TSP)**

This is an optional, defined benefit plan permitting FERS employees to contribute up to 15 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 ten percent of salary with no matching government contribution.

Employees may start or change TSP contributions at any time. Contributions may be terminated at any time. The start of government contributions to a federal employee's TSP account is subject to a mandatory waiting period. A new employee cannot elect participation until the second open season following initial appointment under FERS. Employees may elect to invest in any combination of the multiple investment funds available. The funds differ in the rate of return and amount of risk involved. See <http://www.tsp.gov> for details.

Military service members are also eligible to participate in the TSP.

## 6. **Disability**

a. ***Employees Covered by the 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.

b. ***Employees Covered by the 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, has worked for the Federal government for 18 months, and dies while an active employee, the spouse receives a lump sum payment consisting of \$15,000 (indexed to the cost-of-living adjustment for annuitants), plus the higher of (a) one half of the employee's annual pay rate at death or (b) one half of the employee's high-three average pay.

If the faculty member had ten 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.

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.

## 10. **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.

## 11. **Leave: Annual**

Annual leave for members of the civilian faculty is time off from work for vacation, personal reasons, or emergency purposes when the faculty member is in a pay status—normally this is during the ten-month academic year. A faculty member earns leave while in a pay status. Leave is not earned during the inter-sessional period (16 June -15 August) unless the employee is in a pay status. Leave is earned at the following rate, which is dependent on the number of years in the federal civil service:

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

Part time and adjunct faculty members earn leave on a pro-rated basis. Prior Federal civilian service and/or honorable active military service is creditable for leave accrual purposes. Consult the Naval Academy Human Resources Department 410-293-3822 regarding what prior 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.

For time and attendance purposes, civilian faculty not in full-time administrative positions are considered to be in a duty status if they are preparing for classes or pursuing scholarly research within normal commuting distance from the Naval Academy. The Joint Travel Regulations define the normal commuting distance as the Washington Commuting Area, which includes the Delmarva peninsula.

Faculty are responsible for meeting any ongoing teaching and administrative obligations of their positions at the Academy. Faculty members are responsible for keeping their department chairs informed of their whereabouts while in a duty status away from the Academy so that they can be recalled if necessary.

When faculty cannot be available for a period of time, they should request annual leave from the department chair for the period. If faculty expect to be outside the normal commuting area for personal or professional reasons, they should request annual leave or official travel orders, as appropriate. USNAINST 7420.10 series provides additional details.

When a federal government employee is absent from the work place without prior approval, the employee is placed in an Absent Without Leave (AWOL) status. The non-pay status resulting from an AWOL status is not in itself a disciplinary action. Nonetheless, unauthorized absence constitutes misconduct, which that may result in discipline. Being absent without leave and suffering injury or death can affect workman's compensation and various insurance policies. USNAINST 12630.1 series applies.

## **12. Sick Leave**

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. Faculty members accrue sick leave only while in a pay status. No leave is earned during the two-month summer inter-sessional period, unless the faculty member is in a pay status. Under the Family-Friendly Leave Program (see Sections 19 and 20, below), faculty members may use Sick Leave for the care of family members who are ill or to accompany family members to a medical/dental/optical appointment. Most Federal employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; provide care for a family member as a result of medical, dental, or optical examination or treatment; or make arrangements necessitated by the death of a family member or attend the funeral of a family member.

## **13. Military Leave**

Leave to engage in reserve training is authorized for members of the civilian faculty who are reservists of the armed forces or members of the National Guard. Such leave cannot nor-

mally exceed 15 work days in a fiscal year. Faculty must be in a pay status in order to receive military leave.

#### 14. **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' Day	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

#### 15. **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, mental and emotional distress, work-related difficulties, alcohol and drug abuse, grief concerns, family, marital and relationship difficulties, legal and financial problems, child or spouse abuse, and coping with elderly relatives. Such problems often have an effect on personal lives and work performance.

An outside contractor retained by the Navy provides counseling services. 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 for the Civilian Employee Assistance Program is 1-800-765-3277. If this number changes in the future with the designation of a new contract provider, the USNA Human Resources Department, 410- 293-3822, can provide the new CEAP telephone number.

#### 16. **Leave Transfer Program**

The Leave Transfer Program permits federal employees, including civilian faculty members, 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 review committee evaluates the application and approves or disapproves the request based on the qualifying criteria for medical or family emergencies. Those interested in donating leave may request that 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.

## **17. 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 employment-related conditions, or 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 (compensation is up to 66% if there are no dependents). The injury or disease must be the cause of the work place absence, and medical documentation must support any absence. This benefit continues for the duration of the injury or disease.

## **18. Professional Enrichment: Leave without pay and sabbatical leave**

The Dean may grant leave without pay for study and research to civilian members of the faculty when such leave would lead to 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.

Similarly, a Naval Academy faculty member engaged in significant scholarly work or research may apply to the Academic Dean for sabbatical leave where such leave will contribute to the improvement of education at the Naval Academy. A sabbatical is normally granted at full pay for one half of the academic session, or at 70% pay for the entire ten-month academic session. A faculty member accepting a sabbatical assumes a moral obligation to continue serving at the Naval Academy for a two-year period following return from the sabbatical. Sabbatical leave is normally limited to those faculty members who have completed at least six continuous years of employment with pay at the Naval Academy. For the purpose of determining eligibility for promotion and retirement, sabbatical leave counts year for year as academic experience. Applications for sabbatical leave proceed through the chain of command. See ACDEANINST 12630.3 series.

## **19. Family and Medical Leave Act**

Under the Family and Medical Leave Act, employees are entitled to a total of twelve administrative work weeks of unpaid leave (Leave Without Pay, or LWOP) during any twelve 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 leave or annual leave.

