

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**



AIR FORCE INSTRUCTION 36-804

AIR UNIVERSITY SUPPLEMENT 1

22 OCTOBER 2003

Personnel

**CIVILIAN FACULTY PAY PLAN FOR
AIR UNIVERSITY AND THE USAF ACADEMY**

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AFI 36-804, 29 April 1994, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and should be thoroughly reviewed. A star (★) indicates changes since previous edition.

- ★1. (Added) (AU) **Scope of Applicability and Authority.** Faculty hires must reflect a clear relationship between academic and/or professional qualifications and subject matter for which individuals are hired. In filling full-time civilian faculty positions, schools are highly encouraged to advertise in appropriate national and professional publications to assure widest dissemination of civilian faculty requirements at the national level.
- ★2.2.1. (Added) (AU) **Delegation of Authority to Administer AU Faculty Pay Plan.** AU/CC approves faculty selections for AU schools as described in para 4.1, 4.2, and in AUI 36-2314, *Academic Rank*. AU/CC also establishes salaries and merit adjustments (AFI 36-804, para 7.1 and 7.2) and awards merit performance bonuses (para 7.4). AU commandants and commanders advertise, recruit, and make faculty selection recommendations. To ensure compliance with applicable guidance and instructions, AU/CF reviews all proposed faculty appointments, reappointments, promotions, and pay and bonus recommendations before AU/CC's final decision. In the event AU/CF does not concur with a recommendation, the commandant or commander shall be given the opportunity to revise the recommendation or to provide additional rationale supporting the recommendation for inclusion in the decision package to AU/CC.
- ★3.2.1. (Added) (AU) **Administrative Faculty.** AU civilian administrative faculty members are typically appointed to administrative duties for unspecified length of time. Faculty relieved of or requesting relief from administrative duties may resume regular faculty status. Such faculty members include: all associate and assistant deans, department heads/chairs, deputy department heads/chairs, and directors.

- ★3.3.1. (Added) (AU) **Senior Managers.** AU senior managers are typically appointed to managerial duties for an unspecified length of time. Managers relieved of or requesting relief from administrative duties may resume regular faculty status. Such senior managers include: deans and senior administrators (defined as senior managers in AFI 36-804).
- ★3.4.1. (Added) (AU) **Other Academic Appointments at AU.** Academic Rank, Visiting Faculty, Adjunct Faculty, Part-time Faculty, and other academic appointments are described in AUI 36-2314.
- ★3.5. (Added) (AU) **Professional Continuing Education (PCE) Faculty.** AU maintains a PCE faculty for teaching non-degree programs. PCE faculty hired on the Faculty Pay Plan before 1 October 1994 obtain and maintain their faculty ranks as described in AUI 36-2314. PCE faculty hired on or after 1 October 1994 are hired as General Schedule employees and neither AFI 36-804 nor this supplement apply to these employees.
- ★4.1. (Added) (AU) **Initial Appointments and Reappointments.** Newly appointed civilian faculty at AU are typically 3-year term appointments. Any appointment thereafter may be for a period of 1-5 years (except visiting faculty, which is for 1 year). Each college or school is responsible for recruiting faculty and evaluating candidates. The initial appointment of faculty is based on the applicant's meeting the minimum criteria for each academic grade established as described in AUI 36-2314. Commandants prepare all reappointment recommendations for AU/CF coordination under procedures for each school, institution, program, or college. Final decisions are made by AU/CC. Reappointment occurs when significant contributions to AU are expected for the term of the reappointment.
- ★4.2 (Added) (AU) **Appointment Notification Process.** In the letter of selection, appointees must also be notified in writing that when an appointment or reappointment ceases, three alternatives are possible: (1) the college or school may request reappointment for a subsequent term of 1-5 years; (2) the faculty member may not be approved for reappointment; or (3) the faculty member may choose not to seek reappointment and departs upon completion of the current appointment. Appointees will also be provided a copy of this supplement and AUI 36-2314.
- ★5. (Added) (AU) **Promotion to Higher Academic Rank.** (See AUI 36-2314.) Commandants prepare recommendations in accordance with procedures established for each school, institute, or college. All recommendations are then routed through AU/CF to AU/CC for final approval.
- ★7.2. AU/CC decides the number of merit increases each school can award. Normally the formula is one-step increase for each faculty member due an appraisal; however, commandants may request merit increases exceeding this formula for those in the rank of instructor and assistant professor should their salaries not be competitive. These requests must be coordinated through AU/CF. Forward copies of AU/CC approved requests to 42 MSS/DPC (or AFIT/MSC for AFIT) by 15 Apr to be included in the current year's merit increase allotment. Except for positional based merit increase adjustments, merit increases become effective on the first full pay period of the fiscal year.
- ★7.4. (Added) (AU) **Performance Awards.** In addition to merit increases, commandants may recommend performance awards to faculty members for exceptional accomplishments in

