



21 AUGUST 2004

Personnel

ACADEMIC RANK

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OPR: HQ AU/CFAI
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Supersedes AUI 36-2314, 27 July 2000

Certified by: HQ AU/CF
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Pages: 9
Distribution: F

This instruction establishes procedures for granting academic rank at Air University (AU). It applies to all AU organizations. It applies to all faculty members hired under the Air University Faculty Pay Plan (FPP) described in AFI 36-804 and AU Supplement 1 and any non-FPP faculty (civilian or military) eligible to hold official academic rank designation and employed by any AU organizations. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>).

SUMMARY OF REVISIONS

This revision incorporates academic rank criteria and procedures previously contained in both AUI 36-2314, *Academic Rank*, (dated 27 July 2000) and Air University Supplement 1 to AFI 36-804, *Civilian Faculty Pay Plan for Air University and the USAF Academy*, and updates the procedures for review of academic rank promotion nominations.

1. General. The academic rank and associated salary scale system for Air University Faculty Pay Plan personnel is authorized by Title 10, United States Code, Section 9314; AFI 36-804, *Civilian Faculty Pay Plan for Air University and the USAF Academy*; and AFI 36-804/Air University Supplement 1.

1.1. Purpose. This instruction provides an academic rank plan to recognize AU faculty members whose qualifications are consistent with the criteria described.

1.2. Responsibilities. Responsibility for academic promotion is vested in the Air University Commander. AU schools will establish necessary internal procedures involving faculty,

academic administration, and necessary support directorates to assure that all appropriate and required personnel system requirements are observed.

2. Policy.

2.1. Full-time Air University faculty may hold one of four academic ranks: instructor, assistant professor, associate professor, or professor. Each title indicates both academic rank and current specialty. Academic titles, in order of rank (highest to lowest) are: Professor, Associate Professor, Assistant Professor (name of field), and Instructor in (name of field). Academic rank may be granted to civilian personnel who qualify under the provisions of AFI 36-804, *Civilian Pay Plan for Air University and the USAF Academy* and AU Supplement 1 and non-FPP faculty (civilian or military) assigned to any AU organization and actively engaged in curriculum development and or instruction. The excellence in scholarship needed for academic rank requires review of a nominee's qualifications. Minimum criteria for attaining academic rank are in paragraphs 3 and 4. Meeting these minimum criteria does not imply automatic appointment to the academic rank. Academic rank appointments are recommended by AU school commandants/commanders, reviewed by the Chief Academic Officer (AU/CF) and approved by the AU Commander (AU/CC). Air University faculty members do not automatically receive rank previously held in other educational institutions. At the time of initial appointment of a regular faculty member, the college or school recommends the rank to be awarded in the initial appointment using the criteria described in paragraph 3 and 4. The promotion of a faculty member shall be determined by merit regardless of the distribution of faculty by rank within an organization or Air University.

2.2. AU academic titles supplement but do not replace official duty titles. All related civil service procedures remain unaffected by AU academic rank titles including retirement, civil service status, and civil service titles.

2.3. Academic rank is not conferred on the basis of position, but rather on an individual's qualifications.

2.4. Special Appointments (Emeritus, Lecturer, Part-time, and Adjunct Appointments):

2.4.1. Commanders/Commandants may, with Chief Academic Officer (AU/CF) coordination and the AU Commander's (AU/CC) concurrence, confer an honorary title consisting of the highest academic rank held followed by the word *emeritus* upon retiring civilian faculty members when they have given distinguished and outstanding service to AU and the recommending organization of affiliation.

2.4.2. Visiting faculty must fulfill the same general requirements for academic rank as permanent personnel. The word visiting precedes their titles. Those on leave from other educational institutions receive rank consistent with the home institution; for example, an Assistant Professor is titled as Visiting Assistant Professor.

2.4.3. Schools may designate visiting faculty with exceptional qualifications as Distinguished Visiting Professors. Request for this designation is recommended by AU

school commandant/commander, reviewed by the Chief Academic Officer and approved by the AU Commander.

2.4.4. The academic titles of Adjunct Instructor, Assistant Professor, Associate Professor, or Professor of (name of field) are granted to nominees qualifying for temporary appointments. Criteria for such appointments are comparable to those for regular rank.