## 20. Family Friendly Leave Act (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. In distinction from the Family and Medical Leave Act, cited above, qualifying family members under the FFLA include, more broadly, anyone with whom the employee is related by blood or affinity whose close association with the employee is the equivalent of a family relationship.







# CHAPTER FIVE

## *The Naval Academy Academic Program*



*The contents of this chapter are of interest to all members of the Naval Academy faculty, military and civilian.*

## **1. A Four Year Course of Study**

By law, the course of instruction at the Naval Academy is four years long. Midshipmen are organized into four classes: the fourth class, also known as “plebes,” who are equivalent to college freshmen; the third class, or “youngsters,” equivalent to college sophomores; and the second and first class, equivalent to college juniors and seniors, respectively.

The common core of the Naval Academy’s academic program includes courses in professional subjects, humanities and social sciences, mathematics and science, and engineering. Midshipmen choose from among some 22 majors in mathematics, science, engineering, humanities, and the social sciences. All majors lead to Bachelor of Science degrees.

All midshipmen enter the Naval Academy as freshmen (“plebes”) and complete four years of study at the Academy, even though many midshipmen enter with prior college credit. Midshipmen who have completed college-level work elsewhere may qualify for academic credit through the Naval Academy’s validation process. Students who validate courses 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 *USNAINST1531* series and *ACDEANINST 1531* series instructions.

## **2. Grading**

The Naval Academy uses the letter-based A, B, C, D, F grading system: A denotes 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. The faculty member teaching a course has the sole authority for assigning grades in that course. 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 is the minimum satisfactory academic performance level. Academic requirements for graduation and commissioning include completion or validation of a minimum of 138 semester hours with a cumulative QPR of at least 2.0. A cumulative QPR of 2.0 in majors courses is necessary for the graduating midshipman to receive a degree bearing the name of the major. See *USNAINST 1531* series and *ACDEANINST 1531.60* series instructions—there are several—for details.

## **3. Accountability Reports, Midshipman Academic Performance Reports (MAPRs), and Grading Periods.**

Faculty members are responsible for providing on-line same-day reports of absent or tardy midshipmen for each meeting of the courses they teach. Faculty members are also responsible for progress grades, after the sixth and twelfth week of the semester. End-of-semester grades include a 16th week progress grade, a final examination grade, and a final grade for the semester. Faculty must provide Midshipman Academic Performance Reports (MAPRs) for all midshipmen who have progress or final grades of “D” or “F” and for any midshipman

who is scheduled to appear before the Academic Board at the end of the semester. Details concerning Midshipman Academic Performance Reports is available in ACDEANINST 1531.80 series.

#### 4. Teaching and Faculty Workload

The teaching load is usually 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 duties also include an appropriate share of related academic obligations such as academic advising, serving on committees, appearing at academic functions, and being available to students for assistance outside of the classroom. This additional faculty availability to the student is known as “extra instruction,” or “EI.” 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. The midshipman and the faculty member arrange for extra instruction at a mutually convenient time. The Naval Academy faculty takes pride in the degree to which it makes itself available to students, and faculty members are expected to keep office hours that afford midshipmen adequate opportunity for extra instruction. See *ACDEANINST 1531.34* series for details.

#### 5. Class Standing

The cumulative and semester Quality Point Rating (QPR) is computed for each midshipman at the end of each semester. Midshipmen are ranked in an overall order of merit or class standing, based on both academic work and non-academic performance (conduct, military performance, physical education, etc.). Standings for each class are computed and published at the completion of each semester. Details may be found in *USNAINST 1531.51* series.

#### 6. 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 first class year. Scholars still complete the professional portion of their core course requirements, but their research and thesis constitute the principal part of their academic program for the year. Each Scholar has a faculty adviser. See *ACDEANINST 1531.68* series for details.

The Bowman Scholar Program sponsors up to fifteen midshipmen with initial service assignments in the nuclear Navy in immediate, one-year graduate education in technical disciplines at the Naval Postgraduate



School. These midshipmen participate in a tailored research internship during one of the inter-sessional training blocks during the summer preceding their first class (senior) year and enroll in a tailored research-oriented course of study during their last year as a midshipman. Special selection criteria apply; for information, see <http://intranet.usna.edu/BowmanProgram>.

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

Midshipmen with exceptional academic records compete annually for a significant number of recognized scholarships, e.g. Rhodes, Marshall, Mitchell, Rotary, Guggenheim, FitzGerald, Pownall, Fulbright, Gates, Nolan, Truman, National Science Foundation, or Olmsted. On the whole, only a few midshipmen go directly to graduate school upon completion of their undergraduate program at the Academy. *USNAINST 1520.2* series provides additional details.

## 7. Academic Advising

Each faculty member typically serves as an academic adviser to several midshipmen. Advisers meet regularly with their advisees and guide them in the selection and pursuit of their academic programs from entry into the major through graduation. Academic advising is one of a faculty member's most important duties. Faculty recommendations have a marked influence on each midshipman's course of study at the Academy. For this reason advisers must be knowledgeable about the academic program of their own and other academic departments. Some faculty members also volunteer to advise plebes. These faculty advisers assist the plebes in acclimating to the Naval Academy academic program and help them select the majors most suitable for them.

*USNAINST 1531.39* series contains describes in detail the responsibilities of academic advisers. The Advisers Handbook, the Naval Academy Catalog, the Majors Program and the Core Course Compendium contain additional information concerning academic programs and courses.

## 8. Textbooks

The responsibility for the selection of textbooks rests with the faculty.



*USNAINST 1552.3* series contains details concerning the procurement of textbooks.

