

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY  
INSTRUCTION 36-150**

**21 FEBRUARY 2003**



**Personnel**

**APPOINTMENT AND PROMOTION TO  
ACADEMIC RANKS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, by establishing standards for initial appointment to academic ranks and for subsequent academic promotion for military assigned duty and permanent civilian members of the USAF Academy, Active Duty (AD) or Department of Defense (DOD), who teach cadet classes at the Air Force Academy. See **Attachment 1** for glossary of terms.

### **SUMMARY OF REVISIONS**

This document has been substantially revised and must be completely reviewed. A bar (|) indicates revision from previous edition.

#### **1. Appointments:**

1.1. **Initial Appointment Requirements.** USAFA Instruction 36-802, *Administering and Paying Civilian Faculty*, addresses initial appointment requirements for civilian faculty at all academic levels. Civilian Faculty Programs/Studies & Analysis (HQ DF/DFVS) reviews each applicant's record for compliance with this instruction prior to final appointment to the appropriate academic rank.

1.2. **Personnel Assigned to Commandant of Cadets, 34th Training Wing (34 TRW) and Directorate of Athletics (HQ USAFA/AH).** People assigned to the staff of the 34 TRW or HQ USAFA/AH may qualify for appointment to academic rank if they teach academic or athletics courses within their respective organizations. (See *Faculty Handbook* for guidelines.)

1.3. **Other Personnel Who Teach .** People assigned to the staff or the Dean of the Faculty (HQ USAFA/DF) are entitled the academic rank of Lecturer. They may qualify for appointment to higher academic ranks for teaching with HQ USAFA/DF academic department as they meet the requirements specified for the rank. In order for any HQ USAFA/DF staff agency individual to be promoted to a

higher academic rank their package must be brought forward by the Academic Department Head for which the person is serving as a member of the faculty. Additionally, time requirements for academic promotion do not include any time spent as a Visiting Professor. People assigned to a non-faculty organization are similarly entitled Lecturer and also eligible for academic ranks through this same process, though they will be designated specifically as adjunct faculty.

**1.4. Subsequent Promotion.** An applicant who applies for and is appointed into a position advertised at a specific academic rank begins service at that rank. To be considered for subsequent academic promotion, applicants must meet all requirements under paragraph 2. for consideration to the next academic rank independent of any previous academic rank or teaching experience.

**2. Promotions:** This section describes minimum requirements individuals must attain in order to be eligible for academic promotion to the next highest rank. Promotions are considered on an individual basis.

**2.1. Promotion to Assistant Professor.** Instructors who complete the Ph.D. after arrival, and those with the Ph.D. or appropriate terminal or professional degree who are initially hired at the instructor level, may submit USAFA Form 7, **Nomination for Academic Appointment**, to the Faculty Personnel Council (FPC) for promotion to assistant professor after completing any probationary requirements of their contract. All other instructors (non-PhD) may also apply by submitting USAFA Form 7 to the FPC for consideration for promotion to Assistant Professor. (Consult the checklist for promotion to Assistant Professor at [Attachment 2](#).)

2.1.1. Each applicant normally must meet the following minimum criteria at the time of promotion:

2.1.1.1. An earned Terminal or Professional degree in an appropriate discipline or;

2.1.1.2. Five years of relevant professional experience, including 2 years (equivalent to ten (10) three (3) semester hours credit sections) of full-time college-level teaching experience at the USAF Academy, and;

2.1.1.3. Service as a course director for one course at USAF Academy.

**2.2. Promotion to Associate Professor.** Assistant Professors who believe themselves qualified may seek promotion to Associate Professor by applying in writing. The application, in the form of a memorandum to the FPC, should spell out the writer's self-assessment of scholarly strengths; draw attention to academic instructional and service achievements, noting areas of emphasis; and include a curriculum vita. Applications must include a cover memorandum from the department head offering a realistic assessment of the applicant's qualifications. (Consult the checklist for promotion to Associate Professor at [Attachment 3](#).)

2.2.1. Each applicant for promotion to Associate Professor normally must meet the following minimum criteria at the time of promotion; they are necessary but not sufficient for promotion:

2.2.1.1. An earned Terminal or Professional degree in an appropriate discipline.

2.2.1.2. Five years of relevant professional experience, including 3 years of full-time faculty membership, 2 years of which must have been at the USAF Academy at the rank of Assistant Professor, while holding a terminal or professional degree.

