

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 37)

17 August 2020

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

The following guidelines govern 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 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 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.

**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 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 for any new Administrative and Professional Faculty member who will be commissioned. 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 will 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 –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 –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 –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 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; and
  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. 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 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 typical increase or 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**

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:

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

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