## 9. Academic Routine

The normal schedule of classes at the Naval Academy is:

Class Period	Start-stop times
1	7:55am - 8:45am
2	8:55am - 9:45am
3	9:55am - 10:45am
4	10:55am - 11:45am
5	1:30pm - 2:20pm
6	2:30pm - 3:20pm
7	3:30pm - 4:20pm
8	7:55am - 9:10am
9	9:55am - 11:10am
10	1:30pm - 2:45pm



In the event of severe weather or other unusual conditions, class schedules may change and in extreme circumstances may be cancelled. Information about the status of the Naval Academy during severe weather or other unusual conditions is available from local television and radio stations and via a Naval Academy recorded message at 410-293-0032. Details concerning the procedure regarding schedules, schedule changes and cancellations can be found at the Naval Academy website <http://www.usna.edu>, and in *USNAINST 12610.4* series.





# CHAPTER SIX

*Young People Getting Ready to Become Naval Officers:  
What You Need to Know about the Life of a Midshipman*



*The contents of this chapter are of interest to all members of the Naval Academy faculty, military and civilian. The policy articulated herein is current as of Academic Year 2007-2008. References to on-line resources, which contain the most up-to-date information are provided.*

## 1. The Brigade

The Brigade of Midshipmen, led by the Commandant of Midshipmen, is organized into two regiments, six battalions and 30 companies. The 30 midshipman companies are sub-divided into four platoons of three squads each. Each of these military units—Brigade, Regiment, Battalion, and Company—is led by a midshipman First Class (senior) under the guidance of commissioned Navy and Marine Corps officers. A Senior Enlisted Leader is also assigned to each company to assist the Company Officer. Commissioned officers assigned to specific midshipman companies and battalions are known collectively as Brigade officers, and report to the Commandant of Midshipmen.



## 2. Visits to Bancroft Hall

Frequent consultation between Bancroft Hall staff and the officer and civilian faculty members of the academic divisions is not just encouraged; it is essential. To reach a midshipman's company officer, dial: extension 37 + Battalion Number (1 through 6) + Company Number (1 through 30). For example, the 23rd company officer would be: 37 + 5 + 23 (ext. 37523). To reach a midshipman's senior enlisted adviser, dial: extension 38 + Battalion Number (1 through 6) + Company Number (1 through 30). The 23rd company senior enlisted adviser would be: 38 + 5 + 23 (ext. 38523).

Personal visits to Bancroft Hall are especially valuable in fostering a better understanding of the mutually supportive roles of Brigade officers and 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 [phone number: x5001]. Faculty may visit Bancroft Hall during the Midshipman Activity Study Periods until 10pm without first calling to arrange an escort. Nonetheless, an escort is recommended due to the size of Bancroft Hall. Faculty should wear their USNA-provided Common Access Card (CAC). Prior to entering the Bancroft Hall room of a midshipman of the opposite gender in Bancroft Hall, faculty should first seek the assistance of the Company Mate of the Deck (CMOD) or another midshipman of the opposite gender.



### 3. Midshipman Study Time

Every effort is made to ensure that midshipmen have as much time as possible available for studying. There are, however, other essential demands on a midshipman's time. Foremost of these are the demands of the Brigade organization, in which midshipman 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. Many midshipmen have free periods available for study during the day. Study hours are enforced Sunday through Friday evenings, starting at 8:00pm until 11:00pm. Upperclass midshipmen have unlimited late lights (extended evening study time). Plebe study hours end at 11:00pm but may be extended to midnight by the plebe's squad leader. Plebes must request this extension to study hour. Midshipmen of all classes may observe study hours in Nimitz Library and designated classrooms. Members in the duty section not actually on watch must attend all recitations. The Midshipman Officer of the Watch, Regimental Midshipman Officer of the Watch, and all on-watch Main Office watch-standers 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 direction in mind.

### 4. Midshipman Conduct

The Midshipman Conduct System is designed to enforce the regulations guiding midshipman personal conduct. There are two categories of offenses: major and minor. Violations are reported via electronic Form-2s. Minor level offenses (1000-3000) require no investigation and punishment is generally assigned immediately. Punishments for minor offenses are usually awarded by senior midshipmen. Major level offenses (4000-6000) generally require an investigation, and punishment is determined by officers or high ranking midshipmen.

Potential punishments include demerits, confinement to company area (this is known as "restriction"), marching (also known as "marching tours"), extra duty, and reduction in rank. Upon reaching a predetermined limit on demerits, a midshipman is required to attend an aptitude board for possible separation. *COMDTMIDNINST 1610.2* series provides details.

### 5. 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 cornerstone in the moral development of Naval Academy midshipmen. The Honor Concept was developed by midshipmen for midshipmen. It is built on decades of thoughtful education and application and has stood the test of time.

The purpose of the Honor Concept is to help each midshipman gain an appreciation for and an understanding of the critical importance of personal integrity and exemplary honorable behavior as an officer in the Navy or Marine Corps.

The Naval Academy approach to honor education is not to create an environment in which midshipmen have no opportunity to lie, cheat or steal. The goal, instead, is to create an environment that encourages honorable behavior and requires midshipmen to demonstrate it. This approach is not without risk; some midshipmen may fail. The Naval Academy seeks to nurture those with clear potential to become honorable officers, while identifying others whose character may preclude their commissioning.

Each member of the faculty can help to keep the Honor Concept current and relevant. Most of a midshipman's day is spent away from Bancroft Hall, either in class or on the athletic field. Through their personal examples, faculty members help set midshipmen expectations by reinforcing the Honor Concept in their interactions with midshipmen, explaining why honor is central to effectiveness and success as a Naval Officer, being receptive to those who acknowledge their mistakes, and confronting, when necessary, those who may not be living up to the honor standard set by the Brigade. Faculty and staff are encouraged to attend honor hearings and honor boards.

