



DEPARTMENT OF DEFENSE
NATIONAL DEFENSE UNIVERSITY
WASHINGTON DC 20319-5066

REPLY TO
ATTENTION OF:

Office of the President

29 APR 2013

MEMORANDUM FOR MEMBERS OF THE EXECUTIVE COUNCIL

SUBJECT: NDU Title X Renewal Packages

Reference: NDU Regulation 690 – 4

1. PURPOSE: The faculty and staff at NDU are the heart of this institution. We must ensure every Title X employee understands their value to the University, as well as our commitment to excellence, if we are to protect and preserve the best and brightest academic talent. We must also ensure all of NDU understands and embraces the strategic vision we have undertaken and deliberately contributes to achieving those objectives.
2. This memorandum serves as a supplement to the subject reference, Section 14 entitled, “Procedures for Consideration of Non-Renewal and Renewal of Terms of Employment” for renewal recommendations across the NDU enterprise. The Joint Staff leadership and I have placed renewed emphasis on the NDU core mission, namely Joint Professional Military Education and leader development. Given its primacy, I want each of you, my senior leaders, to be sure that all faculty and staff are in direct alignment to the mission and purpose of NDU.
3. IMMEDIATE ACTIONS FOR IMPLEMENTATION: This is applicable to all Title X faculty in teaching, research, administration, and outreach positions. The Component leader should discuss this information with the incumbent, the incumbent’s intermediate rater, the academic dean and others as appropriate in preparing the renewal.
4. In addition to required documentation for renewal submissions described in the reference, the following additions to the Component head’s basis for renewal are required:
 - a. Contribution to the NDU mission.
 - (1) As you and your staff consider the renewal, keep in mind the NDU mission and what we do: educate, develop, and inspire national security leaders of wisdom, character and strength who are ready to meet the needs of the nation. (Strategic Goal One NDU Strategic Plan). The renewal narrative should articulate how the incumbent contributes to the NDU mission.
 - (2) Also, focus on outcomes and results in describing the incumbent’s contribution to the mission and the NDU future. What is different because of their work?

b. Contribution to scholarship. Using the definition from the NDU Strategic Plan Goal Two provided below, the Component leader should address the incumbent's most recent scholarship efforts and describe how they are currently integrated into the curricula and NDU mission, or how they are planned for future integration.

NDU defines scholarship as the faculty engagement in discovery, creation, integration, application, sharing, dissemination, and other professional activities which contribute to the education, leadership development, and career-long growth of national security leaders. To accomplish this, faculty are producers, resources, and engagers in teaching, research, outreach, service, and professional development. (NDU Strategic Plan, p. 12)

c. Continuous Learning and Professional Development. Current policies and instructions already require Individual Development Plans (IDP), and Component leaders shall review them at least annually. The renewal packages should specifically address the incumbent's professional development progress over the current appointment with linkages to the NDU mission and outcomes resulting from the development. The IDP should also include future development actions aligned to the NDU Strategic Plan. A sample Individual Development Plan is attached to use as a recommended template.

5. All renewal and non-renewal recommendations for employees governed by NDU Regulation 690-4 will be routed through the Component head, the Chief of Staff and Administration (COSA), the General Counsel, to the Provost/Vice President for Academic Affairs. The Director for Research and Strategic Support will review all research faculty and staff renewals in coordination with the Provost for final recommendations.

6. PROCESS/FORMAT REQUIREMENTS: The package will include the elements outlined in the reference preceded with a cover memorandum from the Component head that highlights the basis for proposed renewal recommendation. The basis must include the additions described above in this document. Any other documents will be tabbed and labeled. This process will be required for all renewal submissions effective after the date of this policy memorandum.

7. This renewal process is an important element of NDU's deliberate and systematic approach to workforce retention focused on alignment with the NDU mission, University academic priorities, scholarship and continuous learning. This effort specifically aligns with the NDU Strategic Plan.

8. Questions may be directed to me or Dr. John Yaeger, Provost. Thank you for your commitment to developing the NDU enterprise for academic excellence, knowledge dissemination, and continuous improvement and learning. This supplement is effective as of the date of signature.



GREGG F. MARTIN
Major General, U.S. Army
14th President

Attachment:
As stated

cc: Senior Director, Center for Study of Weapons of Mass Destruction
Senior Director, International Student Management Office

NDU INDIVIDUAL DEVELOPMENT PLAN (IDP)

Part 1 - Employee Identification

a. Name (Last, First, MI)	b. Title	c. Current Rating Cycle: 1 July 2010 - 30 June 2011	
d. Programs:	e. Functional Areas:	f. Regional Areas:	

Part 2 - Employee Goals (Link to the NDU Strategic Plan by referencing goal and/or objective number)

Current Year Career Goals

a. Career Goals (Specific and Broad)	b. Outreach/Publications/Scholarship

Future 12- 24 Months Career Goals

a. Career Goals (Specific and Broad)	b. Outreach/Publications/Scholarship

Future Career Goals for Out Years

a. Career Goals (Specific and Broad)	b. Outreach/Publications/Scholarship

Part 3 - Current Year Development Plan (Link to the NDU Strategic Plan by referencing goal and/or objective number)

a. Competency Area	b. On-the-Job Experience	c. Developmental activities	d. Formal Training/TDY
		Explore opportunities within NDU	
		Estimated Cost:	Estimated Cost:
		Estimated Cost:	Estimated Cost:
		Estimated Cost:	Estimated Cost:
		Estimated Cost:	Estimated Cost:
		Estimated Cost:	Estimated Cost:

e. Comments:

Part 4 - Out Years Plan of Development (Link to the NDU Strategic Plan by referencing the goal and/or objective number)

a. Competency Area	b. On-the-Job Experience	c. Developmental activities	d. Formal Training/TDY
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		Explore opportunities within NDU	
		Estimated Cost:	Estimated Cost:
		Estimated Cost:	Estimated Cost:
		Estimated Cost:	Estimated Cost:
		Estimated Cost:	Estimated Cost:
e. Comments:			
Part 5 - Review, Comments, and Concurrence Signatures			
Initial Plan			

Employee Name	Signature	Date	Department Chair	Signature	Date
Mid Year Review					
Employee Name	Signature	Date	Department Chair	Signature	Date
Completed Plan					
Employee Name	Signature	Date	Department Chair	Signature	Date