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Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/DPCE (Mr Robert F. E.
Cooney)

Certified by: HQ USAF/DPC (Mr John R. Graham)

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This instruction implements AFR 36-8, *Employee Benefits and Entitlements*. It establishes the requirements for the appointment, reappointment, academic rank, award of tenure (if applicable), salary step adjustment, and merit awards for professional civilian faculty members of the Air War College, Air Command and Staff College, the Air Force Institute of Technology (AFIT), and the United States Air Force Academy (USAFA). It assigns responsibilities to Air Force components and provides the policy to be followed in implementing and maintaining the program. These programs are authorized by Title 10, United States Code (U.S.C.), Section 9314 for AFIT and Section 9331 for USAFA. Section 9021 of Public Law 101-189 extended coverage to civilian faculty members of Air University (AU). The Secretary of the Air Force, as delegated in this instruction, prescribes basic pay rates for civilian faculty members: Level IV of the Executive Schedule limits those rates. This instruction does not apply to the United States Air Force Reserve or Title 5, United States Code, employees of the National Guard. The Privacy Act of 1974 affects this instruction.

SUMMARY OF REVISIONS

This instruction adds policy guidance for USAFA civilian faculty members and deletes precedural guidance for AU civilian faculty members and delegates that responsibility to the AU Commander (AU/CC).

1. Scope of Applicability and Authority. Sections 9314 and 9331(c) 10 U.S.C., and section 9021 10 U.S.C., authorizes the Secretary of the Air Force to employ as many civilians as faculty members as the Secretary considers necessary at the AFIT, USAFA, and AU. All the laws, rules, regulations and procedures that apply to General Schedule (GS) and Senior Executive Service (SES) employees also apply to civilian faculty members hired under this pay plan unless this instruction specifies otherwise. The titles, duties, and pay of civilian faculty members should be similar to those in other Federal degree-conferring institutions. Accomplish all personnel actions following equal employment opportunity guidelines;

ensure equal opportunity regardless of race, color, religion, sex, age, national origin, or handicapping condition. This instruction applies to all civilian faculty members who the AU/CC or the USAFA Superintendent (SUPT) says are covered.

2. Responsibility for Administration:

2.1. Establishing Faculty Pay Schedules. The Director of Civilian Personnel Policy and Personnel Plans (HQ USAF/DPC) with AU and USAFA input reviews the adequacy of the Faculty Pay Schedules. The Director considers salaries at comparable Federal and non-Federal degree-conferring institutions in order to establish pay schedules that are comparable to those of competing institutions. The Director makes changes which reflect the annual adjustment to the GS using the methods provided in **Attachment 1**; the changes will be effective on the same date as the GS. See **Attachment 2** for a sample pay schedule.

2.1.1. Alternate Schedules. When disparity between the Faculty Pay Plan and pay at non-Federal institutions exists, HQ USAF/DPC may establish alternate pay schedules to eliminate competitive disadvantages. Create alternate schedules by adding additional steps to the basic pay schedule.

2.1.1.1. Effective Date. The alternate schedule effective date is the beginning of the first pay period after HQ USAF/DPC approves the schedule. When academic disciplines are added to an existing alternate schedule, use the beginning of the first pay period after the discipline is approved for inclusion on the schedule as the effective date.

2.1.1.2. Termination of Alternate Schedules. When you no longer need a covered academic discipline, remove the discipline from the schedule and pay newly hired faculty members using the Faculty Pay Plan. Current faculty members remain on the alternate schedule until their current term of appointment ends.

2.2. Delegation of Authority to Administer the Faculty Pay Plan. The Director of Civilian Personnel Policy and Personnel Plans has delegated the Faculty Pay Plan administration to the AU Commander and to the USAFA Superintendent. AU/CC and USAFA/SUPT will develop implementing instructions. AU/CC and USAFA/SUPT may delegate the authority to administer specific parts of the Plan.

3. Duties and Titles of Faculty and Administrators:

3.1. Civilian Faculty Members. Civilian faculty members hold one of four academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. AU/CC and the SUPT establish duties for civilian faculty members. Civilian faculty members are paid from one of the steps on the appropriate Faculty Pay Schedule.

3.2. Administrative Faculty. AU and USAFA may establish administrative faculty positions. Administrative faculty who are selected from the civilian faculty continue holding their previous faculty status and may resume their regular faculty duties upon relinquishing their administrative faculty duties unless the member is relieved for cause. Administrative faculty are paid from the Administrative Faculty Pay Schedule.

3.3. Senior Managers. AU and USAFA may establish senior manager positions. The laws, rules, and regulations applicable to the SES also apply to senior managers. Senior managers are paid from the Senior Manager Pay Schedule.