The following definitions apply to the Honor Concept:

### *Lying*

To deceive intentionally, either orally or in writing. It is a lie to misrepresent a 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.

### *Cheating*

To use unauthorized assistance in work that is to be submitted or to copy or submit another's work or ideas claiming them as one's own. In some circumstances, not giving proper reference to outside sources constitutes cheating. It is also cheating to derive an unfair advantage by one's actions.

### *Stealing*

To take, obtain or withhold property or anything of value from the true owner with the intention of depriving the owner of its use or possession for any period of time. This includes borrowing something from someone without their knowledge. It includes fraudulently obtaining services, such as wrongfully obtained mp3 and movie files.

### *Plagiarism*

To use the words, information, insights, or ideas of another without crediting the source through proper citation. Proper documentation is required for all source material. Proper documentation is discussed in the individual course policy statement provided and explained by each instructor during the first session of each course. It is the midshipman's responsibility to know the rules for proper citation. Asserting ignorance of the proper citation rules is not an excuse for plagiarism.

### *Assistance*

Midshipmen must have, or must seek, a clear understanding of the rules concerning collaboration on the academic work they submit. Faculty members have an important responsibility to make clear to midshipmen precisely and in writing what is expected on all quizzes, tests, examinations, laboratory reports, papers, and any other assigned work that is to be submitted for credit. This should be done in a course policy or directly on assignment itself. Additional guidance on graded academic work is in *USNAINST 1531.53* series.

### *Intent*

Intent is not required for the determination of guilt or innocence in an honor violation. The Brigade Honor Board needs only to determine if the accused midshipman committed the dishonorable act in order for the accused to be guilty of an honor violation.

Most midshipmen never intend to commit an Honor violation at the United States Naval Academy and to receive the scrutiny and embarrassment that follows. Nonetheless, some midshipmen will lie, cheat or steal, perhaps due to inattention, peer pressure, or immaturity.

### *Process*

Midshipmen must adhere to the standards of the Honor Concept at all times, regardless of their physical location. An accusation does not have to occur on the Naval Academy Yard. Any midshipman, faculty or staff at the Naval Academy may bring charges regarding an honor violation by a midshipman.

The Chair of each academic department appoints a member of the faculty to serve as a liaison to the Brigade Honor Staff. They will assist with honor issues and communicate with the Brigade and Officer Honor Staff. Additionally, the Regimental Honor Academic Liaison acts as an Honor Staff point of contact for the faculty. They ensure that a faculty member who makes an honor violation accusation is kept informed of all decisions on that honor case, including the final outcome.

## **When Faced with an Alleged Honor Offense: the Options**

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

- (1) Confront and Discuss
  - (a) Determine if an honor violation occurred.
  - (b) Discuss the problem with the accused. If in agreement that a violation occurred, address the root moral problem with the accused.
  - (c) Conduct informal counseling – Not on the record.

*or*

- (2) Confront, Discuss, and Report
  - (a) Determine if an honor violation occurred.
  - (b) Discuss the problem with the accused.
  - (c) Forward written accusation to any Honor Staff member.

or

- (3) Report
  - (a) Determine if an honor violation occurred.
  - (b) Forward written accusation to any Honor Staff member.

In the case of options (2) and (3), the accuser should normally report an honor violation immediately upon learning of the violation.

The entire Honor Concept, including a step-by-step description of its formal administrative procedures, is described in *USNAINST 1610.3* series.

## **6. The Fourth Class Development System**

Helping new midshipmen acquire those foundation skills that will enable their success at the Naval Academy and in the Fleet and Fleet Marine Force is the responsibility of the entire midshipman chain of command. Primary responsibility for overseeing the day to day details of the system for the Commandant of Midshipmen falls upon the Company Officers and the first class midshipmen in leadership positions. *COMDTMIDNINST 1510.3* series provide details concerning the Fourth Class Development System.

For many plebes, learning to budget their time properly is the foundational skill most difficult to master. A faculty member may often be the first to recognize that a plebe is having problems with the use of his or her time, and a timely telephone call or email may alert the plebe's company officer concerning the difficulty. The company officer is able to investigate the situation, counsel the plebe, and make the squad leader aware of the problem. Communication with and cooperation between instructor and company officer can prevent the loss of a potentially good midshipman.

## **7. Liberty Limits: Definitions**

Town liberty authorizes midshipmen to visit areas within reasonable proximity of the Naval Academy. Yard liberty allows midshipmen to participate voluntarily in athletics and or visit specified areas or places within the Yard. The Yard is the area bounded by the Naval Academy perimeter fence and wall. Liberty, when authorized, will include the appropriate type of liberty specified for each class.

## **8. Visiting and Dining**

Faculty members are encouraged to invite midshipmen of all classes to visit them or dine with them whenever town liberty is authorized.

## **9. 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 or at times that conflict with Brigade of Midshipmen routine. Requests in the form of Movement Orders or Excusal Orders should be forwarded to the Commandant via the Dean (Attention: Associate Dean for Academic Affairs). The approval will be adjudicated by the Deputy Commandant of Midshipmen and the Associate Dean for Academic Affairs.