2.4.5. Part-time faculty members must fulfill the same general requirements for academic rank as full-time faculty.

2.5. Initial appointments are granted in the rank for which the nominee qualifies. Individuals normally must serve at least three years at an appointed rank before promotion to the next higher level. **EXCEPTION:** Individuals may be promoted from Instructor to Assistant Professor as soon as they meet the qualifications for the higher rank.

2.6. Academic rank titles previously granted are not withdrawn or changed by this instruction.

2.7. Certificates are issued by AU/CC to nominees awarded Professor and Professor Emeritus ranks only. For other ranks, AU/CF prepares letters of appointment, which are signed by the AU Commander.

3. Criteria for Appointment to Specific Academic Rank. This paragraph supplements paragraphs 3.1, 6, and 7.3 of AFI 36-804 and 3.4.1 of AU Supplement 1 to AFI 36-804. At the time of initial appointment of a regular faculty member, the college or school recommends the rank to be awarded in the initial appointment using the criteria described in paragraphs 3.1 - 3.4. Promotion from one rank to another rank considers the criteria outlined in this instruction. Promotion recognizes the faculty member for meeting the next higher level criteria in the professional hierarchy.

3.1. Instructor. A relevant (in the field specified in the academic title or a closely related field) master's degree from an accredited institution or federal degree granting institution or equivalent experience and professional recognition; interest in and demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities. For associate degree programs the academic rank of instructor is defined as a relevant (in the field specified in the academic title or a closely related field) associate's degree from an accredited institution or federal degree granting institution or equivalent experience and professional recognition; interest in and demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities.

3.2. Assistant Professor. A relevant (in the field specified in the academic title or a closely related field) earned doctoral degree from an accredited institution or federal degree granting institution or equivalent experience and professional recognition; demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities.

3.3. Associate Professor. A relevant (in the field specified in the academic title or a closely related field) earned doctoral degree from an accredited institution or federal degree granting institution or an appropriate terminal professional or academic degree; evidence of sustained teaching effectiveness; research, scholarly, creative, and professional activities including publication in appropriately recognized professional journals (normally refereed archival), books, or monographs; discipline-related community service; and normally, no less than 5 years of significant professional experience, normally including a minimum of 3 years of full-time university-level teaching at the rank of Assistant Professor. Time-in-grade or academic rank alone do not suffice for promotion to Associate Professor.

3.4. Professor. A relevant (in the field specified in the academic title or a closely related field) earned doctoral degree from an accredited institution or federal degree granting institution or an appropriate terminal professional or academic degree; evidence of maturity as a scholar; an established outstanding reputation in an academic discipline demonstrated through broad recognition of research and service accomplishments, including publications in appropriately recognized professional (normally refereed archival) journals, books, or monographs; and at least 10 full years of applicable professional experience, normally including no less than 10 years of full-time university-level teaching with a minimum of 3 years at the rank of Associate Professor. Time-in-grade or academic rank alone does not suffice for promotion to Professor. Promotion to Professor implies national or international recognition and significant contributions as a demonstrated leader in carrying out the AU mission.

3.5. Military Service. If a civilian faculty member is called to active duty in the armed forces of the United States, that active duty may be counted year for year as service on the civilian faculty for purposes of determining eligibility for promotion. A civilian faculty member on active duty with the armed forces is, when eligible, considered with other candidates and may be selected for promotion in academic rank. Effective dates of promotion in absentia and salary step increases resulting from the promotion are determined by submission of appropriate documents after returning to civilian duty.

4. Exception to Criteria of Appointment to Specific Academic Rank. Exceptions to the requirement for a terminal degree may be made in cases of extraordinary faculty performance in teaching, service, or scholarship. In order to qualify as an exception, the faculty member's accomplishments must be more extensive in quantity and generally more impressive in quality than those of faculty members with the same length of service and with the terminal degree that have been promoted. Furthermore, the faculty member's extraordinary performance must be recognized regionally, nationally and/or internationally.

5. Performance Assessment Criteria. This paragraph supplements AFI 36-804, paragraph 5. The three primary criteria used by the university in assessing nominations for promotion are teaching effectiveness, research and scholarship, and service. AU uses the same criteria for promoting faculty that is used for appointments.

