

Re: Procedures for nominations to teaching staffs of military departments

Date: April 18, 2012

The Faculty Review Subcommittee of the Military Education Council recommends the following wording to replace the 1997 "Procedures for nominations to teaching staffs of military departments."

The Department Head of each unit will initially screen officers nominated to his or her unit. For candidates forwarded to the Military Education Council, the Head shall prepare a packet that includes at least the following:

- Department Head's written evaluation and recommendation. This should discuss the qualifications of the candidate for the position that he or she will fill. It should also discuss how the applicant compares to others in recent applicant pools and/or who have held positions in the program in the recent past.
- Personal resume.
- Statement by the candidate on interest in and qualifications for the position.
- Complete summary of military experience including a description of assignment responsibilities and timing of promotions. This should identify all teaching and training experience.
- Transcripts from all undergraduate and graduate programs in which the candidate has been enrolled.
- Three letters of recommendation, including one from the current, immediately superior officer. (Evaluation reports of military assignments may substitute for one letter of recommendation).

This packet will be forwarded to the Military Education Council for consideration by the Faculty Review Subcommittee. Upon favorable recommendation of this subcommittee, the Chair of the Military Education Council will forward the nomination and packet to the Provost and Vice Chancellor of Academic Affairs. If the committee should recommend against acceptance, the packet will be returned to the respective service with a request for a new candidate.

The procedure for approving the appointment of a Commanding Officer is as follows:

- The current Commanding Officer provides input to the service's screening process if asked by the service.
- The service sends the application file for the proposed successor to the current Commanding Officer.
- The current Commanding Officer forwards the file to the Military Education Council for consideration by the Faculty Review Subcommittee.
- If the Faculty Review Subcommittee approves the application, the Chair of the Military Education Council shall forward the nomination to the Provost and Vice Chancellor of Academic Affairs for appointment.
- The Provost and Vice Chancellor of Academic Affairs shall notify the service that the nominee is acceptable.

-If the MEC does not approve the application, the service is notified of the nonapproval and the reason(s). The same procedures are then followed for the next candidate.

If members of the Faculty Review subcommittee have questions about a candidate after reading the written application file, they may arrange to interview the candidate in person or remotely. The Chair of the Military Education Council will have discretion as to whether and how this will be carried out.

Department heads shall have a graduate degree from a regionally accredited institution and experience relevant to the position. All candidates at this level should be capable of teaching courses that could be used for general education credit.

Successful assistant professor candidates shall have at least a bachelor's degree from a regionally accredited institution. In keeping with the principle that "each nominee exhibit a record of academic achievement which places him [or her] as close as reasonably possible to a position of parity with the academic staffs of the other departments on this campus,"¹ successful applicants are strongly encouraged to pursue a graduate degree while at UIUC.

These guidelines and the link to the 1971 MEC document which they amend should be distributed to members of the Faculty Review Committee at the beginning of each academic year.

¹ 1971 Proposal to Establish a Military Education Council, on the MEC website, <http://www.militaryed.illinois.edu/Proposal%20to%20Establish.pdf>, p. 15.