## Midshipman Time Scheduling Overview

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
12:50-1:20pm Reserved for	12:50-1:20pm Reserved for	12:50-1:20pm Reserved for	12:05-12:20pm Pers. Inspect.	12:50-1:20pm meetings
3:45-6:00pm Athletic Reserve	3:45-6:00pm Athletic Reserve	3:45-6:00pm Athletic Reserve	3:45-6:00pm Athletic Reserve	3:45-6:00pm Athletic Reserve
8:00-11:00pm Mandatory study hour	7:15-8:00pm ECAs and voluntary Mtgs 8-11p.m. Mandatory study hour	8:00-11:00pm Mandatory study hour	7:15-8:00pm ECAs and voluntary mtgs. 8-11p.m. Mandatory study hour	8:00-11:00pm Mandatory study hour for 4/C and 3/C

### **Saturday**

8:00am-12:00pm  
Brigade training by Commandant's  
staff (company-level SMT)

### **Sunday**

1:30-5:30pm Plebe officership training  
(not an every Sunday event)  
8:00-11:00pm Mandatory study hour

## 10. Field Trips

The proximity of the Naval Academy to Washington and Baltimore, with their extensive governmental and private institutions, is potential source of educational enrichment for many Naval Academy courses. Relevant requests that minimize interference with class time, study time or military duties should be submitted for approval to the Commandant (Attn: Commandant's Logistics Officer) via the Academic Dean (Attn: Associate Dean for Academic Affairs). Field trips that will entail missing noon meal formation and noon meal (1205-1250) should be scheduled on a Tuesday or Friday and never on a Thursday (personnel inspection day). Midshipmen are responsible for academic work missed. Approval of these requests is adjudicated by the Deputy Commandant of Midshipmen and the Associate Dean for Academic Affairs.

## 11. Civilian Clothing

Midshipmen of the First and Second Class ("juniors" and "seniors") are authorized to keep appropriate civilian clothes in Bancroft Hall and may wear civilian clothes during leave periods, on town liberty on weekends, and on weekend liberty. Midshipmen Third Class are authorized to wear civilian clothes only when on approved weekend liberty when greater than 22 miles away from the Naval Academy. Midshipmen Fourth Class are not allowed to wear civilian clothes except when on authorized leave periods.

## 12. Midshipman Officers (Stripers)

Each year, two sets of midshipman officers (known as "stripers," because of the additional gold stripes on their uniform) are selected from members of the first class to lead the various military units of the Brigade. The first set assumes its leadership positions during the first semester, while the second set leads the Brigade during the second semester.

### 13. Midshipman Sponsor Program

A Midshipman Sponsor Program provides the plebe class with an opportunity to associate socially with civilians, officers, and faculty members and their families. Members of the faculty are encouraged to volunteer as midshipman sponsors. Sponsors are responsible for ensuring that midshipmen abide by Naval Academy regulations while in their homes, particularly the regulation that no Plebe, regardless of age, may consume alcoholic beverages. *COMDTMID-NINST 1531.5* series provides additional details. The Coordinator for the Midshipman Sponsor Program can be reached at 410-293-7137.

### 14. Athletic Programs

Every midshipman is required to participate in a varsity, club or intramural sport. A limited number of midshipmen may substitute certain extracurricular activities for this requirement.









# CHAPTER SEVEN

## Academic Resources for Faculty and Midshipmen

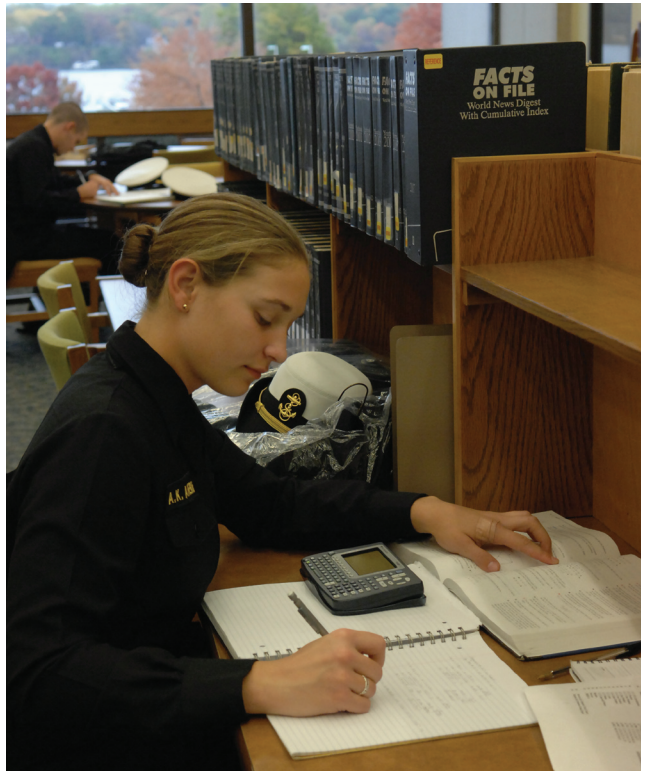
### 1. Library

The Naval Academy's Nimitz Library supports midshipmen, faculty, and staff. The Naval Academy maintains a representative book collection in principal fields of knowledge for curriculum requirements, faculty and midshipman research, and, to a more limited extent, for recreational reading. The library accommodates approximately 1,000 readers who may work at study tables, carrels, individual seats, or in group study rooms. Library resources include more than 600,000 volumes in the general collection, extensive special collections, the Naval Academy Archives, a graphics laboratory, two dedicated bibliographic instruction rooms, and over 100 computers for use of library patrons. The Nimitz Library adds roughly 10,000 volumes to the collection annually, subscribes to more than 2,300 periodicals, provides electronic access to some 12,000 journal titles, and conducts more than 200 specialized library instruction sessions for individual classes annually. The Nimitz Library Reference Desk phone number is: 410.293-6946 or 2420.

The Nimitz Library's Web Site is accessible from each midshipman room 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. 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.

The Naval Academy 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 the Naval Academy administration, curriculum, midshipmen, buildings and grounds as well as a large collection of photographs and records relating to alumni. The Archives is an affiliated archive of the National Archives. The Nimitz Library Archives phone number is: 410-293-6922.