5.1. Teaching Effectiveness. Elements of this criterion include vitality and effectiveness of classroom presentation, course and curriculum development, thoroughness of preparation, and student learning, and academic advising. Measures used to assess effectiveness include

supervisor, peer, course, and student evaluations, as well as other sources that identify the quality of instruction. The faculty member must show excellence and involvement as a teacher and must reflect qualities essential in the faculty at a graduate university level.

5.2. Scholarship, Research, and Publication. These categories include work outside the classroom, such as research, writing, reviewing, and editing books, journal articles, and reports, presenting papers and briefings to professional societies and symposia, seminars, and lectures. Faculty members are expected to continue their scholarly writing and publication while at Air University. Graduate faculty should be active in and or supervision of research projects. AUI 36-2321, *Research and Publication*, codifies general policy governing research and publication at AU.

5.3. Service. This criterion includes service to the college or school, university, Air Force, and professional communities. It may take the form of participation in committee work, student counseling, academic administration, service in faculty governance, consulting, participation in professional organizations, service as a reviewer for archival journal articles and of research proposals for national funding agencies, an editor or associate editor of an archival journal, leadership in faculty development programs, curriculum and program management, temporary assignment to other Air Force organizations, and similar undertakings.

6. Nomination Procedures.

6.1. The commander, commandant, or Director of any AU organization may nominate eligible individuals for academic rank and or promotion in academic rank. Organizations are responsible for determining internal promotion review processes. The primary responsibility of the internal review process is to ensure that nominees are held to the requirements consistent with the professional standards and norms of their discipline, the criteria and standards outlined in this instruction, and contributions are focused on the mission of the organization. This review should be rigorous, equitable, and represent a synthesis of faculty judgment. All recommendations are then routed through AU/CF to AU/CC for final approval.

6.2. Applications should be presented in the general format in Attachment 1. The ordering of the formatted items does not imply relative importance.

6.3. Each recommendation, along with all intervening recommendations and the recommendation of the school commander/commandant shall be forwarded to the AU Chief Academic Officer unless the individual who initiated the proposal elects to withdraw from further consideration. Nomination packages should be submitted to AU/CF. Packages should include a letter of nomination for academic rank appointment or promotion and information contained in Attachment 1. The letter should contain the following information:

6.3.1. Name and military or civilian grade of nominee

6.3.2. Academic title (rank and specialty) recommended

6.3.3. Present academic title and effective date

6.3.4. Beginning date of academic duty with AU organization

6.3.5. Academic resume

6.3.6. The certifying statement: "(Name) meets the requirements for appointment to the academic rank of (recommended rank) in accordance with the provisions of AUI 36-2314, (date)."

6.4. Submit nominations for academic rank appointments at least 60 days in advance of the projected presentation date. The effective date of appointment is determined by submission and processing of appropriate documents after Air University Commander approval.

6.5. Submit recommendations for emeritus appointments to AU/CF at least 60 days before the retirement date with full justification for the appointment.

6.6. AU/CF prepares letters for AU/CC signature promotions in academic rank.

6.7. Faculty members appointed under the authority of Title 10, United States Code (Faculty Pay Plan personnel) as described in AFI 36-804 will normally receive an increase of two salary steps when he or she is promoted from one academic rank to another. Effective date for pay increases for promotion is determined by submission of appropriate documents after Air University Commander approval. Promotion in academic rank for civilian faculty members appointed under Title 5 authority (Regular GS employees) and military faculty members does not impact salary.

6.8. Notify AU/CF of any change of position, separation, or retirement, which affects records pertaining to academic rank. The administrative office of each organization with individuals holding academic rank keeps records of their appointments.

6.9. If a nomination is not approved; the reasons are communicated to the individual by the commander/commandant of the nominated individual.

7. AU/CF informs the AU Board of Visitors annually of all promotion actions.

JOHN F. REGNI
Lieutenant General, USAF
Commander, Air University

Attachment 1**PROMOTION AND TENURE REQUEST FORMAT****I. Biographical information:**

- a. Demographic. Name, current title, office address, and telephone number.
- b. Education. For graduate and undergraduate work, give institutions, field(s) of concentration, dates, degrees, titles of dissertations, honors, fellowships, and scholarships. Non-degree study of relevance to academic duties may also be noted.
- c. Professional history. From award of baccalaureate degree to the present time, list position titles (academic and other), dates of appointment and promotion, and or granting of academic tenure. A statement of responsibilities and accomplishments in each position is appropriate if not otherwise obvious.

