

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 37)

17 November 2022

**ADMINISTRATIVE AND PROFESSIONAL FACULTY RANK/GRADE &
PROMOTION POLICY**

The following guidelines govern the assignment of rank/grade and promotion of personnel serving in Administrative and Professional Faculty positions. In addition, guidelines are provided for the commissioning, appointment and promotion of personnel serving in the Virginia Militia (unorganized) as applicable. Virginia Militia appointment and promotion procedures for Teaching Faculty members are separately detailed in academic regulations.

1. PURPOSE

In accordance with Virginia Code § 44-117, officers of Virginia Military Institute are commissioned officers of the Virginia Militia, unorganized, and subject to the orders of the Governor and the same rules and regulations as to discipline for other commissioned officers of the military organizations of the Commonwealth. The Superintendent will make recommendations to the board of visitors for all personnel being considered for commissioning in the Virginia Militia.

2. ELIGIBILITY

All members of the Administrative and Professional Faculty may be commissioned in the Virginia Militia if they are U. S. Citizens and are recommended by the Superintendent. Generally, Administrative and Professional Faculty assigned to high-level positions in the Institute's organizational structure and/or those who have regular interaction with, or direct supervision of, cadets (e.g., the Commandant's staff) will be commissioned in the Virginia Militia and assigned military rank. All others will be assigned an initial grade that correlates with a military rank for promotion purposes at the time of hire. Administrative and Professional Faculty who were commissioned prior to 1 September 2022 and subsequently removed from the Virginia Militia shall retain the same grade until promoted in accordance with the policies contained herein. The Human Resources Office is responsible for maintaining a record of grades assigned to Administrative and Professional Faculty who are not commissioned in the Virginia Militia. Classified and part-time employees may be commissioned, but only by exception.

3. GENERAL

VMI appoints an Administrative or Professional Faculty member to a rank/grade commensurate with the Administrative and Professional Faculty position, responsibilities, and organizational placement, while also considering the credentials and experience of the employee. The Deputy Superintendent for Academics and Dean of the Faculty; Deputy Superintendent of Finance, Administration and Support; Commandant of Cadets; Chief of Staff; or Director of Information Technology, as appropriate, will recommend to the Superintendent a starting Virginia Militia rank/grade for any new Administrative and Professional Faculty member and whether or not they should be commissioned. Any Administrative and Professional Faculty member with no

previous military service who receives a commission will be appointed as an Army Officer in the Corps of Engineers in the Virginia Militia. Administrative and Professional Faculty that have previous active duty or reserve service but maintain no current affiliation with the branch of service may also be appointed as an Army Officer in the Corps of Engineers in the Virginia Militia. Retired officers who have served on active duty, in the reserves, or in the National Guard may normally wear the uniform of that service and the rank earned in that service. Retired officers and reserve/National Guard officers currently serving may wear “US” insignia, while all others must wear “VA” insignia. See *Wearing the Virginia Militia Uniform and Military Courtesies* dated 2010 for proper wear of rank insignia. Any officer wearing “US” insignia who is promoted in the Virginia Militia above the rank he/she held on active duty must wear “VA” insignia.

Officers who have served in the United States Marine Corps may only wear their rank attained on active duty. Any Marine Officer who accepts a Virginia Militia commission at a higher rank than attained on active/reserve duty must wear the Army uniform.

4. PROCEDURE

A. Determination of Rank/Grade –

- i. The following guidelines will be used to determine the starting rank/grade for a new Administrative and Professional Faculty member:
 1. First Lieutenant/O-2 – Associate or Baccalaureate degree, limited experience related to the position, no supervisory responsibilities.
 2. Captain/O-3 – Baccalaureate degree, some experience (one year or more) related to the position, no supervisory responsibilities.
 3. Major/O-4 – Master’s degree or above, five years or more of experience related to the position. May have supervisory experience over non-exempt (typically administrative support) positions.
 4. Lieutenant Colonel/O-5 – Master’s degree or above, considerable experience (ten years or more) related to the position. Supervises the work of one or more professional-level employees and a major functional area (office or department).
 5. Colonel/O-6 – Master’s degree or above, extensive experience related to the position. Serves in a senior management position at the Institute.
- ii. The Superintendent must approve the starting rank/grade and any promotion for an Administrative or Professional Faculty member.

B. Promotion –

- i. The following schedule should be the minimum time-in-rank/grade necessary for Administrative and Professional Faculty to be considered for promotion:
 1. Captain/O-3 – five years of full-time service for promotion to Major/O-4.
 2. Major/O-4 – four-years’ time-in-grade, or seven years total service for promotion to Lieutenant Colonel/O-5; and
 3. Lieutenant Colonel/O-5 – ten-years’ time-in-grade, or fifteen years total service for promotion to Colonel/O-6.
- ii. The minimum time-in-rank/grade above serve as guidelines only. Meeting the minimum time-in-rank/grade does not guarantee promotion. A supervisor may

recommend an accelerated schedule based on an Administrative or Professional Faculty member's performance. A supervisor may recommend a promotion to the next higher rank/grade for an Administrative or Professional Faculty member ahead of this schedule, based on the employee's achievement of an advanced educational credential or the employee's assumption of significantly increased duties and responsibilities. Any recommendation for promotion should be based on annual performance evaluations in accordance with the VMI Administrative and Professional Faculty Performance Evaluation System, for which the faculty member's performance clearly falls in the excellent to outstanding performance range and is in a slot with promotion authorized. As noted above, not all Administrative and Professional Faculty positions qualify for promotion, and the time-in-grade/grade standards may not be relevant.

- iii. The Superintendent may promote an Administrative or Professional Faculty member to the next higher rank/grade based on extraordinary achievement.
- iv. An Administrative or Professional Faculty member receiving a promotion to the next higher rank/grade, while remaining in the same position, will receive a salary increase equal to five percent of their current total salary before promotion, or \$3,000, whichever is higher.
 - v. This increase, or consideration for a larger increase associated with a change to a position of increased authority, must also be included in the respective department's budget request for the next fiscal year. Requests for larger increases must be justified based on comparisons with the salaries of similarly situated positions at VMI or similar institutions.
 - v. Promotions for commissioned officers will normally be scheduled and conducted in an appropriate ceremony. The Superintendent or his direct report in a supervisory position over the officer being promoted may conduct the ceremony.

5. ADMINISTRATIVE GUIDANCE

Guidance for administration, performance evaluation, and compensation for Administrative and Professional Faculty commissioned in the Virginia Militia is contained in the VMI Administrative and Professional Faculty Handbook. Any questions regarding the procedures outlined in the handbook should be directed to the employee's supervisor or the Human Resources Office.

FOR THE SUPERINTENDENT:

John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

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