



# Department of Defense **INSTRUCTION**

**NUMBER** 1402.06  
November 6, 2007

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USD(P&R)

**SUBJECT:** Civilian Faculty Positions in Department of Defense (DoD) Post-Secondary Educational Institutions

**References:** (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006  
(b) Sections 184, 1595, 1601, 1746, 2113, 4021, 4338, 6952, 7043, 7044, 7478, 9021, 9314, and 9338 of title 10, United States Code

## 1. PURPOSE

This Instruction:

1.1. Establishes policy in accordance with the authority in Reference (a) for determining the applicability of the authorities in Reference (b) to civilian faculty positions and their functions.

1.2. Establishes a standard for recruiting and retaining high quality teacher-scholars and executive-level administrative faculty at post-secondary educational institutions and ensuring their sustained high performance.

1.3. Assigns responsibility for ensuring the policy and procedures in this Instruction are followed.

## 2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of the Defense (hereafter referred to collectively as the "DoD Components").

2.2. Does not apply to non-faculty positions, including support positions, at the Uniformed Services University of Health Sciences.

### 3. DEFINITIONS

3.1. Civilian Faculty Positions. Positions at a DoD post-secondary educational institution whose incumbents are appointed pursuant to the authorities in Reference (b) and whose primary duties involve teaching, lecturing, instructing, facilitating discussions in seminars, conducting scholarly research and writing, designing or developing curricula and/or learning support systems, providing academic advice or consultation, management and governance of the academic enterprise or an educational program (e.g., dean, director, department chair or head, president, vice president, provost, or the equivalent), and/or performing duties that are commonly understood to be duties appropriate for a member of the faculty of a fully accredited post-secondary academic institution in the United States.

3.2. Post-secondary educational institution. For purposes of this Instruction, a post-secondary educational institution is a DoD college, university, institute, academy, or one of the Centers for Regional Security Studies offering academic instruction or training above the 12th grade.

3.3. Support Positions. Positions whose primary function is non-academic in nature and that provide operational support for the DoD educational institution.

### 4. POLICY

It is DoD policy that:

4.1. DoD civilian faculty members shall possess the credentials and expertise necessary to accomplish the institution's mission and to ensure a high standard of excellence is maintained in the Department's educational programs.

4.2. DoD civilian faculty positions authorized by Reference (b) perform the functions as defined in paragraph 3.1.

4.3. DoD civilian faculty does not include support positions, as defined in paragraph 3.3.

4.4. Titles and duties of civilian faculty positions should be comparable to those of other Federal and non-Federal academic institutions in order for the Department to remain competitive.

### 5. PROCEDURES

5.1. DoD Components and DoD post-secondary institutions may tailor the use of the appointment authority in Reference (b) more narrowly than paragraph 3.1. (e.g., limit appointments to positions whose duties are strictly teaching).

5.2. Scholarly research and writing, publishing, reviewing works of others, or other academic activities shall be integral to the continuing professional development of civilian faculty.

5.3. All personnel actions shall be consistent with all applicable laws and regulations, including merit system principles.

## 6. RESPONSIBILITIES

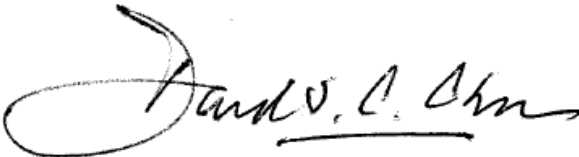
6.1. The Under Secretary of Defense for Personnel and Readiness shall monitor implementation of this Instruction and issue additional direction and guidance as necessary.

6.2. The Heads of DoD Components shall ensure compliance with this Instruction by the post-secondary educational institutions within their Components.

6.3. The Heads of DoD Post-Secondary Educational Institutions shall implement this Instruction within their respective institutions.

## 7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, reading "David S. C. Chu". The signature is written in a cursive style with a large, looping initial "D".

David S. C. Chu  
Under Secretary of Defense  
for Personnel and Readiness