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Personnel

***CIVILIAN FACULTY PERSONNEL
MANAGEMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-1, *Appropriated Funds Civilian Management and Administration*, and Department of Defense Instruction (DoDI) 1402.06, *Civilian Faculty Positions in DoD Post-Secondary Educational Institutions*. It establishes guidance for Civilian Personnel Faculty Management and employment of Title 10 United States Code (U.S.C.) civilian faculty members in the Department of the Air Force Post-Secondary Educational Institutions. This instruction applies to Title 10 U.S.C. civilian faculty positions at post-secondary institutions of the United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard. It does not apply to non-faculty positions, including support positions. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. This Department of the Air Force (AF) publication may be supplemented at any level; Major Command level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360 *Publications and Forms Management*,

Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

SUMMARY OF CHANGES

This Interim Change is issued to adopt AF Guidance Memorandum 2020-01's modification to **paragraph 4.5** permitting the possibility of Air Force Academy tenure and applicability to the United States Space Force. Additionally, administrative changes have been made to specify this instructions applicability to the Department of the Air Force, including the Space Force. A margin bar (|) indicates newly revised material.

Chapter 1

CIVILIAN FACULTY PERSONNEL MANAGEMENT OVERVIEW

1.1. Overview. This instruction establishes the requirements for the employment of Title 10 U.S.C. civilian faculty positions in Department of the Air Force post-secondary educational institutions, specifically Air University (AU) (which includes the Air Force Institute of Technology (AFIT) as a subordinate unit) and the United States Air Force Academy (USAFA). Additionally, it establishes guidance for servicing civilian faculty positions employed by the Joint Special Operations University (JSOU).

1.1.1. DELETED

1.1.2. DELETED

1.1.3. DELETED

1.2. (Added) Legal Authority. These programs are authorized by 10 U.S.C. § 9371, *Air University: civilian faculty member*, for AU, 10 U.S.C. § 9414, *Degree granting Authority for United States Air Force Institute of Technology*, for AFIT, 10 U.S.C § 9438, *Civilian faculty; number; compensation*, for USAFA, 10 U.S.C. § 1595, *Civilian faculty members at certain Department of Defense schools: employment and compensation*, and Public Law 115-232, *John S. McCain National Defense Authorization Act for Fiscal Year 2019*, for JSOU. All the laws, rules, regulations, and procedures that apply to General Schedule (GS) and/or Senior Executive Service (SES) employees also apply to civilian faculty members hired under this pay plan unless this instruction specifies otherwise. Personnel occupying academic positions in the above listed institutions follow an Academic Rank/Numeric Designator that is established by the service in accordance with DoDI 1402.06.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR): serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing management of civilian faculty personnel and positions.

2.2. Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1): develops, coordinates, and oversees personnel policy and essential procedural guidance for the management of civilian faculty personnel and positions.

2.3. Civilian Force Management Directorate (AF/A1C) shall:

2.3.1. Develop and implement policies and pay plans pertaining to civilian faculty positions.

2.3.2. Annually, establish Faculty Pay Schedules with AU, USAFA, and JSOU coordination.

2.4. AU Commander (AU/CC), USAFA Superintendent (USAFA/SUPT), and Joint Special Operations University President (JSOU/P): shall execute and maintain the Title 10 Civilian Faculty Program by developing, coordinating, approving, and implementing the administration of the program. **(T-0).** While United States Air Force educational organizations with Title 10 faculty remain military units with commanders or directors ultimately held responsible for mission success, faculty participation in governance is recognized as a key element of post-secondary education.

Chapter 3

CLASSIFICATION AND POSITION MANAGEMENT

3.1. Classification. The Office of Personnel Management (OPM) classification standards do not apply to employees who are covered by this instruction since they fall under the exclusions of Title 5 U.S.C. § 5102, *Definitions; application*.

3.1.1. Position Descriptions. Core personnel documents will reflect the pay plan, academic rank/numeric designator, duty title and responsibilities of the position. **(T-1)**.

3.1.2. Pay Plan. The faculty pay plan is denoted by the term “Administratively Determined” (AD) followed by a numeric designator.