2.2.1.3. Service as a course director for one or more courses at USAFA.

2.2.2. Each applicant must submit a portfolio of credentials providing evidence of all the following:

2.2.2.1. Demonstration of continuing teaching excellence at USAF Academy, through such documents as peer evaluations, student evaluations, self-evaluations, syllabi developed by the applicant, or other sources the applicant wishes to include.

2.2.2.2. Demonstration of continuing achievement in relevant, original intellectual activity as documented by copies of journal articles, books, scholarship studies, software; by other developed or published material; by a record of active involvement in the discipline as evidenced by significant and continuing contribution to professional activities. *Note.* The USAF Academy recognizes the differing opportunities and expectations among the academic disciplines; however, portfolios for promotion to Associate Professor normally should include evidence of peer-reviewed service, publications, or presentations outside the Academy.

2.2.2.3. Demonstration of continuing service to the nation, institution, discipline, and profession through participation in academic committees, institutional committees, cadet activities, professional organizations, national committees, and similar professional affiliations.

2.2.3. **Promotion for Special Circumstances.** Though not generally the case, holders of a Master's Degree may, under special circumstances, apply for promotion to Associate Professor. In addition to the requirements of length of relevant professional experience, service as a course director, demonstration of teaching excellence, and service to the nation, institution, discipline and the profession, the deciding factor in the decision to apply is scholarship. This requires a research or publishing record that is, upon investigation by the Faculty Personnel Council, deemed to be exceptional, prompting extensive national recognition of expertise or contribution. To ensure this credibility, the Faculty Personnel Council may choose to request an outside evaluation of the submitted credentials be accomplished by a similar NCA, (North Central Association of Colleges), accredited undergraduate institution. An appropriate salary determination will be made based on regulatory guidelines and market analysis.

2.3. **Promotion to Professor.** Associate Professors who believe themselves qualified may seek promotion to Professor by applying in writing. The application, in the form of a memorandum to the FPC, should spell out the writer's self-assessment of scholarly strengths, draw attention to academic, instructional and service achievements, noting areas of emphasis, and include a curriculum vita. Applications must include a cover memorandum from the department head offering a realistic assessment of the applicant's qualifications. (Consult the checklist for promotion to Professor at [Attachment 4](#).)

2.3.1. Each applicant for promotion to Professor must normally meet the following minimum criteria at the time of promotion:

2.3.1.1. An earned Terminal or Professional degree in a discipline appropriate for the teaching activity.

2.3.1.2. Ten years of relevant professional experience, including at least 6 years of full-time faculty membership, at least 3 years of which must have been at the USAF Academy at the rank of Associate Professor.

2.3.1.3. Service as a course director of original courses or of multi-instructor courses at USAF Academy.

2.3.2. Each applicant must also submit a portfolio of credentials to provide evidence of all the following:

2.3.2.1. Demonstration of continuing teaching excellence at USAF Academy through such documents as peer evaluations, student evaluations, self-evaluations, and syllabi created by the applicant, or by other sources the applicant chooses.

2.3.2.2. Demonstration of continuing exceptional achievement in relevant, original intellectual activity as verified by such evidence as copies of journal articles, books, scholarship studies, software, grants awarded, advanced studies directed, other material published or developed since promotion to Associate Professor; a record of active involvement as evidenced by a substantiated national or international reputation.

2.3.2.3. Demonstration of distinguished service to the nation, the institution, the discipline, and the profession through participation in academic committees, institutional committees, cadet activities, and similar professional affiliations. *Note.* The Air Force Academy recognizes the differing opportunities and expectations among the academic disciplines; however, portfolios for promotion to Professor normally should include evidence of peer-reviewed service, publications, or presentations outside the Academy.

**3. Non-creditable Professional and Personal Activities .** Such personal activities as private involvement or office holding in charitable, social, or religious organizations, or part-time commercial consulting, or commercial publishing not related to one's academic discipline do not substantiate an application for academic promotion. In addition, these kinds of professional experience are not considered creditable for consideration for academic appointment or promotion:

3.1. Scholarship or teaching experience unrelated to the academic discipline of appointment or accomplished before award of the master's degree.