Located within the library building are also the Economics, Language Studies and Political Science Departments, the Multi-



media Support Center, the Faculty Enhancement Center, and the Academic Center, and the Registrar's Office.

## 2. Faculty Enhancement Center

The Faculty Enhancement Center is located on the ground floor of the Nimitz Library building. The Center consists of the following three offices:

*Office of Teaching and Learning.* The Office of Teaching and Learning supports the faculty in providing the highest quality instruction for midshipmen through individual consultations, classroom observations, teaching effectiveness workshops, teaching portfolio workshop, mentors, and print and video resources. The Office also provides funding for teaching and assessment conferences and related opportunities. The phone number for the Office of Teaching and Learning is: 410-293-2506.

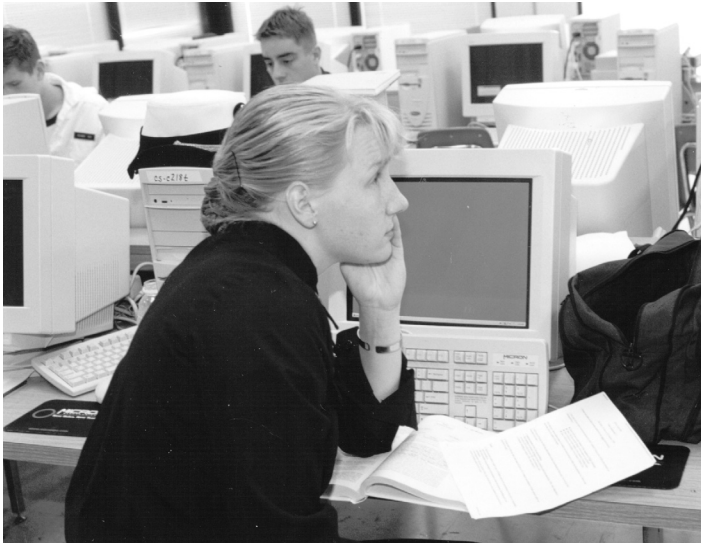
A part of the Office of Teaching and Learning, the Instructional Development Support Center (IDSC) is a centralized, client-oriented support facility that introduces emerging instructional technologies and helps faculty integrate appropriate technology into the teaching, learning, and assessment processes. The IDSC offers short courses in various software programs, such as the use of Blackboard®, and assists the faculty in developing course materials. The Instructional Development Support Center phone number is: 410-293-2508.

*Office of Research and Scholarship.* The Office of Research and Scholarship contributes to a rich learning environment at Naval Academy by providing basic and applied research opportunities for midshipmen and faculty. Through these research activities, midshipmen can be exposed to the critical requirements of the sea services, and faculty are able to contribute to Navy and the Marine Corps capabilities. The Office of Research and Scholarship phone numbers are: 410-293-2504 or 2509.

The Naval Academy seeks to promote and sustain a vibrant academic setting in which research and scholarly discourse contribute to the professional growth of faculty and mid-



shipmen. The faculty—as ‘master learners’—play the role of leader, mentor and role model in this regard, instilling the values of life-long learning through their own scholarly work,



peer-reviewed articles and books, and active participation in gatherings of learned and professional societies. The Director of Research and Scholarship oversees and coordinates all midshipman and faculty research activities for the Academic Dean. Procedures regarding the integrity of faculty research and scholarly activity are described in *Academic Dean Instruction 3920.1* series. See also Excellence in Faculty Research, Chapter III, above.

*Office of Academic Assessment.* The Office of Academic Assessment supports and coordinates assessment activities institution-wide, as well as the assessment work associated with individual programs, departments, and faculty members, with a view to broadening systematic academic assessment activities at the United States Naval Academy. The Office of Academic Assessment phone number is 410-293-2500.

### **3. The Class of 1963 Center for Academic Excellence (the Academic Center)**

The Naval Academy Academic Center is in the Nimitz Library building. The Center provides a full range of academic services to all midshipmen to assist them in becoming more productive students and members of the Brigade. Academic Center services include plebe intervention, plebe advising, reading and learning skills, tutoring, and academic counseling. Faculty may refer students to the Academic Center for assistance. The Academic Center web page is <http://www.usna.edu/AcCenter>. *ACDEANINST 1531.34* series provide additional information. The Academic Center phone number is: 410-293-2934.

### **4. Writing Center**

The Naval Academy Writing Center, located on the ground floor of Sampson Hall, offers help to midshipmen from any discipline with all stages of the writing process. Midshipmen can schedule appointments online. Midshipmen may voluntarily consult with writing specialists or individual faculty members may refer midshipmen to the Writing Center. The Writing Center phone number is: 410-293-6238.

### **5. Multimedia Support Center**

The Multimedia Support Center (MSC), located on the ground floor of the Nimitz Library, provides audiovisual support service to Naval Academy midshipmen, faculty and staff. MSC services include video production, video distribution and duplication services, and audio-

visual equipment loans. MSC additionally operates a self-help graphic arts area in Nimitz Library to help make posters, web pages and other visual arts. MSC equipment loans and video distribution functions are located in the Nimitz Library building on the ground deck; the MSC Graphics department is on the first deck of the Nimitz Library. MSC staff members provide support for all projectors and audio-visual equipment in USNA classrooms. The Multi-Media Support Center phone number is: 410-293-4028. The Graphics Lab number is: 410-293-5856.

