

STANDARD OPERATING PROCEDURES AND POLICIES



STARFLEET ACADEMY

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Acceptance of an academy position signifies your agreement to abide by the policies and adhere to the procedures contained herein. Failure to comply will have consequences.

I. Requirements for Acceptance to the Instructor Ranks

All prospective instructors must meet the following requirements without exception unless granted special dispensation by the Academy Commandant of the Academy.

A) Instructors

1. All instructors must be active on at least one Sim.
2. All instructors are required to maintain an active email account for use with the Academy and must have the ability to check said email account at least once a day.
3. All instructors agree to do the following:
 - a) Update course materials, ie the Guide, Exam and create an or answer key for the exam
 - b) Provide copies of the updated material to the Dean and Commandant for recommendations and approval.
 - c) Be willing to answer your students questions and guide them towards answers.
 - d) Grade their exams in a timely manner (see section II)
 - e) have patience. - you'll need it.

B) Deputy Deans

1. All deputy deans must be active on at least one Sim.
2. All deputy deans are required to maintain an active email account for use with the Academy and must have the ability to check said email account at least once a day.
3. All deputy deans must be able to step in for the deans should it be required.
4. Agree to perform the following Duties:
 - a) Work with the Dean in partnership.
 - b) Ask what needs to be done.

C) Deans

1. All deans must be active on at least one Sim.
2. All deans are required to maintain an active email account for use with the academy and must have the ability to check said email account at least once a day.
3. All deans are required to keep a list of all instructors in their department; this includes email addresses, [DBID's?], academy lists that each person should be on.
4. Work with your Deputy and the Commandant's Office to keep the Academy running smoothly.
5. Keep your instructors aware of officers and new cadets applications
6. Encourage your instructors in their service to the Academy and the UCIP.

II. Procedures for Grading [\[Table of Contents\]](#)

A) Time Limit

- 1. All instructors are required to review, grade, and return all submitted exams within 72 hours (3 days) of receipt.**
2. If the instructor needs more time a notice must be sent to the student giving said student an approximation of when their exam will be returned . **This time period is not to exceed two weeks.**
3. Permission is required from the Commandant or Deputy Commandant -if the scoring is going to take longer than two weeks.
4. Upon Request from the Instructor, the Dean, the Deputy Commandant or Commandant will grade an exam when the instructor. Limited to 4 times a year per instructor.
5. Exceptions: LOA and ELOA with a request sent by the instructor to his or her Dean requesting them to take over his or her course/scoring exams for given time period. IE start date and end date. Please provide the Dean an answer key for your course.

B) Scoring

1. All exams must be given a grade by that course's respective instructor in order to be considered complete.
 - a. A satisfactory (passing) score for any exam is considered **80% or better.**
 - b. Any score **79% or below** is considered failing and the student in question must retake said course for ONLY the questions they missed.
 - c. Scores may not exceed 100% in any circumstance whatsoever.
2. Retaking Exams
 - a. Any exam may be retaken at the discretion of the student and the instructor for a higher score for any reason.
 - b. An exam may only be retaken three times.
 - c. Only the highest, satisfactory score is recorded.
3. Extra Credit
 - a. If extra credit is offered, the points will only be added to the score if the student taking the exam does not achieve a satisfactory score.

III. Reporting [\[Table of Contents\]](#)

Currently the Academy Faculty reports once a month.

A. All instructors report on the 25th of every month.

1. If no students are enrolled in your course you must respond to Roll Call.
Roll Call requires the following information:
The name of the Course you instruct,
Your Rank and Name
2. If an instructor fails to report or respond to Roll Call two consecutive months the instructor is considered inactive. The instructor must contact the Commandant to rejoin the academy.
- 2 Deans report on the 29th of every month.
3. Commandant on the 5th of every month.

Late Reports must be cleared with the Commandant.

IV. Procedures for Awards [\[Table of Contents\]](#)

Awards may be presented for any reason, given that the individual recipient has earned it.

A) Nomination

1. To nominate an individual for an award, it must first go up the chain of command. All instructors must pass on the request to the dean of their department. The dean will

- then forward the request to the Academy Commandant of the Academy for approval.
2. All nominations must be submitted in writing.
 3. All nominations must be accompanied with proof that the instructor has earned the award they are being nominated for.

B) Presentation

1. All awards shall be presented by the Academy Commandant of the Academy upon their approval.
2. If the Academy Commandant of the Academy is unable to present the award, the Deputy Commandant of the Academy may present the award, or a Dean of that department may present the award as well.