3.4. Other Academic Positions. AU and USAFA may establish other related academic positions such as visiting faculty, adjunct faculty, or physical education instructors. The appropriate institution assigns duties and responsibilities and pays employees one of the approved pay schedules.

4. Appointments. Select civilian faculty members using a competitive process. The initial appointment will not normally exceed 3 years. Promotions to higher academic rank does not affect the length of the term of the current appointment. Newly appointed employees are subject to a 1-year trial period at the discretion of the Commander AU or the SUPT USAFA. The SUPT or AU/CC may approve exceptions to the competitive process when the exceptions are in the best interest of the Air Force. Limit such appointments to 1 year or less.

5. Promotions. The AU and the USAFA establish a merit based promotion policy that includes achievements in teaching, research, and service to the institution.

6. Academic Rank. The AU/CC and the SUPT establish minimum performance, education, and experience criteria for assignment or promotion to Instructor, Assistant Professor, Associate Professor, Professor, Administrative Faculty, and Senior Manager positions. These criteria must be consistent with those in comparable Federal and non-Federal degree-conferring institutions. The SUPT specifies academic rank criteria for physical education instructors at USAFA.

7. Pay Setting:

7.1. Initial Appointment. Determine starting salary based on an individual's experience, academic rank, and academic discipline.

7.2. Merit Pay Adjustments. Base pay adjustments upon the faculty member's accomplishments. An individual may receive step increases and awards concurrently.

7.3. Promotion in Academic Rank. A civilian faculty member will normally receive an increase of two salary steps when he or she is promoted from one academic rank to another.

8. Academic Tenure. The AU/CC may establish procedures to grant academic tenure. While tenure is not normally granted at the time of initial appointment, you may make exceptions when the individual concerned has exceptional qualifications. The USAFA may not grant academic tenure.

9. Duty Periods. The civilian faculty duty period is normally 12 months and will not be less than 10 months. A 10-month duty period at 10/12 of the 12-month salary or an 11-month duty period at 11/12 of the 12-month salary may be approved by AU/CC or the SUPT.

10. Nonreappointment or Removal:

10.1. Nonreappointment. AU/CC and the SUPT determine whether to renew the appointment of a civilian faculty member without academic tenure at their respective institutions. If you do not renew an appointment, the affected faculty member will be notified in writing following the procedures developed by AU/CC and the SUPT.

10.2. Advance Notice. A civilian faculty member should give at least 6 months' notice of intention to resign or retire.

10.3. Removal. Separate a civilian faculty member for cause in accordance with procedures contained in AFI 36-704, *Discipline and Adverse Actions (PA)* (formerly AFR 40-750).

11. Appeals and Grievances. To file a grievance or appeal, a faculty member uses:

- AFI 36-1201, *Discrimination Complaints* (formerly AFR 40-1613).
- AFI 36-1203, *Appeal and Grievance Procedures* (formerly AFR 40-771).
- The Merit Systems Protection Board rules.
- The Equal Employment Opportunity Commission.

12. Civilian Faculty Performance Appraisal. Once a year, supervisors evaluate all civilian faculty members who are covered by this instruction. **EXCEPTION:** Those members who are serving in positions for 120 days or less will not be evaluated. See **Attachment 3** for information on the Civilian Faculty Performance Appraisal System.

13. Benefits:

13.1. Leave, Health Benefits, Life Insurance, and Retirement. Civilian members of the faculty are entitled to all regular civil service benefits such as annual leave, leave without pay (leave of absence), sick leave, health and life insurance, and retirement on the same basis as employees of the competitive civil service. See the Federal Personnel Manual and applicable Air Force policy directives and instructions for benefits.

13.2. Leave for Professional Development. You may grant leave for professional development when the leave will contribute significantly to improving or furthering the mission of the institution. Applicants for such 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.

13.2.1. Duty Assignment. Absence for professional development is a duty assignment and may be authorized for up to 1 year. The individual receives his or her regular salary and appropriate supporting costs. The Air Force encourages gaining organizations to offset part or all of the costs.

13.2.2. Faculty Responsibility. A faculty member who accepts such absence assumes an obligation to continue to serve following his or her return to regular duty. AU/CC or SUPT or their designee determines the employee's mandatory service obligation before releasing the employee for training or professional development. The faculty member must reimburse the Air Force for tuition and incidental expenses associated with the professional development if he or she fails to fulfill this obligation.

13.2.3. Academic Degrees. Normally, the granting of leave for professional development may not be used to pursue formal education for the sole purpose of obtaining an advanced degree.

14. Long-Term Training and Education Program. Civilian members of the faculty are eligible to participate in the Air Force Long-Term Training and Education Program. The program provides comprehensive training or education for employees who have significant changes in their responsibilities, or need the training to accomplish the Air Force mission. Under this program, employees 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, he or she must complete a service agreement.

