

VISITING FACULTY PROGRAM THE UNITED STATES AIR FORCE ACADEMY

The purpose of the Visiting Faculty Program is to supplement the Air Force Academy faculty by providing visiting civilian educators from institutions of higher education. These civilian educators bring a vital expertise to the Air Force and take back to their permanent positions a broadened awareness of the Air Force Academy environment. In the process, these educators enhance their own professional development. To be eligible for the Visiting Faculty Program, visiting professors must be a career employee at their home institution before beginning their Academy assignment and must return to their home institution following their Academy assignment.

QUALIFICATIONS

Applicants should possess a minimum of a Master's degree. Although a Ph.D. is not required, preference will be given to individuals possessing a terminal degree in their discipline.

DUTIES AND RESPONSIBILITIES

Complete responsibility is entrusted to visiting faculty members to fully use their capabilities in their areas of expertise. Because department needs and visiting faculty members' areas of expertise vary, the particular duties will be determined by the Department Head and the visiting faculty member. Major components of this program typically include:

- Assisting in the development of and conducting courses for cadets. Performing course-related research work to determine needed subject coverage.
- Assisting in the development of and directing cadet independent study projects. Performing independent study of the educational value of cadet research efforts.
- Reviewing content of departmental courses in the visiting faculty member's area of specialty and recommending revisions, if appropriate.
- Serving as a consultant to department faculty members and cadets engaged in faculty-sponsored research projects. Performing educational research and contributing to research on current Air Force problems.
- Conducting original research on matters of mutual interest to both the visiting faculty member and the Air Force leading to possible publications in professional journals.
- Serving as advisor to the Department Head and performing such functions as assisting in curriculum development, participating in faculty committees, and other functions of educational leadership in the visiting faculty member's area of expertise.
- Developing and conducting seminars and colloquiums for faculty members. The visiting faculty member is relied upon by other department faculty members for technical expertise in the faculty member's area of specialization.
- Reviewing Air Force Academy library holdings and recommending additions and deletions. Performing related research work to aid in the determination of proper subject coverage in the library for use by cadets and faculty.

CONTROLS OVER WORK

Visiting faculty members work under the immediate supervision of their respective Department Head who provides general guidance on policy and who makes specific assignments. Work is reviewed in terms of conformance with standards and objectives of the individual departments.

OTHER SIGNIFICANT FACTS

Visiting faculty members must possess intuitive good judgment, tact, and initiative so that cooperative and harmonious working relationships exist with other members of the Academy staff and faculty. Visiting faculty members will be among the select few civilian faculty or government personnel who have been chosen because of their outstanding contributions to education and/or research in their respective fields.

Visiting Faculty Program Management Office Point of Contact

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Assignment Agreement

Assignments will be formalized on an Intergovernmental Personnel Act (IPA) Assignment Agreement (Optional Form 69) developed by the Office of Personnel Management (OPM) and supplemented by the Air Force Academy. This agreement documents such items as the type of assignment, job duties, and fiscal obligations. The agreement requires signatures of the faculty member, an authorized official of the visiting faculty member's home institution, and an authorized official from the Air Force (the Dean of the Faculty, United States Air Force Academy). U.S. citizenship required.

Assignment Status

Visiting faculty members will be temporarily detailed to the Federal government. They will remain an employee of their institution of higher education for most purposes. The period of assignment will normally be for ~10.97 months (28 June through 27 May). The Dean of the Faculty may approve requests to deviate from established assignment lengths.

Assignment Costs

Visiting faculty members will continue to receive their salary and benefits directly from their home institution. The Air Force Academy will reimburse the home institution for salary and the employer's contribution for basic fringe benefits such as health and life insurance, retirement, and social security. Overhead costs, or costs that are normally treated as overhead costs/administrative fees, will not be paid. The home institution will submit quarterly invoices/billings to the Academy. All invoices/billings must include copies of supporting documentation such as payroll vouchers.

Assignment Conditions: Workweek, Vacation Time, Sick Leave

The Academy is a unique academic institution where all military and civilian instructors are expected to be present for the entire duty day. No private business consulting during duty hours is authorized. Visiting faculty members and their Department Heads will develop mutually agreeable teaching and research schedules.

Holidays normally given to Federal employees will be observed (New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, the Fourth of July, Labor Day, Veterans' Day, Columbus Day, Thanksgiving, and Christmas). However, classes may be scheduled on Martin Luther King, Jr. Day, Presidents' Day, Columbus Day, or Veterans' Day.

Leave will be calculated in the same manner as for Department of Defense civilian employees with more than 3, but less than 15 years of service. The employee will earn 18 days of annual leave (a total of 140 hours) and 12 days of sick leave (a total of 93 hours) during the assignment period. This leave does not include weekends and holiday time.

Travel and Transportation Expenses To and From the Academy

Depending on the type of contract used and the contractual agreements, the Air Force Academy may pay for travel expenses or limited moving expenses to and from the Academy. Pre-assignment house-hunting trips, shipment of POVs, and payment of certain real estate fees will not be allowed in this program due to the temporary nature of the assignment.

Important Tax Information (Taxable Entitlements)

Certain reimbursable entitlements for limited relocation (moving) expenses are considered taxable income. Reimbursement for authorized entitlements are taxable to you in the calendar year that you receive them, not the year the expense is incurred. The Defense Finance and Accounting Service (DFAS) issues a W-2 by January 31st following the year of reimbursement. A mandatory 22% Federal Income Withholding Tax, 6.2% FICA (Social Security) Tax, and 1.45% Medicare Tax is withheld from all taxable entitlements and deposited with the Internal Revenue Service. State and local taxes are not withheld; please consult with your local tax advisor to determine if reimbursements tied to your move are taxable under your state and local government's current regulations. It is also recommended that you consult with a local tax advisor or tax attorney to determine if your expenses related to maintaining a second residence could be a tax deduction.

For additional information on taxable entitlements, please visit the DFAS website at <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>.

Accommodations

Depending upon availability, visiting faculty members may be authorized to reside on the Air Force Academy in privatized housing at the fair market rental rate. Rental charges are subject to change annually. Living on the Academy will facilitate individual involvement with cadets and faculty, thereby enhancing the faculty member's understanding of the total Air Force Academy environment. Depending upon existing regulations, residing on-base *may* also provide the faculty member with Commissary and Base Exchange privileges. For comprehensive information about the privatized housing community at the Air Force Academy, please visit the Air Force Academy Family Housing website at <http://www.airforceacademyhousing.com/>.

Background Investigation

Favorable completion of a National Agency Check (background investigation) is required to access government computers and the Academy's computer network.

Official Travel During the Academy Assignment

Official travel required in the performance of duties or required by an Air Force Academy academic department will be paid for by that department. The visiting faculty member will submit travel vouchers in the same manner as other employees at the Air Force Academy.

Legal References

IPA, 5 U.S.C. §§ 3371-3375. This method of payment requires that the visiting faculty member be employed by an institution of higher education or by an agency of the state or local government.

Conflict of Interest Laws and Standards of Conduct Provisions

IPA detailees are considered agency employees for certain purposes. The visiting faculty member is subject to a number of provisions of law governing the ethical and other conduct of Federal employees. Applicable detailed information will be supplied to each individual selected for this program.

Required Identification

For identification purposes and for access to the cadet area, visiting faculty members should bring a government issued photo ID (driver's license, military ID, etc.) as well as another form of ID (a passport, social security card, birth certificate, etc.). A list of acceptable primary and secondary ID source documents can be found on the USAFA Support website: <https://www.usafasupport.com/pdf/mpf-2-forms-id.pdf>.