

Academic Chair Management

Functional Lead: VPAA

Division: Academic Support Division (ASD)

Responsible Office: Director, ASD

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

(b) Resource Manual for the Principles of Accreditation

1. Purpose. The purpose of this chapter is to provide guidance regarding the overall identification, selection, assignment, general duties, administrative management, and assessment of 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, other governmental agencies, and by volunteer service by private individuals. Such support allows MCU to enhance its educational programs beyond the minimal requirements of service and joint professional military educational outcomes and also supports MCU's strategic outreach goals. Because of the various methods by which chairs may be sourced, 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 defined as non-MCU employee subject matter experts associated with MCU via some approved arrangement to support educational programs via research, scholarship, and / or teaching in their areas of expertise.

(1) Types of Academic Chairs include designated Marine SMEs outside of MCU, service Chairs assigned by their parent service to MCU as faculty, interagency Chairs from other DoD or federal government agencies, and MCU Foundation (MCUF) employed Chairs who provide volunteer 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 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. Vice President for Academic Affairs (VPAA) exercises oversight of the MCU Academic Chair program. VPAA will, in coordination with the academic deans, identify subject matter areas in which a chair may be warranted, coordinate potential chair assignments with the sourcing activity or organization, develop and approve memorandum of understanding for chair activities, and assess chair utility and evaluate individual chair performance.

c. Identifying SME subject areas

(1) Service Chairs are identified as follows:

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

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

(c) 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.

(d) MCUF Chairs derive from either MCU identifying a subject matter area for which SME support would enhance its educational programs, or an offer by MCUF to provide a SME or SMEs in specific subject matters if acceptable to MCU.

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

d. Normally, the assignment of Academic Chairs to support MCU should be pursuant to a Memorandum of Agreement (MOA) with the providing entity. VPAA 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.

(1) Each Academic Chair will be assigned 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.

(2) Normally, Academic Chairs not assigned to an educational program will be assigned to one of MCU’s educational Centers. Chairs not assigned to a program or Center will fall under the administrative oversight of the Director, MAGTF Instructional Group.

f. MCUF Chairs are employees of the Foundation who provide their services through a Volunteer Service Agreement (VS) with the U.S. government. MCU Title 10 Faculty are eligible to also serve as MCUF Chairs, if qualified; however, Chair duties must remain separate from regular duties. Employees may not receive compensation from MCUF for their regular duties.

g. Directors will provide a written assessment of Chair utility and performance to VPAA NLT 30 June each Academic Year.

4. Procedures

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

b. MCUF Chairs will complete a VSA and submit to the MCU Civilian Personnel Office prior to performing duties as Academic Chair.

Related Policies and Forms:

Faculty Qualifications and Credentials

Volunteer Service Agreement

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