C) Specific Awards

1. Superior Performance Medal

- a. The Superior Performance Medal shall be awarded to those individuals who show academic initiative by scoring a 100% on any exam that they have taken.
 - i Total score must equal 100%
 - ii. It is possible to obtain this award more than once.
 - iii. This award cannot be awarded to SIMGuide Students.

A list of all Starfleet Academy awards can be seen at:

http://lcars.ucip.org/index.php?title=Starfleet_Academy_awards_List

V. Policy Regarding Punitive Action [\[Table of Contents\]](#)

Failure to comply with the policies contained herein will result in the following action(s) being taken:

A) Warning

1. Warnings will be issued on an individual, case-by-case basis to those individuals failing to comply with the policies contained herein.
 - a. After the first offense, the individual in question shall be issued a verbal warning by their immediate superior.
 - b. After the second offense, the individual in question shall be issued a verbal warning, followed by a written warning by email from their immediate superior.
 - c. After the third officers, the individual in question shall be issued a written warning from their immediate superior and a written warning from the Academy Commandant of the Academy.

B) Suspension

1. Suspension will be enacted in the event that an individual does not heed multiple warnings issued by their superior and or the Academy Commandant of the Academy. Suspension can also be enacted on an individual, case-by-case basis if warranted by the severity of the situation.
 - a. The first suspension enacted shall be no longer than 30 days.
 - b. The second suspension enacted shall be no longer than 60 days.
2. The individual in question shall also be required to submit to a review board consisting of the Academy Commandant of the Academy, Deputy Commandant of the Academy (if the Deputy Commandant of the Academy is not their immediate superior), their immediate superior, and a third party to be determined by the Academy Commandant.
- 3.. The third suspension enacted will be Demotion
 - a. An individual will be demoted to their next lowest rank on their second suspension and their promotion time will be reset. Demotion can also occur if warranted by the severity of the situation.

C) Dismissal

1. Dismissal will be enacted in the event that an individual continually fails to comply with the policies contained herein. Dismissal can also be enacted on an individual, case-by-case basis if warranted by the severity of the situation.
 - a. An individual who is dismissed may reapply for instructor status after 180 days (6 months).
 - i. An individual reapplying for instructor status may also assume their previous position if it has not already been filled. This is left to the discretion of the Dean of that department.

D) Ban

1. A ban will be enacted on an individual's second dismissal. Bans can also be enacted on an individual, case-by-case basis if warranted by the severity of the situation.
 - a. Banned individuals are barred from serving in the Academy in any capacity.
 - b. A non-dismissal ban (a ban that is enacted with no prior dismissal on an individual's record) can only be enacted by the Academy Commandant of the Academy after consulting with that individual's immediate superior and the Director of Services Division.
 - c. Banned individuals are banned from all Academy channels and email lists.

VI. Procedures for Enacting Punitive Action [\[Table of Contents\]](#)

A) Emails

1. All correspondence with individuals receiving punitive action must be carbon-copied (cc) to the following:
 - a. acadex@academy.ucip.org
2. All correspondence with individuals being dismissed must be carbon-copied (cc) to the following:
 - a. ccmdt@academy.ucip.org
3. All correspondence with individuals being banned must be carbon-copied (cc) to the following:
 - a. ccmdt@academy.ucip.org
 - b. services-exec@ucip.org

B) Verbal Warnings

1. All verbal warnings shall be issued by IRC or Email only. But it must be clearly marked that it is a verbal warning.
2. If the verbal warning is for the Basic SIMGuide School, they should be sent to the following lists:
 - a. Individuals Email
 - b. acadex@academy.ucip.org
 - c. simguide-exec@academy.ucip.org
3. If the verbal warning is for the Advance Course School, they should be sent to the following lists:
 - a. Individuals Email
 - b. acadex@academy.ucip.org
 - c. advanced-exec@academy.ucip.org
4. If the verbal warning is for the Command School, they should be sent to the following lists:
 - a. Individuals Email
 - b. acadex@academy.ucip.org
 - c. command-exec@academy.ucip.org

C) Punitive Actions

1. On receipt of a second reprimand, additional time will be added to an instructor's current promotion time line.
2. At a third reprimand, or serious infraction, if counseling has failed to result in a change of behavior or how things are handled, an Academy Staff member shall have their rank reduced to the previous rank under their current one.
3. If an Academy Staff member receives a 4th reprimand, or has committed a serious infraction and counseling has failed, said member shall be discharged from the Academy.