3.1.3. Academic Rank/Numeric Designator. Numeric designators are not grades, but serve as identifiers for academic rank or academic administrative positions.

3.1.3.1. Academic Rank 21 (AD-21): Instructor.

3.1.3.2. Academic Rank 22 (AD-22): Assistant Professor.

3.1.3.3. Academic Rank 23 (AD-23): Associate Professor.

3.1.3.4. Academic Rank 24 (AD-24): Professor.

3.1.3.5. Academic Rank 25 (AD-25): Administrative Faculty.

3.1.3.6. Academic Rank 26 (AD-26): Senior Manager.

3.1.3.7. Academic Rank 27 (AD-27): School Dean.

3.1.3.8. Academic Rank 28 (AD-28): Director of Academic Affairs.

3.1.4. Duties and Titles. The position title, duties, and pay of civilian faculty positions should be similar to those in other Federal and non-Federal degree-conferring institutions.

3.1.4.1. Administrative Faculty. AU/CC, USAFA/SUPT, and JSOU/P may establish administrative faculty positions. Such positions may be filled through the competitive process or by temporarily assigning civilian faculty members. A civilian faculty member who is temporarily assigned to an administrative position may resume their civilian faculty member duties at management’s discretion unless the member is relieved for cause.

3.1.4.2. Senior Managers. AU/CC, USAFA/SUPT, and JSOU/P may establish senior manager positions at Academic Rank 26(AD-26), Academic Rank 27(AD-27), and Academic Rank 28(AD-28).

3.1.4.3. Other Academic Positions. AU/CC, USAFA/SUPT, and JSOU/P may establish other related academic positions as long as the positions meet the duty requirements for Title 10 faculty. Examples include, but are not limited to, visiting faculty, adjunct faculty, preparatory school faculty, and physical education instructors.

3.1.5. Step Rates. Step rates are reflected on the Faculty Pay Schedule. Civilian faculty members are paid the rate designated for the assigned step.

3.2. Civilian Faculty Members. Civilian faculty members maintain appropriate faculty qualifications as determined by their organizations and may hold one of four academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. AU/CC, USAFA/SUPT and JSOU/P establish academic rank criteria and duties for civilian faculty positions, and may create additional categories, assign the appropriate AD level and establish academic rank criteria.

Chapter 4

SELECTION, APPOINTMENT, ACADEMIC RANK, AND EMPLOYMENT OF FACULTY

4.1. Selection and Appointment. Select civilian faculty members using a competitive process, in accordance with Merit System Principles. Peer-review is a key principle of faculty appointments in post-secondary education and is consistent with the Department of the Air Force practice of panels making recommendations to hiring authorities. In an unusual circumstance, AU/CC, USAFA/SUPT, or JSOU/P may approve an exception to the competitive process when that exception is in the best interest of the Department of the Air Force. Such appointments may not exceed one year. All personnel actions must follow equal employment opportunity laws (e.g., unlawful discrimination is prohibited on the basis of race, color, religion, sex (including pregnancy and gender identity and sexual orientation), national origin, disability, genetic information, age (over 40 years of age), or prior Equal Employment Opportunity activity. **(T-0)**.

4.2. Initial Appointment. The initial appointment will normally not exceed three years. The AU/CC, USAFA/SUPT, or JSOU/P may increase the initial appointment to five years for appointees with extraordinary qualifications. Newly appointed faculty members are subject to a one-year trial period. **(T-1)**.

4.3. Academic Rank. AU/CC, USAFA/SUPT, and JSOU/P will establish minimum performance, education, and experience criteria for assignment or promotion to the academic ranks of Instructor, Assistant Professor, Associate Professor, and Professor. **(T-1)**. These criteria should be consistent with comparable Federal and non-Federal degree-conferring institutions.

4.4. Academic Promotions. AU/CC, USAFA/SUPT, and JSOU/P establish a merit-based academic rank promotion program that includes achievements in teaching, scholarly activities and service (to the institution, Department of the Air Force, Department of Defense, and/or scholarly community). Promotion to higher academic rank does not affect the length of the term of the current appointment.