## 6. Vice Admiral James B. Stockdale Center for Ethical Leadership

The Center for Ethical Leadership, located in Luce Hall, enhances the Naval Academy's development of ethical leaders for service in the Navy and Marine Corps and advances the practice of ethical leadership in the naval service and the nation. Stockdale Center programs are described on the Center's website: <http://www.usna.edu/ethics>. The Stockdale Center phone number is: 410-293-1636. In addition to a rich menu of annual programs for midshipmen, the following programs are specifically designed to sustain and develop Naval Academy faculty and staff as integral partners in the leadership, character and ethical development of midshipmen:

*Faculty and Staff Ethics Workshops.* The Center organizes ethics workshops for faculty and staff. As a part of these workshops the Center invites leading scholars and practitioners to a short seminar-style format for stimulating exchanges on current ethical issues. The workshops are open to all Naval Academy civilian and military faculty and staff members.

*Lecture Series.* The Center sponsors a periodic ethics lecture series in which distinguished speakers address important ethical challenges in military affairs, national security, and public life. These lectures are open to the entire Naval Academy community.

*Faculty Research Opportunities.* To fulfill its commitment to advance research and critical thought in the field of ethics, the Center provides part-time and full-time opportunities for Naval Academy faculty and others to pursue sponsored research and writing in military ethics as part of the Faculty Fellowship program. These opportunities include summer- or semester-long projects that incorporate ethical dimensions into an academic discipline, or that enhance the ethical dimensions of a particular course of study. The specific scope, duration, and entitlements of the fellowship are arranged with the Stockdale Center.

*Ingersoll Teaching Ethics Resource Room.* The Stockdale Center includes a resource room to assist faculty members in the integration of professional ethics into their courses. The Ingersoll Teaching Ethics Resource Room provides book, periodicals, video tapes, DVDs and other examples and materials to aid any faculty member in the process of drawing out the ethical issues of their curriculum.

The Stockdale Center also organizes faculty development workshops for departments or individuals wishing to learn more about some specific aspect of ethics teaching, such as the use of case studies, or ethical issues relating to a particular topic. Any faculty member or department interested in a custom workshop along these lines should contact the Stockdale Center's Director of Faculty and Staff Programs.

## 7. Math Lab

The Professor Theodore J. Benac Math Lab, located in Room 130, Chauvenet Hall, helps midshipmen improve their mathematical and quantitative analytical skills. The Math Lab is staffed by mathematics faculty every academic period in the week. Midshipmen may contact mathematics faculty in the Math Lab on their own, or may be referred there by their instructor. The Math Lab website is: <http://www.usna.edu/MathDept/website/local/resources>.

## 8. Chemistry Resource Room

The Chemistry Resource Room is a drop-in help facility staffed by Chemistry Department faculty members during every class period of the week. Chemistry students can receive assistance there with homework, lab reports, and other assignments. The room is equipped with more than a dozen computers, making it especially convenient for plebes completing their online chemistry homework. The Chemistry Resource Room is located in Michelson Hall, Room 100.

## 9. Naval Academy Museum

The Naval Academy Museum, in 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 Naval Academy Museum website is: <http://www.usna.edu/Museum>. The Museum phone number is: 410-293-5275.





Your Guide to the  
U.S. Naval Academy  
in Annapolis

*The Navy Guide is published annually each January. This is the Guide for 2008.*

# CHAPTER EIGHT

## ... And Everything Else We Want You to Know

1. ***Your Guide to the U.S. Naval Academy in Annapolis.*** This colorful reference document is issued annually with extensive information about Naval Academy buildings, extracurricular activities, religious and social activities, as well as an introduction to hotels, schools, housing, and a variety of support facilities for midshipmen, faculty and staff provided by the Naval Academy Business Services Division and the Morale, Welfare, and Recreation Department. The Guide also contains information about the Naval Academy Athletic Association, the Naval Academy Foundation, and the U.S. Naval Institute. The Guide is available through the Naval Academy Public Affairs Office, in the Administration Building, and may be consulted online at [www.usna.edu/PAO](http://www.usna.edu/PAO).

### 2. **Brigade Medical: Medical Services for Midshipmen and Commandant's Staff**

The Brigade Medical Unit, located on the ground floor of the sixth wing of Bancroft Hall, provides primary health care services as well as podiatry, sports medicine and orthopedic services to all midshipmen and military members of the Commandant's staff. Hours of operation are 0630 to 1800 Monday – Friday; last appointment is 1430, with a walk-in clinic from 1600-1800 daily. Midshipmen are encouraged to make appointments to see their Primary Care Manager, the health care provider to whom they are permanently assigned, though there is a health care provider available each weekday for urgent medical problems. Sick call is held on Saturdays from 0700 to 0900 and on Sundays and holidays from 1700 to 1900. A medical corpsman is present in the clinic 24 hours a day, and after normal working hours the duty health care provider is within 15 minutes of the clinic for emergencies. Physical therapy and optometry are located in the basement of the eighth wing of Bancroft Hall and are also open to the midshipmen and members of the Commandant staff. The Brigade Medical phone number is 410-293-1758.

3. **Tickets for Naval Academy Musical Events.** Tickets for Glee Club concerts, the Naval Academy Distinguished Artists Series, and other special musical events such as the annual Messiah concert are available through the Naval Academy Ticket Office: 410-293-7766.

### 4. **Other Service Facilities**

A Child Development Center, located at 298 Eucalyptus Road in the North Severn Naval Station Complex, is available for uniformed and civilian DOD employees and their families. The Child Development Center phone number is: 410-293-9390.

For military members of the faculty, a normal suite of service facilities, including a Navy Exchange, a commissary, tailor, barber, optician, etc., is provided in the North Severn Naval Station complex. The Navy Exchange phone number is 410-757-0005. The Commissary Store phone number is 410-293-9030 or 2494.

