**Governance Document**

**Naval Science Department**

**28 February 2017**

**Preamble**

This governance document provides an institutional framework through which the Naval Science Department can transact its business, fulfill its responsibilities, and pursue its objectives. It is not intended to be a detailed code of practices and procedures. The Governance Document is subsumed under the authority of the University and the LAS College; University and College policy takes precedence in the event of conflicting provisions.

*The departmental governance document consists of three sections – one, outlining the organizational structure and operation of the Department, a second the Evaluation Policy of the Department, and a third the Curriculum Policy of the Department. All these elements together comprise the departmental Governance Document.*

**Article I: Organizational Structure of the Department**

**Section 1. Composition**

A. The faculty is composed of all those assigned or attached to positions in the department. These positions are non-tenured tracked and mandated by the Naval Service Training Command (NSTC) Regulations for Officer Development (ROD).

B. The current manual requires: four Navy officers (i.e., commanding officer, executive officer, surface warfare officer, nuclear engineering officer); one Marine Corps officer; one enlisted Marine; and two federal government employees (i.e., human resources technician, supply technician.)

C. The faculty is categorized within the university classification system based on their highest educational degree earned. The commanding officer serves as the Professor of Naval Science (PNS) and is classified as Professor and Department Chair. Those with a master’s degree or higher will be listed as adjunct assistant professors. Those with less than a master’s degree will be listed as adjunct instructors. This classification is updated annually with the office of the Dean of Liberal Arts and Sciences.

D. The university provides one employee, a Secretary II.

**Section 2. Selection and Term**

1. The commanding officer is appointed by the Bureau of Naval Personnel for a nominal term of three years. The Dean of the College of Liberal Arts and Sciences reviews the nomination package and approves the assignment.
2. The active duty faculty members are assigned by Naval Service Training Command and Marine Corps Recruiting Command in accordance with current assignment policies and procedures. These positions are normally held for a term of three years. The Dean of the College of Liberal Arts and Sciences reviews the nomination packages and approves the assignments.
3. Naval Service Training Command Civilian Manpower Office, provides civilian manpower/manning support to all Naval Reserve Officer Training Units. The human resource technician and supply technician are hired through this office.
4. The Secretary II is a merit position, hired in accordance with Iowa State University policies and procedures.

**Section 3. Duties and Responsibilities**

1. The commanding officer/department chair performs: general administration and management; supervises student instruction and development; supervises naval, civil service, and ISU personnel; provides curriculum support; and evaluates the performance of Naval Science instructors.
2. The executive officer’s duties include: student instruction, preparing administrative actions required by NSTC Officer Development official correspondence; assigning Naval Reserve Officer Training Corps staff as student mentors, acting as Officer Program Management Information System (OPMIS) manager, and performing other duties as assigned.
3. Naval Science instructors train future Navy and Marine Corps officers, perform the general duties listed in the ROD, and perform other duties as assigned.
4. Civilians provide human resource and supply support.
5. The Secretary II position provides support to the staff/unit.

**Section 4. Grievance Procedures**

## Active duty faculty members will follow procedures established by the Department of the Navy for all grievances and appeals.

1. Civilian personnel will follow procedures established by Naval Service Training Command for all grievances and appeals.

D. Iowa State University Merit personnel will follow procedures established by the Collective Bargaining Agreement between the State of Iowa and the American Federation of State, County, and Municipal Employees, Council 61 AFL-CIO.

**Article II. Evaluation Policy for the Naval Science Department**

The commanding officer and executive officer are responsible for evaluating the performance of Naval Science instructors at least once each semester. The executive officer is responsible for evaluating the annual performance of the civilian and university employees.

**Article III: Curriculum Policies for the Naval Science Department**

Students must complete academic requirements consisting of three parts: the institution’s baccalaureate degree program with a selected academic major, NROTC-specified courses offered by Iowa State University, and Naval Science Courses. The department follows the Curriculum Policy of the University and the College of Liberal Arts and Sciences for guidelines and procedures to conduct classes at Iowa State University.