VII. Procedures for Promotion [\[Table of Contents\]](#)

A) Any instructor receiving a promotion shall only be elevated to their next highest rank. No one is exempt from this rule and no exceptions will be made.

B) Promotion Terms

1. The time between promotions is called a 'promotion term' and consists of a starting date and a promotion date.
 - a. The starting date is the date of their last promotion.
 - b. The promotion date is the date of their last promotion plus time until their next promotion. (See the Promotion Timeline below)
 - c. Restart date occurs when an academy member rejoins the academy after leaving for 6 months.
 - I. LOA/ELOA do not effect promotion time..
2. Promotions may only be carried out if the individual in question is an active member of the Academy.
3. A promotion can be withheld if deemed necessary. Only the Academy Commandant of the Academy may with hold a promotion.
4. Individuals who rejoin the Academy must complete the required time for theirr next promotion. The time for the next promotion begins with the restart date.
5. Individuals who rejoin the Academy after their scheduled promotion date will be promoted to their next highest rank after completing the required time and service to earn the promotion. There last promotion date becomes the restart date.
6. Promotion Timeline
 - a. Individuals must have served the following amounts of time since their last promotion for their current rank or restart date in order to be eligible to receive a promotion.
 - 1.) Ensign- Entry rank if a cadet the cadet will be elevated to ensign upon becoming an Instructor. Otherwise the Instructor will enter at the characters current rank.
 - 2.) **Recommended Courses are optional and not required.**
 - 3.) Experience listed is required for all Academy personnel

RANK → NEW RANK	REQUIRED TIME	RECOMMENDED COURSES
Cadet → Ensign	Immediately upon acceptance as instructor.	SIMGUIDE Course
Ensign → Lieutenant JG	3 months	1 Advanced Course
Lieutenant JG → Lieutenant	4 Months	1 Advanced Course Senior Officer Training
Lieutenant ->Lieutenant Commander	6 Months	2 Advanced Courses Senior Officer Training
Lieutenant Commander -> Commander	9 months	3 Advanced Courses Senior Officer Training

**THE FOLLOWING PROMOTIONS REQUIRE APPROVAL FROM THE CHIEF OF STAFF
WITH RECOMMENDATION FROM THE ACADEMY COMMANDANT**

Commander -> Captain	12 Months	3 Advanced Courses Senior Officer Training Executive Officer Training OR 1 year Executive Officer Experience
Captain -> Commodore	13 Months	4 Advanced Courses Senior Officer Training Executive Officer Training Commanding officer training OR 1 year Command Experience with 6 months UCIP Org service
Commodore -> Rear Admiral	13 months	Flag Officers Course 2 year Command Experience with 1 year UCIP Org service
Rear Admiral -> Vice Admiral	13 months	2 years Command Experience with 1 ½ years UCIP Org Service
Vice Admiral -> Admiral	26 months	3 years Command Experience with 2 years UCIP Org Service

VIII. Policy Regarding Academy IRC Channels [\[Table of Contents\]](#)

A) Official Academy IRC channels as follows:

1. #academy (Main channel)
2. #acadex (Executive Channel)

B) All Academy staff members may idle in #academy

C) All Academy Executives, to include Deans and Academy Commandant of the Academy, may idle in #acadex

D) All instructors shall be given channel operator status.

G) All deans shall be given channel protected operator status.

H) Academy Commandant of the Academy shall be given channel owner status and have complete ownership of the channel until such time as it is transferred or removed by an IRC Operator.

I) All UCIP Staff Members, once recognized shall be given channel voice status.

J) All Academy committee members shall be given channel half-operator status.

K) Conduct

1. All UCIP Academy Staff members shall conduct themselves in a professional manner in #academy
2. No member of the Academy shall at any time belittle or harass anyone in #academy
3. No member of the Academy shall at any time belittle, harass, or otherwise seek to destroy the reputation of another by publicly speaking ill of them in #academy
4. All issues with another member of the Academy should be brought to the attention of the individual's immediate superior and or the Academy Commandant of the Academy.

Note: If you cannot work it out privately, use the Chain of Command. See #X The Member Code of Conduct Act Section C.

Remember our members most often want to do the right thing.

Do not Do not take the conflict to group email.