3.2. Scholarship to satisfy requirements for a master's thesis or a doctoral dissertation.

3.3. Teaching experience as an instructor accomplished at a sister service Academy or in the Reserve Officer Training Corps may not apply toward the minimum USAF Academy tenure.

**4. Additional Guidance.** Faculty members may not simultaneously hold more than one academic rank or rank in more than one discipline.

**5. Appeals Procedure.** Department heads may appeal promotion recommendations of the Faculty Personnel Council to the Dean of the Faculty. The Dean may ask for the recommendation of the body of permanent professors. The Dean remains the selection and promotion authority for the purposes of this instruction.

5.1. **When a Department Head Declines to Endorse a Nomination.** If a department head declines to endorse an application, applicants may submit their portfolios directly to the FPC. If the FPC recommends approval, the Dean will then consult with the department head involved before taking final action. If the FPC recommends disapproval, the applicant may request the Dean to appoint a review committee composed of at least five faculty members (including at least two from the applicant's academic division) who hold either the academic rank to which the applicant aspires or a higher academic rank. The review committee will examine the portfolio presented and recommend action to the Dean, who is the final authority.

5.2. **When a Department Head Declines to Endorse an Appeal.** If a department head declines to endorse an appeal, applicants whose promotion has been deferred may request the Dean to appoint a review committee composed of at least five faculty members (including at least two from the same academic division) who hold either the academic rank to which the applicant aspires or a higher academic rank. The review committee will examine the portfolio presented and recommend action to the Dean, who is the final authority.

**6. When and How to apply.** Academic promotions normally take effect on 1 January or 1 July. Applicants must provide (for Assistant Professor) USAFA Form 7 in one copy, or (for Associate Professor or Professor) memorandum of application in eight copies, memorandum of assessment from the department head in eight copies, curriculum vita in eight copies, and portfolio in one copy to the Dean of Faculty Administrative office, (HQ USAFA/DFSSP), according to the schedule announced by the Faculty Personnel Council Secretary.

**7. Form Prescribed.** USAFA Form 7, **Nomination for Academic Appointment.**

DAVID A. WAGIE, Brig Gen, USAF  
Dean of the Faculty

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

**Adjunct Faculty**—People who instruct one or more credit courses but who are not assigned to HQ USAFA/DF.

**College-Level Teaching**—Occurs at a regionally accredited institution authorized to grant at least a bachelor's degree.

**Course Director**—The faculty member in charge of a course. The course director has control of subjects presented and the method of teaching. Course directors prepare syllabi and set grade guidelines. Merely carrying out the directions of a committee of instruction or of a supervisor does not qualify for course director experience regardless of the title the faculty member may be awarded. Holding a position of assistant course director, even in a multi-sectional course, does not satisfy this requirement. Except under unusual circumstances, a course must have at least 10 students to qualify for earning course director credit.

**Department Head**—The head of an academic department (HQ USAFA/DF) or an instructional division (34 TRW or HQ USAFA/AH).

**Professional Degree**—A degree conferred after 3 or more years of post-graduate study in a profession (for example, M.D., J.D. and so forth).

**Terminal Degree**—The highest degree normally awarded in a particular discipline. Usually that degree is the Ph.D. In disciplines such as art, creative writing, or music, the M.F.A. is the accepted terminal degree.

**Attachment 2**

**CHECKLIST FOR PROMOTION TO ASSISTANT PROFESSOR**

**A2.1. Application** . Submit USAFA Form 7, in one copy, which addresses **each** of the following:

- A2.1.1. Chronological listing of professional experience.
- A2.1.2. Chronological listing of years and sections of USAFA teaching.
- A2.1.3. Listing of course directorships at USAFA.

**A2.2. Minimum Criteria Satisfied:**

- A2.2.1. Earned Terminal or Professional degree in hand, **or**
- A2.2.2. Terminal or Professional degree completed and degree to be awarded on \_\_\_\_\_, **or**
- A2.2.3. Master's degree in an appropriate discipline, **and**
  - A2.2.3.1. Five years relevant professional experience,
  - A2.2.3.2. Including 2 years full-time college-level teaching (equivalent to ten (10) three (3) semester hours credit sections) at USAF Academy, and
  - A2.2.3.3. Course director at USAF Academy.