II. Scholarly activities: NOTE: The items under each category are examples and not meant to be all-inclusive.

- a. Teaching:
 1. Courses taught. Include terms or times and year as well as course title. In chronological order, list the most recent course taught first.
 2. New courses developed, instructional materials written, and experiments/case studies designed. Significance of results may be included as appropriate.
 3. Teaching techniques developed (including information on planning, testing, and evaluation; use of graphics or media systems; etc.).
 4. Academic advisor responsibilities and work with students outside the classroom.
 5. Teaching awards.
 6. Summary of student evaluations of instruction. If actual student evaluations are provided, the means of selection for those submitted should be described.
 7. Other teaching information.
- b. Research, Publications, and Scholarly Work.
 1. Research. Provide a chronological summary (beginning with most recent) of research projects including brief description of projects, students participating, sponsors,

significance of results, anticipated directions for research, etc. Include a list of theses, dissertations, and student research supervised.

2. Publications. Provide a chronological list of items (beginning with the most recent) including: refereed journal articles/cases, books, chapters in books, non-refereed journal papers/cases, refereed conference papers, invited conference papers, presentations, technical reports (refereed and non-refereed), book reviews, etc. For each item indicate the nature of the review/refereeing process, if appropriate, and include title, co-author(s), journal or publication name, volume number, date, and pages, as appropriate.

3. Professional practice. Provide a summary of activities in professional organizations, including consulting/advisory services performed, magnitude, level and type of work, papers presented, significance/impact, recognition (personal or institutional), impact on or value to college teaching, etc.

4. Awards. List awards or special recognition received for these activities.

c. Service. Service includes all significant professional service to AU, the organization in which the candidate teaches, the community, nation, and professional associations. Indicate membership, leadership role, nature of service and contribution.

1. Academic unit and AU activities:

(a) Faculty committees and councils; role and dates.

(b) Administrative service (course or curriculum director, department head, dean, etc.) and dates.

2. External activities (include organization, location, responsibilities, and dates):

(a) Professional society activities.

(b) Workshops/conferences/sessions organized (include dates, place, role, etc.).

(c) Community service.

III. Letters of evaluation (Optional): Letters of evaluation may be of particular value in establishing the academic and professional stature of nominees for senior academic ranks. For each letter included, briefly describe the relationship of the writer to the nominee (e.g., research or thesis advisor, co-author, expert in nominee's field, etc.). Letters of evaluation may be solicited by the nominee or department chair/dean from among:

a. Experts in nominee's field of research or professional activity who can comment on the quality of the nominee's contributions.

b. Research sponsors who can comment on the importance of the nominee's work, how it developed and was used within the sponsoring organization, and on the quality of the nominee's work in relation to other research performed for the sponsor.

c. Consulting clients who can comment on the importance of the nominee's professional work, its value to and use within the client's organization.

d. Close professional associates who can comment on the unique role played by the nominee in both past and ongoing research, consulting, and service efforts.

e. Individuals from other universities or organizations who can comment on the nominee's contributions to professional societies (as officer, editor, session organizer, program chairman, paper reviewer, committee member, etc.).

f. Individuals from other external sources (such as DoD personnel) who have had firsthand experience in observing the professional ability of the nominee with regard to service on DoD boards, technical review panels, and other important advisory groups.

IV. Nominee's digest (Optional): In this section, the nominee may offer a succinct integrative summary of past professional activities considered to be most important and to describe career plans with consideration of potential to AU and the academic unit. This information is intended to extend material by highlighting patterns of activity and their relationship to the nominee's future plans.

V. Copies of recent books and articles (Optional): The nominee may include copies of recent monographs, books, articles and other material or information that may be helpful in evaluating the nominee for promotion or tenure and to substantiate publication effort since being assigned to AU.

NOTE: The portion of the application prepared and submitted by the nominee is returned at the completion of the nomination process. The Office of the Chief Academic Officer retains all other documents.