If the member does not fulfill this obligation, he or she must reimburse the Air Force for the tuition and incidental expenses associated with the education program.

15. Classification, Titling, and Coding. OPM classification standards do not apply to employees who are covered by this instruction since they fall under the exclusions of 5 U.S.C. 5102. Modified core documents reflect the academic rank, duties, performance standards, and responsibilities for each faculty member. Record an employee's status (for example, on SF 50B, **Notification of Personnel Action**) as follows:

15.1. Position Title and Number. Academic rank (for example, Professor, Associate Professor) or title (for example, Registrar, Head Coach, Director of Academic Affairs). You may use a parenthetical title identifying the subject taught (for example, Professor (Electrical Engineering)). Limit the title to 54 characters.

15.2. Pay Plan. Administratively determined (AD).

15.3. Numeric Designators. Numeric designators are not grades, but serve as identifiers for academic rank or academic administrative positions.

15.3.1. 21 - Instructor.

15.3.2. 22 - Assistant Professor.

15.3.3. 23 - Associate Professor.

15.3.4. 24 - Professor.

15.3.5. 25 - Administrative Faculty.

15.3.6. 27 - School Deans.

15.3.7. 28 - Director of Academic Affairs.

15.4. Step Rates. Step rates on the Faculty Pay Schedule at which members are paid.

15.5. Form Prescribed. AF Form 197, **Air Force Institute of Technology Faculty Performance Appraisal**.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1

COMPARABILITY ADJUSTMENTS FORMULA

A1.1. Background. The Faculty Pay Plan is adjusted at the same time as the General Schedule (GS). Use the methods described in paragraph **A1.2.** to adjust the Faculty Pay Plan. The schedule has 59 steps for Instructor, Assistant Professor, Associate Professor, Professor, and Administrative Faculty; and nine additional steps for Senior Administrators. Additional steps may be added as required to form alternate schedules.

A1.2. Schedule Computation. Steps 1, 17, 31, 53, 80, and 88 are linked with specific grades and steps in the GS:

A1.2.1. Give step 1 the same percentage increase as GS-7, step 1.

A1.2.2. Give step 17 the same percentage increase as GS-11, step 3.

A1.2.3. 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.

A1.2.4. Give step 31 the same percentage increase as GS-12, step 6.

A1.2.5. 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.

A1.2.6. Give step 53 the same percentage increase as GS-15, step 3.

A1.2.7. 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.

A1.2.8. 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.

A1.2.9. (For Alternate Schedule Only) compute steps 60 and above by adding the same increment that was added for steps 54 through 59.

A1.2.10. The Senior Administrator (steps 80 through 88) are derived as follows:

A1.2.10.1. Grant step 80 the same percentage increase received by steps 54 and 55 combined.

A1.2.10.2. Grant step 88 the same percentage increase as the SES increase.

A1.2.10.3. Intervening steps between 80 and 88 are derived in the same manner as those between steps 1 and 17 except the divisor is 8.

A1.2.11. U.S.C. 5308 limits the Faculty Pay Plan 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 GS affect rates on this plan.

Attachment 2

SAMPLE FACULTY PAY SCHEDULE

FACULTY PAY PLAN: 1993

Effective Date: Beginning of first pay period on or after 1 Jan 93

ST	INSTR	ST	ASST PROF	ST	ASSOC PROF	ST	PROF	ST	ADMIN FAC	ST	SR MGR
01	\$27,100	07	\$32,757	17	\$42,184	25	50,423	20	\$45,273	80	\$86,330
02	28,043	08	33,699	18	43,213	26	51,453	21	46,303	81	88,620
03	28,986	09	34,642	19	44,243	27	52,483	22	47,333	82	90,909
04	29,929	10	35,585	20	45,273	28	53,513	23	48,363	83	93,199
05	30,871	11	36,527	21	46,303	29	54,543	24	49,393	84	95,489
06	31,814	12	37,470	22	47,333	30	55,573	25	50,423	85	97,779
07	32,757	13	38,413	23	48,363	31	56,603	26	51,453	86	100,069
08	33,699	14	39,355	24	49,393	32	57,850	27	52,483	87	102,359
09	34,642	15	40,298	25	50,423	33	59,097	28	53,513	88	104,649
10	35,585	16	41,241	26	51,453	34	60,344	29	54,543		
11	36,527	17	42,184	27	52,483	35	61,590	30	55,573		
12	37,470	18	43,213	28	53,513	36	62,837	31	56,603		
13	38,413	19	44,243	29	54,543	37	64,084	32	57,850		
14	39,355	20	45,273	30	55,573	38	65,331	33	59,097		
15	40,298	21	46,303	31	56,603	39	66,578	34	60,344		
16	42,241	22	47,333	32	57,850	40	67,824	35	61,590		
17	42,184	23	48,363	33	59,097	41	69,071	36	62,837		
18	43,213	24	49,393	34	60,344	42	70,318	37	64,084		
19	44,243	25	50,423	35	61,590	43	71,565	38	65,331		
20	45,273	26	51,453	36	62,837	44	72,812	39	66,578		
21	46,303	27	52,483	37	64,084	45	74,059	40	67,824		
22	47,333	28	53,513	38	65,331	46	75,305	41	69,071		
23	48,363	29	54,543	39	66,578	47	76,552	42	70,318		
24	49,393	30	55,573	40	67,824	48	77,799	43	71,565		
25	50,423	31	56,603	41	69,071	49	79,046	44	72,812		
26	51,453	32	57,850	42	70,318	50	80,293	45	74,059		
27	52,483	33	59,097	43	71,565	51	81,539	46	75,305		
		34	60,344	44	72,812	52	82,786	47	76,552		
		35	61,590	45	74,059	53	84,033	48	77,799		

