

## Academic Chair Management

Functional Lead: Provost

Division: Academic Support Division

Responsible Office: Director, ASD

Reference: (a) Section 6: Faculty, SACSCOC Principles of Accreditation 2024 Edition

(b) Resource Manual for the Principles of Accreditation Fourth Edition Published 2024

1. Purpose. Provide guidance regarding the overall identification, selection, assignment, general duties, administrative management, and assessment of Marine Corps University (MCU) academic chairs.

2. Background. MCU has a long history of being supported in its educational efforts by outside subject matter experts (SME) from other Marine Corps organizations, sister services, governmental agencies, and by volunteer service by private individuals. Such support allows MCU to meet its strategic outreach goals and enhance its educational programs beyond the requirements of service and joint professional military educational outcomes. Because of the various methods for sourcing chairs, the varying laws and regulations applicable to different sources, and the need to integrate chairs into both MCU's academic culture and its administrative processes and procedures, clarity is needed to define expectations and roles and responsibilities in managing the MCU Academic Chair Program.

### 3. Policy

a. Definition. Academic Chairs are MCU and non-MCU employee subject matter experts associated with MCU via some approved arrangement (such as a service agreement, contract, intergovernmental personnel act, etc.) to support educational programs via research, scholarship, or teaching in their areas of expertise.

(1) Types of Academic Chairs include designated Marines not assigned to MCU, service Chairs assigned by their parent service to MCU as faculty, interagency Chairs from other Department of Defense (DoD) or federal government agencies, and other individual SMEs who provide services to MCU per applicable federal regulations.

(2) "MCU Scholars" are distinguished from Academic Chairs as they are designated MCU Title 10 employees not permanently assigned directly to a resident professional military education (PME) schoolhouse, and whose duties include significant general faculty support to all educational programs in their areas of expertise. Administration and duties of MCU Scholars are determined by Department of the Navy employment regulations and applicable position descriptions.

b. The Provost exercises oversight of the MCU Academic Chair program. The Provost will, in coordination with the academic deans/Chief Academic Officers (CAOs), identify subject matter areas in which a chair is warranted, coordinate potential chair assignments with the sourcing

activity or organization, develop and approve memorandum of understanding for chair activities, assess chair utility and evaluate individual chair performance.

c. Identifying SME subject areas

(1) Service Chairs:

(a) Army, Navy, and Air Force Chairs are identified as part of the interservice faculty agreement for joint PME (JPME) the J-7 Joint Education Division manages and oversees.

(b) Marine Service Chairs are SMEs from functional proponents who serve as a direct liaison to MCU for educational matters affecting that functional area. The Marine Reserve Affairs Chair is a table of organization billet. Other Marine Service Chairs are typically “non-resident” to MCU, assigned permanently within their functional area of expertise.

(2) Interagency Chairs are normally from DoD or other Federal Agencies whose missions and roles complement the Marine Corps’ operational requirements, such as Defense Intelligence Agency or Department of State.

(3) Warfighting Chairs are normally Title 10 employees who provide critical subject matter expertise on issues relates to warfighting excellence, like Emerging Technology; Cyber; Women, Peace, and Security; and Diversity, Equity, and Inclusion.

(4) The Provost will regularly review with the academic deans and CAOs, and at a minimum at least once annually, whether existing Chair subject matter areas remain warranted or if additional subject areas warrant seeking an Academic Chair to address.

d. Normally, the assignment of Academic Chairs to support MCU is pursuant to a Memorandum of Agreement (MOA) with the providing entity. The Provost is the delegated authority to sign Academic Chair MOA on behalf of MCU.

e. Although priority of support may vary depending where and how the Chair is assigned within MCU, Academic Chairs provide SME general support to all educational programs. The Provost will assign each Academic Chair under the administrative oversight of an educational program or staff director. The director will ensure that administrative requirements, such as network access and accounts, office space, telephones, etc., are provided at a comparable level to that of regular faculty.

f. MCU Title 10 Faculty are eligible to also serve as Chairs, if qualified; however, Chair duties must remain separate from regular duties. Employees may not receive compensation from outside sources for their regular duties.

4. Procedures

a. The Provost will ensure that Academic Chairs are included in the MCU website faculty directory.

b. Directors will provide a written assessment of Chair utility and performance to the Provost NLT 30 June each Academic Year.

Related Policies and Forms:

Faculty Qualifications and Credentials

Volunteer Service Agreement

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