Do not gossip.

Do not use a SIM room to settle the conflict.

IX. Policy Regarding Meetings [\[Table of Contents\]](#)

- A) The Academy will have one meeting, at a minimum, once every month.
- B) The meeting date and time are at the sole discretion of the Academy Commandant of the Academy.
- C) All meetings shall be held in character.
- D) Meetings are mandatory unless otherwise specified by the Academy Commandant of the Academy.
 - 1. Those observing that request an audience may be granted channel voice.

X. Procedures for Meetings [\[Table of Contents\]](#)

- A) All Academy meetings shall be held in a central, easily accessible location.
- B) Meetings shall follow the in character rules and procedures for IRC simulations.
- C) Meetings shall begin promptly at their scheduled time and end at such a time that the Academy Commandant of the Academy deems appropriate.
- D) Meetings shall consist of the following, in any order at the discretion of the Academy Commandant of the Academy.
 - 1. Introduction
 - 2. Promotions
 - 3. Awards
 - 4. General Academy Address
 - 5. Status Update
 - 6. Departmental Updates
 - a. Basic SIMGuide
 - ai. To be given by the Basic SIMGuide Dean or the Deputy Basic SIMGuide Dean.
 - b. Advance Courses
 - bi. To be given by the Advanced Course Dean or the Deputy Advanced Course Dean.
 - c. Command School
 - ci. To be given by the Command School Dean or the Deputy Command School Dean
 - 7. Questions for Academy Staff
 - 8. Round Table

XI. Member Code of Conduct ACT [\[Table of Contents\]](#)

A. General Rules of Conduct:

- Show Respect
- Play Nice
- Be polite
- Have fun

[Click link to view: The Complete UCIP Member of Conduct ACT](#)

B. Academy Addendum to the member code of conduct:

The following Academy Addendum affects only the Academy Members including the Commandant and Deputy Commandant.

- 1. No member of the Academy shall use his rank, fleet position, staff position or influence to pass any student/cadet who has not taken the course
- 2. No member of the Academy shall to submit a satisfactory completion report for any course which a student, cadet or instructor has not completed and passed.
- 3. No member of the Academy shall shall use his rank, fleet position, staff position or influence affect the outcome of the Academy standard operation procedures in order to secure a more favorable, or reputable, or otherwise profitable outcome

4. No shall use his rank, fleet position, staff position or influence to cause another member to loose favor, position ,a demotion or fail a student who has successfully passed any course.

C. Chain of Command

If you have a disagreement or take issue with an action of another member use the Chain of Command. Don't tell the problem to someone not directly involved or outside the Chain of Command. Disrupting a SIM or Office of the UCIP may result in your removal from the organization.

1. Follow the Steps below:

Step I: speak with/email/PM the person you have the disagreement with first. If you cannot agree to compromise or resolve the issue proceed with Step two.

Step II: Contact your Deputy Dean or Dean thru his or her list serv. All communication between the parties must go through your Dean's email.

SIMGuide Dean: simguide-exec@academy.ucip.org

Advanced Dean: advanced-exec@academy.ucip.org

Command Dean: command-exec@academy.ucip.org

Step III: If the Dean cannot mediate the issue between the parties: The Deputy Cmdt will attempt another try at resolving the issues.

Step IV: The Cmdt is already aware of both sides of the issue. The Cmdt will decide how to resolve the issues. All parties involved must agree to go by the Cmdt's decision.

All mail goes thru cmdt@academy.ucip.org

Step V: If the parties disagree with the Cmdt's decision, The Cmdt may ask the Chief of Staff to step in. All mail goes through president@ucip.org

The Chief of Staff will make the final judgment and resolve the issues. The buck stops here.

XII. Friendly User Policy [\[Table of Contents\]](#)

A) The Academy Commandant of the Academy, the Deputy Commandant of the Academy, or Deans may, at any time for any reason, assume direct control of a department or individual course. The Deputy Commandant of the Academy and Dean(s) are required to seek advanced authorization from the Academy Commandant prior to assuming control.

B) The Academy Commandant may at his discretion place an inexperienced Instructor in an open course. The inexperienced instructor must agree and take the course he is instructing and pass it satisfactorily within 180 days. Failure to pass the course will result in the instructors immediate removal from the course.

XIII. Sources Cited [\[Table of Contents\]](#)

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UCIP Code of Conduct Act

<http://ucip.org/about/bylaws/conduct.html>

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