

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2811**

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Personnel

**OUTSTANDING ACADEMY
EDUCATOR AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, 26 April 2016, with the annual awards for excellence in education within the Dean of the Faculty (HQ USAFA/DF), Directorate of Athletics (HQ USAFA/AD), Commandant of Cadets (HQ USAFA/CW), and the USAFA Preparatory School (HQ USAFA/PL). It applies to all military and civilian instructors assigned to HQ USAFA/AD, HQ USAFA/PL, HQ USAFA/CW, and HQ USAFA/DF who meet the criteria for teaching duties defined in USAFAI 36-150, *Appointment and Promotion to Academic Ranks*, and to the individuals selecting the award winners. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and conflicts between this and other publications to the Vice Dean of the Faculty, through the DF Awards Program Manager, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authority to waive requirements in this publication is the Dean of the Faculty's Director of Staff, Tier 3. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updates to the publishing actions, updates on how to recognize award winners, adds award period information, and clarifies selection criteria.

1. Purpose of the Awards. The Outstanding Academy Educator (OAE) Awards are presented annually to recognize instructors who best characterize the principles and applications of excellence in teaching.

2. Eligibility: All military and civilian educators assigned to HQ USAFA/DF, HQ USAFA/AD, HQ USAFA/PL, and HQ USAFA/CW, whose duties include teaching courses or programs at USAFA or the USAFA prep school, are eligible. Each academic department within DF and

HQ USAFA/AD, HQ USAFA/PL, and HQ USAFA/CW may select an OAE. Personnel assigned to a Dean of the Faculty staff agency are eligible to compete in the department within which they perform teaching duties. In addition, one OAE may be selected from among all teaching personnel assigned to HQ USAFA/DF staff agencies.

3. Award Period: The time period is the current academic year, to include any summer classes taught prior to the current academic year. **Example:** *the Teaching Awards ceremony held in May 2017 will include performance during AY16-17 and summer of 2016 classes, if applicable.*

4. Selection Criteria:

4.1. Academic: Superior performance in the following areas is highly recommended as the baseline for selection criteria for this award. As appropriate, each department/agency may include additional requirements based upon their specific discipline or respective missions. The primary focus of the award is teaching and activities directly related to the classroom, regardless of location.

4.1.1. Classroom teaching excellence, to include the development and implementation of pedagogical innovations.

4.1.2. Development of course syllabi and instructional materials such as textbooks.

4.1.3. Academic counseling, to include scholarship and fellowship criteria, extra instruction, special study programs, majors' programs, and other direct student involvement related to coursework.

4.1.4. Additional Duties such as Associate Air Officer Commanding for Academics (AAOCA), Group Associate AOC, Advisor-in-Charge, and Advisor, which relate to activities in the classroom.

4.1.5. Research and publication activities, especially as they relate to the development of courses, pedagogical innovation, or developing subject-matter expertise as an educator.

4.2. Additional Support. Although academic excellence is the primary consideration, support of other mission elements through activities such as flying, squadron Associate Air Officers Commanding (AAOCs), and squadron training officers can be considered.

4.3. Normally, nominees will have a minimum of one academic year and no more than seven years teaching at USAFA or the USAFA prep school. Normally, nominees will only be awarded an OAE once.

5. Who Selects:

5.1. Department heads in HQ USAFA/DF; and HQ USAFA/AD, HQ USAFA/PL, and HQ USAFA/CW, using the selection criteria above, and any additional criteria based upon discipline or respective missions, will select their OAE. The selection process used within each department/agency may be determined by each department/agency head.

5.2. The Vice Dean of the Faculty may select an OAE from among the HQ USAFA/DF staff agencies.

5.3. Department heads in HQ USAFA/DF; and HQ USAFA/AD, HQ USAFA/PL, and HQ USAFA/CW will submit the name of their winner to the DF Awards Program Manager, according to the schedule published by the aforementioned and the Executive Officer to the Dean (HQ USAFA/DFXO). Typically, this is at least 45 days before the Teaching Awards ceremony, as programs, awards, photos and news releases must be prepared. Winners will not be publicly announced by the Teaching Awards Organizing Committee until pre-ceremony events require names to be released.

6. Recognition of Award Winners. The DF Awards Program Manager and assigned Teaching Awards Organizing Committee will arrange an annual awards social event and Teaching Awards ceremony to honor the award winners.

6.1. The OAEs will normally be honored at a social event, scheduled during the week of the Teaching Awards ceremony.

6.2. The OAEs will be honored at the Teaching awards ceremony attended by faculty and staff from all participating mission elements. At the discretion of the Dean of Faculty, specific special guests may be invited to attend. Each winner will receive an OAE award and a citation, prepared by the Teaching Awards Organizing Committee.

6.3. The names of the OAE winners will be inscribed on an annual plaque maintained beside the bronze plaque honoring Mr. William P. Clements, located on the third floor of Fairchild Hall.

7. Funding. Funding for the Teaching Awards social, ceremony, and awards must be in accordance with current applicable financial regulations.

GARY A. PACKARD, Colonel, USAF
Vice Dean of the Faculty

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

AFPD 36-28, *Awards and Decorations Programs*, 26 April 2016

USAF AI 36-150, *Appointment and Promotion to Academic Ranks*, 26 May 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 25 Sep 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*