4.5. Academic Tenure. AU/CC, USAFA/SUPT, and JSOU/P may establish standards to grant academic tenure. While tenure is not normally granted at the time of initial appointment, exceptions may be granted when the individual concerned has exceptional qualifications. Criteria for granting academic tenure should be outlined in AU, USAFA, and JSOU supplemental guidance.*

4.6. Duty Periods. The civilian faculty duty period is normally 12 months. AU/CC, USAFA/SUPT, or JSOU/P may approve a shorter duty period with a corresponding pro-rated salary (e.g., 10/12 of an annual salary for a 10-month duty period, 5/12 of an annual salary for a 5-month duty period.).

Chapter 5

COMPENSATION ARCHITECTURE

5.1. Compensation. AF/A1C maintains the Civilian Faculty Pay Schedules including alternate Faculty Pay Plan Schedules. The schedule is adjusted annually based on the formula provided in [Attachment 2](#). AF/A1C, with AU, USAFA, and JSOU input, reviews the adequacy of the Faculty Pay Schedules. AF/A1C considers salaries at comparable Federal and non-Federal degree-conferring institutions in order to establish pay schedules comparable to those of similar institutions. The key consideration in determining initial compensation for any particular faculty member is comparability to faculty with similar credentials at similar institutions. There is no expectation that every step in a pay schedule is available to every faculty member, nor is there any expectation of earning step increases due solely to longevity. AU/CC, USAFA/SUPT, and JSOU/P may establish maximum pay caps within pay scales for particular specialties or positions to ensure compensation remains consistent with salaries at other institutions and does not exceed the limitation prescribed by [paragraph A2.3](#) of this publication.

5.2. Initial Appointment. Determine starting salary primarily on the individual's academic and experiential qualifications; additional factors may include but are not limited to the demand for the academic discipline, the availability of qualified applicants, and the level of responsibility (for administrative faculty).

5.3. Merit Pay Adjustments. AU/CC, USAFA/SUPT, and JSOU/P establish criteria for Merit Pay Adjustments. Faculty members may receive step increases based on performance. In addition to receiving step increases, faculty members may receive cash and or time off awards concurrently.

5.4. Promotion in Academic Rank. The pay of a civilian faculty member promoted from one academic rank to the next higher academic rank is set at an increase of two salary steps. If the two salary step increase is less than the minimum rate of the new academic rank, pay is set at the minimum step of the new academic rank. Step increases resulting from promotion do not preclude the awarding of additional step increases during the same appraisal cycle based on performance.

5.5. Criteria for Appointment to Specific Academic Rank. The academic rank is determined based upon the selectee's credentials and awarded on the effective date of the appointment. The following criteria is used to determine the academic rank. (**Note:** "Relevant" means in the field specified in the academic title or a closely related field.)

5.5.1. Instructor. A relevant master's degree from an accredited 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 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.

5.5.2. Assistant Professor. A relevant earned doctoral degree from an accredited academic institution or equivalent experience and professional recognition; demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities.

5.5.3. Associate Professor. A relevant earned doctoral degree from an accredited academic 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. Academic rank alone does not suffice for promotion to Associate Professor.

5.5.4. Professor. A relevant earned doctoral degree from an accredited academic 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. 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.

Chapter 6

PERFORMANCE MANAGEMENT

6.1. Civilian Faculty Performance Appraisal. Civilian faculty members who are covered by this instruction must be evaluated by their supervisors in accordance with the Defense Performance Management Appraisal Program (DPMAP). **(T-0)**. Supervisors will evaluate employees' performance of assigned duties as specified in their position description and performance plan and provide progress reviews as outlined in DoDI1400.25V431_AFI 36-1002, *Performance Management and Appraisal Program Administration in the Air Force*, during the appraisal period. **(T-0)**.

6.2. Performance. Supervisors will contact the servicing Civilian Personnel Flight if a civilian faculty member's performance does not meet the supervisor's expectations. **(T-1)**.

Chapter 7

EMPLOYEE RELATIONS

7.1. Nonrenewal of an Appointment. AU/CC, USAFA/SUPT, or JSOU/P determine whether to renew the appointment of a civilian faculty member without academic tenure at their respective institutions prior to the end of their appointment. If the appointment is not renewed, the affected faculty member will be notified in writing following the procedures developed by AU/CC, USAFA/SUPT, and JSOU/P. **(T-1)**.

