

Official Title: **Academic Director (assigned specialty)**Pay Schedule: **AD-09**

Non-Tenure Position

- A. **Summary:** Directors are the heads of major academic units at NPS aside from academic departments or groups. These academic units include major Institutes, Centers, or self contained programs within an academic unit. These academic units are the organizational home of educational research, academic programs, and/or faculty. Directors of academic units are directly responsible to the Provost, Dean, Vice Provost, or Chair. Directors of academic units plan and administer the educational, research, personnel, and budgetary activities of their respective academic unit. They provide academic service to NPS; and serve the broader academic community. Directors of academic units provide leadership across the program, department, school, and campus in a variety of roles, and significant off-campus service to the DoN and others. Directors interact professionally in a variety of national and international fora. (Example Academic Director areas may include: CEE, CHDS, ISG, MOVES).
- B. **Duties:** A Director of an Academic Unit
- organizes, manages, budgets, and governs their academic unit to carry out the relevant NPS policies of the academic unit to accomplish the objectives of the education and/or research programs;
 - coordinates with program sponsors to assure the continuing Naval and Defense relevance of programs;
 - assures that the academic unit complies with relevant policies and regulations;
 - plans and supervises education and research programs to support the mission of the school or NPS, and coordinates these programs with the relevant Dean;
 - represents their academic unit in academic and administrative matters, including faculty appointment, promotion, tenure, and merit award activities;
 - prepare and teach courses or seminars and conduct scholarly research
 - evaluates course instruction to ensure effective presentation in accordance with approved syllabi, coordinating grading practices, and ensuring grades for each student are submitted to the Registrar within prescribed time limits;
 - maintains familiarity with related activities at civilian educational institutions and technical and industrial organizations to keep education and research programs abreast of educational and technical advances;
 - provides academic advice, service, or consultation to Naval and Defense educational activities, and to others as required; and
 - performs other duties commonly understood to be duties of Academic Directors, as required.
- C. **Scope of duties:** Directors are the supervisor for all assigned faculty and staff. Directors lead the academic enterprise at the program and academic unit level, and provide significant external services to DoN activities, DoD activities, and professional organizations. Directors may engage with students who are located at duty stations across the world as well as at Monterey.

D. Qualifications:

- A graduate or terminal degree in a discipline relevant to NPS or the academic functional area;
- accomplishments in education and research commensurate with appointment as a senior faculty member;
- significant prior experience in an academic/educational management/leadership position, or similar professional experience, and
- familiarity with DoN/DoD

E. Special Requirements:

- Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum;
- Incumbent required to file OGE-450, Confidential Financial Disclosure Report.