

Visiting Faculty Program - Required Salary and Benefit Information

Ms. Melissa Lovingood is the Director of our Visiting Faculty Program at the United States Air Force Academy. She requires accurate salary and fringe benefit information for your potential visiting faculty candidate to calculate a total reimbursement cost based on the length of our academic year. For non-government employees, the requested information should come from your candidate's Human Resources, Benefits, or Payroll Department. For government employees, she will accept your most recent Leave and Earnings Statement.

- What is your candidate's current annual salary? [Click or tap here to enter text.](#)
- Is your candidate a full-time employee? [Click or tap here to enter text.](#)
- What is the length of his/her work year (9 or 10 month contract)? [Click or tap here to enter text.](#)
- Do you anticipate any increases in salary or benefits while he/she is at the Academy from 28 June 2021 to 27 May 2022? [Click or tap here to enter text.](#)
- What is your candidate's fringe benefit rate? [Click or tap here to enter text.](#)
- We need to know the cost to the university (employer's contribution only) for all fringe benefits received. Please indicate whether it is a fixed amount or percentage of salary (what percentage is used) for health/medical, social security/Medicare, dental, life insurance, retirement, long term disability, unemployment compensation, worker's compensation, etc.
 - Reimbursement for salary and the employer's cost for basic fringe benefits is calculated based on the length of our academic year. Therefore, we need to know the fixed amount or actual percentage used to accurately calculate the total reimbursement amount.
[Click or tap here to enter text.](#)
- Will the current medical coverage require a higher premium for out-of-state coverage while at the Academy? [Click or tap here to enter text.](#)

The Air Force Academy will reimburse the candidate's home institution for salary and the employer's contribution for basic fringe benefits (listed above). Overhead costs, or costs that are normally treated as overhead costs or administrative fees will not be paid. The candidate's home institution will submit quarterly invoices/billings to the Dean of Faculty Budget Office for reimbursement.

Visiting Faculty Program POC

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