accordance with installation policy subject to funds available for awards. Commandants must forward award recommendations through AU/CF prior to final approval by AU/CC.

- ★7.5. (Added) (AU) **Appointment to Administrative Positions.** Faculty members appointed to administrative faculty positions receive a three-step salary increase. When the administrative appointment terminates, the member's salary is decreased by three steps. Appointments are recommended by the Commandant, reviewed by AU/CF, and approved by the AU/CC.
- ★8. As of 1 May 2003, no new faculty will be offered a tenure track appointment with the exception of AFIT. Faculty tenured before 1 May 2003 (other than at AFIT) have appointments without time limitations; however, they may be removed for cause or separated as a result of changes in mission, lack of funds, workload, or other operational reasons. Faculty on a tenure track appointment who are not yet tenured may apply for tenure under the terms of their existing appointment or choose to forego their tenure application option for a negotiated term appointment.
- ★9.1. (Added) (AU) If a faculty member has an academic duty year period less than 12 months, such benefits as health insurance carry over during the non-duty period as described in AFI 36-804, paragraph 13.
- ★10. **Nonreappointment or Removal.** All appointment non-renewal decisions must be communicated to the affected faculty member in writing. Notify those on a 1-year appointment at least 180 days before the effective date, those on 2-year or more appointments at least 12 months before the effective date. Any member of the faculty may be removed for cause (such as misconduct or performance) regardless of academic tenure, faculty status, or length of appointment according to applicable statutory and regulatory provisions governing federal employment.
- ★10.4. **Academic Freedom.** Faculty members will be afforded protection in regard to academic freedom issues. AU's policy on academic freedom is described in AUI 36-2308, *Academic Freedom*.
- ★12. Visiting faculty holding appointments of 1 year or less are not evaluated under this system.
- ★13.2. (Added) (AU) Individual faculty members are to take the initiative in promoting their own growth as teachers, scholars, and understanding of the profession of arms.
- ★15.4.1. (Added) (AU) All Professional Continuing Education (PCE) faculty are paid from FPP step rates as follows: Assistant Professors are paid from steps 7 through 36; Associate Professors are paid from steps 17 through 39; Professors are paid from steps 25 through 41; Administrative Faculty are paid from steps 20 through 45. PCE faculty members in administrative faculty positions are normally not eligible for step increases of more than three steps above maximum salary authorized for their rank. PCE faculty members are not eligible for step increases when such increases would result in salaries outside the step ranges for Administrative Faculty.
- ★A.3.2. (Added) (AU) Except as noted in AFI 36-804 and this supplement, all provisions of AFI 36-1001, *Managing the Civilian Performance Program*, apply.

- ★A.3.2.1.7. (Added) (AU) In AU, the rater is normally a department head or school commandant.
- ★A.3.2.1.8. (Added) (AU) In AU, the reviewer is normally a dean of the school or commandant.
- ★A.3.2.2.5. (Added) (AU) The PME schools may either use the AF Form 197, *Air Force Institute of Technology Faculty Performance Appraisal*, for rating faculty members, or produce relevant rating materials in a format similar to those on the form (as required by AUI 36-105, *Faculty Development, Enrichment, and Evaluation*). Supervisors ensure faculty ratees receive a copy of their completed appraisal form.
- ★A.3.2.3. Faculty members are appraised on a 1 Jul-30 Jun appraisal cycle.

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