		36	62,837			54	85,280	49	79,046		
						55	86,527	50	80,293		
						56	87,774	51	81,529		
								52	62,786		
								53	84,033		
								54	85,280		
								55	86,527		
								56	87,774		
								57	89,020		
								58	90,267		
								59	91,514		

Attachment 3

CIVILIAN FACULTY PERFORMANCE APPRAISAL SYSTEM

A3.1. Background. Supervisors will evaluate individual faculty in accordance with this instruction.

A3.2. Operating Instructions. The AU/CC and the SUPT develop implementing instructions for the performance appraisal system.

A3.2.1. Definitions:

A3.2.1.1. Civilian Faculty Performance Appraisal System. A system which identifies critical performance elements, establishes performance standards, communicates elements and standards to individual faculty members, establishes performance appraisal procedures and methods, and guides the use of appraisal information in making personnel decisions.

A3.2.1.2. Performance. Faculty members' accomplishment of assigned duties and responsibilities.

A3.2.1.3. Performance Element. Any major functional component of a position for which the faculty member is held accountable and performance of which contributes meaningfully to success or failure in performing the duties of that position.

A3.2.1.4. Performance Standards. Performance standards describe the expected level of competence of each performance element.

A3.2.1.5. Performance Appraisal. Comparison, under an appraisal system, of performance of duties and responsibilities with the established performance standards.

A3.2.1.6. Progress Review. Review of the faculty member's work progress during the appraisal period. It requires discussion between the supervisor and faculty member regarding how well the faculty member is achieving the established performance standards. Supervisors will conduct periodic progress reviews and document them on AF Form 971, **Supervisor's Employee Brief**.

A3.2.1.7. Rater. Immediate supervisor.

A3.2.1.8. Reviewer. Normally the rater's supervisor.

A3.2.2. Performance Elements and Performance Standards:

A3.2.2.1. The basic functions and responsibilities of a faculty member are teaching, research (scholarly and professional accomplishment), and service and administration.

A3.2.2.2. All three functions are major job requirements and are considered critical to successful performance of the job.

A3.2.2.3. The supervisor, with appropriate faculty consultation, determines standards for each performance element. The standards reflect the individual's assigned duties.

A3.2.2.4. Write standards that define a successful level of accomplishment for each performance element.

A3.2.2.5. The supervisor provides the faculty member a copy of his or her performance elements and standards no later than 30 calendar days after the beginning of the rating period. The supervisor may record the performance elements and standards on an AF Form 197, **Air Force Institute**

of Technology Faculty Performance Appraisal. The supervisor and faculty member must discuss performance expectations to make sure that each individual understands what is expected of the other. The faculty member, the supervisor, and the reviewer must sign the form. The faculty member's signature indicates only that the performance elements and standards have been received and discussed. The supervisor or the faculty member may initiate a change in performance elements and standards during the rating period *Note: The employee must perform for at least 90 days' before he or she is appraised.* The reviewer must approve a change substantiated by the supervisor. The change is then presented in writing and discussed with the faculty member.

A3.2.3. Appraisals. Appraise all faculty members once a year, following the established performance standards and local instructions.

A3.2.4. Levels of Performance:

A3.2.4.1. The rater rates each performance element by marking the appropriate block: "Did Not Meet" or "Met."

A3.2.4.2. Use the following criteria to assign the overall performance rating which best describes the employee's overall performance:

S - Successful. This rating is assigned when the faculty member meets the requirements of all the elements of the work plan.

M - Marginal. This rating may be assigned when a faculty member does not meet the requirements of an element and overall performance is acceptable. The ratee must take prompt corrective action.

U - Unacceptable. Assign this rating when the faculty member does not meet the requirements of an element and overall performance is unacceptable.