

**BY ORDER OF  
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY  
INSTRUCTION 36-140**



**1 March 2003**

**Personnel**

***DISTINGUISHED VISITING PROFESSOR PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes the policy and procedures for the full-time detail of eminent civilian educators to enrich the faculty and students of the Air Force Institute of Technology (AFIT).

*SUMMARY OF REVISIONS*

This instruction has been significantly revised. Please review thoroughly to ensure compliance.

- 1. Reference.** Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376).
- 2. Qualifications.** The Distinguished Visiting Professor (DVP) is normally an eminent member of the faculty of a university who usually has attained the rank of professor. Benefits and duties of the DVP Program are outlined in the attachment, which is intended as a broad guide to the type of duties expected and may be negotiated. A DVP applicant should send a letter of interest with vita to the AFIT Commandant. The letter of interest should have the endorsements of his or her departmental chair (with coordination from the business office of the university) and from a senior academic official who is authorized to act for the University.
- 3. Assignment of Duties.** The DVP will be on detail to AFIT, however, remaining an employee of his or her university except for location and duty assignments. The period of assignment will be no more than one year. The DVP is subject to a number of provisions of law governing the ethical and other conduct of federal employees. This will include such things as disclosure of information and limitation on partisan political activity. Further information will be provided to each individual selected for this program.
- 4. Assignment Agreement.**

4.1. The detail to AFIT will be formalized on an Optional Form 69, Assignment Agreement. The agreement documents such items as the type of assignment, job duties, fiscal obligations, and travel and transportation expenses. The agreement form requires signature of the DVP, an authorizing officer of his or her institution of higher education, and an authorizing officer from the United States Air Force. See <https://www.asc.wpafb.af.mil/base/personnel/index.html> for assignment agreement information. If you lack access, contact your program manager.

4.2. The assignment agreement will be coordinated after the favorable endorsement of the DVP letter of interest by the commandant. The processing of an assignment agreement may require up to ninety (90) days. AFIT/CF will administer coordination of the agreement for the DVP Program.

## **5. Assignment Costs.**

5.1. The DVP will continue to receive salary and benefits from his or her university. AFIT will reimburse the university for the salary, employer contributions for basic fringe benefits such as health and life insurance, retirement, social security, and moving expenses. AFIT/CF will certify that the services have been performed and forward the invoice to AFIT/RP for review and transmittal to the DFAS-DY for payment.

5.2. In order to compensate the DVP for the cost of maintaining two homes, a per diem allowance may be paid instead of reimbursement for moving expenses.

## **6. Program Management.**

6.1. The DVP Program is managed by AFIT/CF. The selection of the DVP is made from among all the applicants by the Dean of the school to which he or she will be assigned.

6.2. The Dean of the school to which the DVP will be assigned will budget for funds each year and plan for advertisement and selection procedures.

DAVID W. EIDSAUNE, Colonel, USAF  
Commandant  
Air Force Institute of Technology

### Attachment

1. Distinguished Visiting Professor  
Program - Benefits, Duties, and Responsibilities

## ATTACHMENT 1

### DISTINGUISHED VISITING PROFESSOR PROGRAM – BENEFITS, DUTIES AND RESPONSIBILITIES

#### A. Suggested Position Description Outline

##### 1. Suggested Benefits to Participating Organizations:

In order to support the mission of various Department of Defense (DoD) and Air Force organizations, the AFIT Graduate School of Engineering and Management, Department of \_\_\_\_\_ currently has an interest (or requirement) for personnel with expertise in the following area(s): \_\_\_\_\_. AFIT Faculty expertise with \_\_\_\_\_ is currently non-existent. Dr. \_\_\_\_\_ of \_\_\_\_\_ has expertise in \_\_\_\_\_. His (or her) research is aimed at \_\_\_\_\_. Some of his (or her) recent findings in the area include \_\_\_\_\_. In order to continue this research, he (or she) has proposed conducting research at AFIT into \_\_\_\_\_. Therefore the DoD, other Air Force organizations, and AFIT will benefit by Dr. \_\_\_\_\_'s contributions at AFIT in this important area of research. The \_\_\_\_\_ will also benefit from the research as AFIT research facilities and technical expertise will be shared with Dr. \_\_\_\_\_ during the period of the detail. Dr. \_\_\_\_\_ has been conducting courses in the areas of \_\_\_\_\_ for the past \_\_\_\_\_ years. He will present courses and other forums in the areas of \_\_\_\_\_ to AFIT students and DoD employees. AFIT and the \_\_\_\_\_ (Dr. \_\_\_\_\_ employer) will benefit from the exchange during these forums.

##### 2. Suggested Position Description: (Major Duties And Responsibilities).

The purpose of this position is to provide a Distinguished Visiting Professor (DVP) of \_\_\_\_\_ at AFIT with assigned duties comparable to those performed by a distinguished professor in civilian academic institutions.

During the period \_\_\_\_\_ to \_\_\_\_\_, Dr. \_\_\_\_\_ will provide educational leadership in the Department of \_\_\_\_\_ in \_\_\_\_\_ (his or her area of expertise). He (or she) will design, develop and conduct courses for students in the area of \_\_\_\_\_. Dr. \_\_\_\_\_ will perform course related research work to determine needed subject coverage. He (or she) will design, develop and direct student independent study projects; as well as perform independent study of the educational value of student research efforts. Dr. \_\_\_\_\_ will act as a consultant to other Air Force and DoD organizations. He (or she) will review content of departmental courses in his (or her) specialty area and recommend revisions, if appropriate. He (or she) will serve as a consultant to faculty members and students engaged in faculty sponsored research projects. Dr. \_\_\_\_\_ will perform educational research and contribute to research on current Air Force problems. He (or she) will conduct original research on matters of mutual interest to both himself (or herself) and the Air Force leading to possible publication in

professional journals. He (or she) will serve as advisor to the Head of the Department of \_\_\_\_\_ and perform such functions as coordinating curriculum development, participating on faculty committees, and contributing to other functions of educational leadership in his (or her) area of expertise. Dr. \_\_\_\_\_ will be relied upon by other departmental faculty members for authoritative technical expertise in his (or her) area of specialization. He (or she) may be asked to develop and conduct seminars and colloquia for faculty members on \_\_\_\_\_ education. Dr. \_\_\_\_\_ will review AFIT Library holdings in the field of \_\_\_\_\_ and recommend additions and deletions, as well as perform related research to aid in the determination of proper subject coverage in the library for use by students and faculty.

Dr. \_\_\_\_\_ will have access to unclassified information only.

(or)

Dr. \_\_\_\_\_ will have access to classified information.