**Attachment 3****CHECKLIST FOR PROMOTION TO ASSOCIATE PROFESSOR****A3.1. Memorandum of Application.** Submit eight copies that contain the following:

A3.1.1. A statement identifying how you satisfy minimum criteria including:

A3.1.1.1. Earned Terminal or Professional degree.

A3.1.1.2. Five years of professional experience.

A3.1.1.3. Three years full-time faculty membership.

A3.1.1.4. At least 2 years, of the required 3, must be teaching at the rank of Assistant Professor at the USAF Academy while holding a Professional or Terminal degree.

A3.1.1.5. Service as course director for one or more courses at USAF Academy.

A3.1.2. A self-assessment of scholarly strengths and areas of emphasis.

A3.1.3. A listing of specific recognized achievements, affiliations, and continuing service accomplished to the nation, institution, discipline, and profession including cadet activities, institutional committees, academic committees, and other citizenship service.

A3.1.4. An accounting for emphases and omissions. (Lapses in professional pursuits due to life events.)

A3.1.5. A curriculum vita, including a record of earned degrees, including terminal or professional degrees, all publications, presentations, grants, or other intellectual activities.

**A3.2. Department Head's Assessment.** Submit eight copies.**A3.3. Portfolio of Credentials.** Submit one copy each:

A3.3.1. Evidence of teaching excellence.

A3.3.2. Evidence of relevant, original intellectual activity (provide selected examples of these):

A3.3.2.1. Copies of journal articles published.

A3.3.2.2. Copies of books, scholarship studies.

A3.3.2.3. Copies of software produced.

A3.3.2.4. Copies of other developed or published material.

A3.3.2.5. Record of other active involvement in the discipline.

A3.3.3. Evidence of continuing service to the nation, institution, discipline, and profession:

A3.3.3.1. Cadet activities:

A3.3.3.2. Institutional committees.

A3.3.3.3. Academic committees.

A3.3.3.4. Other citizenship service.

**Attachment 4****CHECKLIST FOR PROMOTION TO PROFESSOR****A4.1. Memorandum of Application.** Submit eight copies that contain the following:

A4.1.1. A statement identifying how you satisfy minimum criteria including:

A4.1.1.1. Earned terminal or professional degree.

A4.1.1.2. Ten years of relevant professional experience.

A4.1.1.3. Six years full-time faculty membership.

A4.1.1.4. At least 3 years of which must be teaching at the rank of Associate Professor at the USAF Academy.

A4.1.1.5. Course Director of original or multi-instructor courses at USAF Academy.

A4.1.2. A self-assessment of scholarly strengths and areas of emphasis.

A4.1.3. A listing of specific recognized distinguished achievements; local, national, and international affiliations; and continuing service accomplished to the nation, institution, discipline, and profession including cadet activities, institutional and disciplinary committees, academic committees and other citizenship service.

A4.1.4. An accounting for emphases and omissions. (Enhancements or lapses in professional pursuits due to live events.)

A4.1.5. A curriculum vita, including a record of all earned degrees including terminal or professional degrees; all intellectual activities, but not limited to, journal articles, books, scholarship studies, software, presentations, grants awarded, advanced studies directed, and active involvement in the discipline as substantiated by national or international reputation.

**A4.2. Department Head's Assessment.** Submit eight copies.**A4.3. Portfolio of Credentials .** Submit one copy each:

A4.3.1. Evidence of continued teaching excellence.

A4.3.2. Evidence of continuing relevant, original intellectual activity since last academic promotion to Associate Professor (provide selected examples of these):

A4.3.2.1. Copies of journal articles published.

A4.3.2.2. Copies of books, scholarship studies.

A4.3.2.3. Copies of software produced.

A4.3.2.4. Copies of other developed or published material.

A4.3.2.5. Record of grants received; advanced studies directed.

A4.3.2.6. Record of national or international involvement in the discipline.

A4.3.3. Evidence of distinguished service to the nation, institution, discipline, and profession:

A4.3.3.1. Cadet activities.

A4.3.3.2. Institutional committees.

A4.3.3.3. Academic committees.

A4.3.3.4. Other citizenship service.