7.2. Advance Notice. A civilian faculty member should provide at least six months' notice of intention to resign or retire to ensure the institution has sufficient time to recruit and hire a replacement.

7.3. Disciplinary Actions. Supervisors follow the procedures within AFI 36-704, *Discipline and Adverse Actions of Civilian Employees*, for any disciplinary or other adverse action affecting a Title 10 faculty member. Supervisors should contact the servicing Civilian Personnel Flight for assistance and guidance on any disciplinary or adverse action affecting a Title 10 faculty member.

7.4. Employee Concerns. Employees may file a grievance in accordance with the administrative grievance process as prescribed by DoDI1400.25-V771_AFI 36-706, *Administrative Grievance System*. Employees may also use the Equal Employment Opportunity complaint process. Employees should contact the servicing Civilian Personnel Flight promptly as most procedures include deadlines for filing complaints.

Chapter 8

BENEFITS

8.1. Leave, Health Benefits, Life Insurance, and Retirement. Employees should contact the Benefits and Entitlements Services Team (BEST) if they have questions on health benefits, life insurance and retirement questions. Civilian faculty members earn and use leave in accordance with applicable Department of the Air Force policy directives and instructions. Employees may contact the servicing Civilian Personnel Flight for information on earning and using leave.

8.2. Leave for Professional Development. Paid leave for professional development may be granted when the leave contributes significantly to improving or furthering the mission of the institution. Applicants for paid leave must present evidence that they plan to use the time for scholarly or professional activities that will advance their professional standing and enrich their teaching upon return. **(T-0)**. Such leave is not an entitlement and approval is always subject to meeting mission needs.

Chapter 9

DEVELOPMENT AND TRAINING OF CIVILIAN FACULTY

9.1. Long-Term Training and Education Program. Title 10 employees may be eligible for similar developmental opportunities available to Title 5 employees. The program provides comprehensive training or education for employees who have significant changes in their responsibilities, or need the training to accomplish the Department of the Air Force mission.

9.2. (Added) Entitlements . Under this program, employees are authorized to receive tuition, travel, per diem (or transportation of dependents and household goods in lieu of per diem), and salary. If the faculty member accepts this opportunity for training or education, the member must complete a Standard Form (SF) 182, *Authorization, Agreement and Certification of Training*, or a locally developed service agreement. **(T-1)**. If the member does not fulfill this obligation, the member must reimburse the Department of the Air Force for the tuition and incidental expenses associated with the education program. **(T-1)**. Employees interested in long-term training or education should contact their supervisor.

JOHN A. FEDRIGO
Principle Deputy Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, 23 July 2013

10 USC § 1595, *Civilian faculty members at certain Department of Defense schools: employment and compensation*

10 USC § 9371, *Air University: civilian faculty members*

10 USC § 9414, *Degree granting Authority for United States Air Force Institute of Technology*

10 USC § 9438, *Civilian faculty; number; compensation*

5 USC § 5102, *Definitions; application*

5 USC § 5303, *Annual adjustment to pay schedules*

5 USC § 5304, *Locality-based comparability payments*

5 USC § 5373, *Limitation on pay fixed by administrative action*

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

DoDI 1402.06, *Civilian Faculty Positions in DoD Post-Secondary Educational Institutions*, 23 January 2020

DoDI1400.25-V431_AFI 36-1002, *Performance Management and Appraisal Program Administration in the Air Force*, 15 November 2019

DoDI1400.25-V771_AFI36-706, *Administrative Grievance System*, 14 November 2018

PL 115-232, *John S. McCain National Defense Authorization Act for Fiscal Year 2019*, 13 August 2018

