VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
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VIRGINIA MILITIA RANK & PROMOTION POLICY (ADMINISTRATIVE AND PROFESSIONAL FACULTY)

The following procedures and guidelines detail the Virginia Military Institute's policy on the commissioning, appointment and promotion of personnel serving in the Virginia Militia (unorganized) assigned to Administrative and Professional Faculty positions. Virginia Militia appointment and promotion procedures for Teaching Faculty members are separately detailed in academic regulations.

1. PURPOSE

In accordance with paragraph 44-117 of the ***Code of Virginia*** , officers of the Virginia Military Institute shall be 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 governing boards of each institution shall recommend to the Governor the rank which such eligible persons shall be commissioned, but the following determination of such rank shall be made by the Governor. The Superintendent of the Virginia Military Institute shall make recommendations to the VMI Board of Visitors for all personnel being recommended for commissioning in the Virginia Militia.

2. ELIGIBILITY

All members of the Teaching Faculty and the Administrative and Professional Faculty are eligible to be commissioned in the Virginia Militia if they are U. S. Citizens and are recommended by the Superintendent. Classified and part-time employees may be commissioned, but only by exception. This policy addresses the rank selection and promotion policy for the Administrative and Professional Faculty.

3. GENERAL

VMI appoints an Administrative or Professional faculty member to a rank commensurate with the Administrative and Professional Faculty position, responsibilities and organizational placement, while also considering the credentials and experience of the new employee. The Deputy Superintendent for Academics and Dean of the Faculty, Deputy Superintendent for 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 for any new Administrative and Professional faculty member who will be commissioned. Consideration for determining the starting rank should include years of related experience and academic credentials. Any Administrative and Professional Faculty member with no previous military service 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** –

i. The following guidelines shall be used to determine the starting rank for a new Administrative and Professional Faculty member:

1. First Lieutenant – Associate or Baccalaureate degree, limited experience related to the position, no supervisory responsibilities.
2. Captain – Baccalaureate degree, some experience (one year or more) related to the position, no supervisory responsibilities.
3. Major – Masters 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 – Masters 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 – Masters 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 and any promotion for an Administrative or Professional Faculty member.

b. **Promotion –**

i. The following schedule should be the minimum time-in-rank necessary for Administrative and Professional Faculty to be considered for promotion:

1. Captain – five years of full-time service for promotion to Major;
2. Major – four years time in grade, or seven years total service for promotion to Lieutenant Colonel
3. Lieutenant Colonel – ten years time in grade, or fifteen years total service for promotion to Colonel.

ii. The minimum time-in-rank above serve as guidelines only. Meeting the minimum time in rank 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 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. The recommendation for promotion must be based

on annual performance evaluations in accordance with the VMI Administrative and Professional Faculty Performance Evaluation System, where the faculty member's performance clearly falls in the excellent to outstanding performance range and be in a slot where promotion is authorized. As noted above, not all Administrative and Professional Faculty positions qualify for promotion and the time in grade standards may not be relevant.

iii. The Superintendent may promote an Administrative or Professional Faculty member to the next higher rank based on extraordinary achievement.

iv. A promotion to the next higher grade will normally be accompanied by an increase of $2,000 in the employee's annual salary rate. This increase and consideration for a larger increase 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 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

All Officers commissioned in the Virginia Militia fall under the guidance for administration, performance evaluation, and compensation as noted in the VMI Administrative and Professional Handbook. Any questions regarding the procedures outlined in the handbook should be directed to your supervisor or the office of Human Resources.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

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