## 5. Permits for Motor Vehicles

a. Faculty members must obtain permits for any vehicle(s) they propose to drive onto the Yard and park on the grounds at the Naval Academy Pass and ID Office, located at Naval Academy Gate One, adjacent to Halsey Field House. The Pass and ID Office phone number is: 410-293-5762.

b. Certification. Applicants for a Department of Defense vehicle decal must present the following documentation to the Pass and ID Office representative:

(1) A valid state operator's permit (driver's license).

(2) A current registration permit showing that the vehicle is registered in the name of the person applying for a decal or his or her bona fide dependent. If the vehicle is not registered in the applicant's name, the applicant must have a notarized letter from the registered owner authorizing the applicant to obtain a decal for the vehicle. (This requirement does not apply to dependents.) If the applicant is renewing the decal and the registration plates are the same plates on the vehicle, no proof of registration is required. The Pass and ID clerk will update the original form only. Applicants for renewal of a registration permit must present a valid Naval Academy or DOD ID card.

(3) Proof of insurance in the amount required by Maryland State Law.

Registration of motorcycles with engines over 50 cc's is required. To register a motorcycle, operators must attend a certified motorcycle safety course, and they must present proof of completion of the course to the Pass and ID Office. The motorcycle registration decal is displayed on the left side fork of the motorcycle, where it can be viewed by sentries at all gates.

## 6. Parking

Parking regulations are set forth in *USNA/ACCINST 5560.7* series. Official functions sometimes require that parking spaces are pre-empted for special occasions. Naval Academy security staff will provide advance information about these events, with detailed traffic information.

## 7. Identification Cards

Each civilian faculty member must obtain a US Naval Academy Faculty Identification Card (Common Access Card) from the Pass and ID Office. Civilian faculty and staff must display their identification cards upon entering the Naval Academy and while on the Yard. Consult *USNA/ACCINST 5530.2* series for details. The Personnel Support Division office that issues civilian ID cards is located in the Main Medical Clinic building on Hospital Point; the PSD phone number is 410-293-5813 or 5814. ID cards are available on a first-come first-served basis.



## 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 staff, and 21412 for midshipmen. *USNA/ACCINST 5218.3* series provides specific Zip Codes for each organization and building within the Naval Academy. The Post Office hours are 0930-1100 and 1200-1530 daily. The Post Office branch office phone number is: 410-293-3787.

## 9. Information Technology Services Division

The Naval Academy treats information as an educational resource. Every midshipman and faculty member, and many members of the Naval Academy staff, have liberal access to information technology resources for academic and professional needs. The Naval Academy encourages innovative use of information technology to improve academic, professional, and administrative programs. The Information Technology Services Division provides comprehensive program support to midshipmen, faculty and staff for teaching, learning and research.

All incoming midshipmen must purchase a personal computer, which will be used extensively in their course work and professional activities. Faculty and staff computing needs are addressed through a comprehensive life cycle program. The Naval Academy Data Network (NADN) provides network connectivity to computing resources throughout the Yard and to the Internet.

Other information technologies, distributed in public clusters throughout the Naval Academy, provide additional program functionality. A professional staff of information technology specialists and computer scientists is available for technical support in the design, development, and implementation of instructional computer software. Information Technologists are located in all academic facilities. An Information Technology Operation Center, with consulting assistance, is available in Ward Hall. Located in Room G1, Ward Hall, the Information Resource Center hours of operation are 0700-1630. The IRC phone number is 410-293-3500.

The IRC web address is: <http://intranet.usna.edu/IRC/index.php>





## 10. Faculty and Officer Representatives for Athletic Teams and Extracurricular Activities

Members of the faculty are encouraged to serve as faculty representatives of one of the numerous midshipman athletic and extracurricular activities. To become an officer representative for an athletic team, call the Naval Academy Athletic Association at: 410-293-8724. To become a faculty representative, call 410-293-2238. *Commandant of Midshipmen Instruction 1310.1* series provides additional information about Naval Academy-sponsored ECAs. A current listing of ECAs is available at: <http://intranet.usna.edu/MidActivities>. To become an officer or faculty representative for a Naval Academy sponsored extracurricular activity, call: 410-293-7135.



## **BEDROCK STANDARDS OF CONDUCT FOR DEPARTMENT OF NAVY PERSONNEL**

To maintain the public's confidence in our institutional and individual integrity, all Department of the Navy (DON) personnel shall --

Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:

- ★ Using public office for private gain
- ★ Giving preferential treatment to any person or entity
- ★ Impeding government efficiency or economy
- ★ Losing complete independence or impartiality
- ★ Making a government decision outside official channels
- ★ Adversely affecting the confidence of the public in the integrity of the government

Not engage in any activity or acquire or retain any financial or associational interest that conflicts or appears to conflict with the public interests of the United States related to their duties

Not accept gratuities from Department of Defense contractors unless specifically authorized by law or regulation

Not use their official positions to improperly influence any person to provide any private benefit

Not use inside information to further a private gain

Not wrongfully use rank, title, or position for commercial purposes

Avoid outside employment or activities incompatible with their duties or which may discredit the Navy

Never take or use government property or services for other than officially approved purposes

Not give gifts to your superiors or accept them from your subordinates when it is not appropriate to do so

Not conduct official business with persons whose participation in the transaction would violate law or regulation

Seek ways to promote efficiency and economy in government operations

Preserve the public's confidence in the Navy and its personnel by exercising public office as a public trust

Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department

Uphold the Constitution, laws, and regulations of the United States and never be a party to their evasion

Give a full day's labor for a full day's pay, providing earnest effort to the performance of duties

Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties

Make no private promises of any kind binding upon the duties of office

Not engage in business with the government, either directly or indirectly, inconsistent with the conscientious performance of governmental duties

Expose corruption wherever discovered