AFI 36-704, *Discipline and Adverse Actions of civilian employees*, 3 July 2018

Prescribed Forms

None

Adopted Forms

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

SF 182, *Authorization, Agreement and Certification of Training*

Abbreviations and Acronyms

AD—Administratively Determined

AF—Air Force

AFI—Air Force Instruction
AFIT—Air Force Institute of Technology
AU—Air University
AU/CC—Air University Commander
DAFI—Department of the Air Force Instruction
DAFPD—Department of the Air Force Policy Directive
DoD—Department of Defense
DoDI—Department of Defense Instruction
DPMAP—Defense Performance Management Appraisal Program
GS—General Schedule
JSOU—Joint Special Operations University
JSOU/P—Joint Special Operations University President
OPR—Office of Primary Responsibility
SES—Senior Executive Service
SF—Standard Form
SUPT—Superintendent
USAFA—United States Air Force Academy
USC—United States Code

Terms

Civilian Faculty Positions—Positions at a DoD post-secondary educational institution whose incumbents are appointed pursuant to the authorities in Title 10 U.S.C. Sections 9371, 9414, and 9438 and whose primary duties involve teaching, lecturing, instructing, facilitating discussions in seminars, conducting scholarly research and writing, designing or developing curricula and or learning support systems, providing academic advice or consultation, management and governance of the academic enterprise or an educational program (e.g., dean, director, department chair or head, president, vice president, provost, or the equivalent), and or performing duties that are commonly understood to be duties appropriate for a member of the faculty of a fully accredited post-secondary academic institution in the United States.

Extraordinary qualifications—Qualifications 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.

Terminal Degree—The highest degree awarded in a given field.

Trial Period—The first year of employment where the individual serves at the discretion of the AU/CC, USAFA/SUPT, or JSOU/P.

Attachment 2

FACULTY PAY PLAN ADJUSTMENTS

A2.1. Background. The Faculty Pay Plan Schedules are adjusted at the same time as the General Schedule (GS). AF/A1C uses the methods described in [paragraph A2.2](#) to adjust the Faculty Pay Plan Schedules. The schedule has 59 steps for Instructor, Assistant Professor, Associate Professor, Professor, and Administrative Faculty; and nine additional steps for Senior Managers.

A2.2. Schedule Computation. Steps 1, 17, 31, 53, 80, and 88 are linked with specific grades and steps in the General Schedule (GS):

A2.2.1. Give step 1 the same percentage increase as GS-7, step 1.

A2.2.2. Give step 17 the same percentage increase as GS-11, step 3.

A2.2.3. Set intervening steps between 1 and 17 by adding increments successively to step 1, with the increment derived by dividing the difference between step 1 and step 17 by 16.

A2.2.4. Give step 31 the same percentage increase as GS-12, step 6.

A2.2.5. Intervening steps between 17 and 31 are derived in the same manner as those between steps 1 and 17, except that the difference between steps 17 and 31 is divided by 14.

A2.2.6. Give step 53 the same percentage increase as GS-15, step 3.

A2.2.7. Intervening steps between 31 and 53 are derived in the same manner as those between steps 1 and 17, except that the difference between steps 31 and 53 is divided by 22.

A2.2.8. Steps 54 through 59 are an extrapolation of the line from steps 31 to 53. That is, steps 54 to 59 are derived by adding the same increment that was added for steps from 31 to 53. To compute step 54, add the increment to the new step 53.

A2.2.9. [For Alternate Schedule Only] compute steps 60 and above by adding the same increment that was added for steps 54 through 59.

A2.2.10. The Senior Manager (steps 80 through 88) are derived as follows:

A2.2.10.1. Grant step 80 the same percentage increase received by steps 54 and 55 combined.

A2.2.10.2. Grant step 88 the same percentage increase as the Senior Executive Service increase.

A2.2.10.3. Intervening steps between 80 and 88 are derived in the same manner as those between steps 1 and 17 except the divisor is 8.

A2.3. 5 U.S.C. § 5303, *Annual adjustment to pay schedules*, and 5 U.S.C. § 5304, *Locality-based comparability payments*, limits USAFA, AU, and JSOU Civilian Faculty Pay Plan Schedules and 5 U.S.C. § 5373, *Limitation on pay fixed by administrative action*, limits the AFIT Civilian Faculty Pay Plan Schedule to salary rates that may not exceed the salary for level IV of the Executive Schedule; therefore, pay caps and salary ceilings imposed on the General Schedule affect rates on this plan. In addition, on an annual basis an executive order and the President's Pay Agent memorandum to continue locality pay for non-GS categories is published with additional guidance at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.