

28. Exceptional Qualifications In Lieu of Degree (EQILD) Program.

CCAF Campus Affiliations is the Office of Primary Responsibility for the EQILD program and implements this directive. CCAF affiliated schools submit EQILD packages on instructors who have not completed the degree during the initial 12 month period after DAID. Packages are reviewed by CCAF Campus Affiliations for content and accuracy and forwarded to the CCAF Dean of Academic Affairs for approval/disapproval. EQILD status may be approved based on the remaining degree completion requirements or up to 12 months. During this time, it is expected the instructor will complete all remaining degree requirements following the degree plan.

28.1. EQILD Defined. The CCAF EQILD is a temporary extension past the required 12 months for degree completion. It is based on the student instructor's degree completion progress, number of courses left to complete the degree, experience, awards, and recommendation by the Commander. SACSCOC Principles of Accreditation, paragraph 3.7.1 describes qualified faculty as follows:

“When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.”

28.1.1. EQILD status is based on the exceptional professional skills and experiences an instructor possesses that clearly distinguishes them as an expert in their career field or area of expertise and justifies why the instructor should be allowed to teach in their subject area. Professional skills and experiences include technical skills and any training or certifications related to the area of teaching discipline. EQILD is limited, and is not granted in all cases.

28.2. EQILD Package Contents. Instructions for submitting an individual for EQILD status are in Attachment 6. To be considered for EQILD status, each package must include a completed EQILD worksheet (Attachment 7) signed by the school's commander (FSS Commander for ALS instructors or NCO Academy (NCOA) Commandant for NCOA instructors), supervisor, and individual. An electronic copy of the worksheet is located in the tool box section of STARS-FD. Incomplete packages may be returned potentially rendering the instructor not qualified.

28.3. EQILD Package Submission Due Date. Completed packages are due to CCAF on the first duty day of the 11th month after the DAID. For example, if DAID is July, an individual's EQILD package will be due on the first duty day the following June. It is the ASL's responsibility to verify packages are received at CCAF by the submission deadline. Contact your ASM to verify receipt. Packages received after the first day of the 11th month after the DAID are considered late. After the 12 month anniversary of the DAID, the instructor will be removed from the podium until EQILD review can be accomplished. A Memorandum for Record from the school commander justifying the late submittal will be required before the package can be considered for processing. 29

NOTE: If an individual is attending, or has completed, their final class for degree completion, a completed package is NOT required. The class end date MUST be prior to the one-year expiration date. A letter from the Education Services Center verifying degree completion suffices. The letter must be signed by the Education Services Officer and forwarded to CCAF/DECA by the EQILD due date (Reference paragraph 21.2.1).

28.4. Submission Procedures. Scan and E-Mail (encrypted) completed packages to the CCAF/DECA mailbox at ccaf.fac@us.af.mil. Convert, at least, the signature page to a .PDF or similar format so signatures are visible.

NOTE: An expiration date for approved EQILD is displayed on instructor's data page.

28.5. Degree Progression While in EQILD Status. While EQILD status is an extension of the normal 12-month time limit to complete degree requirements, it is not a permanent exemption. Instructors are expected to complete their degree requirements as quickly as possible during the extension. ASLs should notify their ASM of instructor degree completions and status changes as soon as they occur.

28.6. Subsequent EQILD Submissions. Once an individual has been approved for EQILD status, the CCAF Dean of Academic Affairs may, on an extremely limited basis and only when there are extenuating circumstances, grant subsequent exceptions. To be considered for a consecutive exemption, an individual must show continuous enrollment and progress toward degree completion and provide documentation of absences such as deployments or medical situations beyond the individual's control. Consecutive exemption requests are handled on an individual basis and every effort must have been made to satisfy degree requirements during the initial exemption.

28.7. EQILD Limitations. Each affiliated school will have no more than 5 percent of their instructors on EQILD status at any time.

28.8. EQILD Disposition. Once an EQILD exception has been approved, it is scanned as a printable PDF document and loaded into the instructor's record in STARS-FD. The original copies are maintained on file at the CCAF administrative center.

28.9. Options Other Than EQILD Submission. The school's commander may choose not to recommend individuals for consideration for EQILD Status. In these cases, the school will submit only an EQILD worksheet (Attachment 7) with the individual's name, component, last four digits of the SSN and item 12 completed with the commander's signature indicating that the individual will perform non-instructor duties and be removed from STARS-FD.