

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
Fort Jackson, South Carolina 29207-7035

REGULATION
NO. 15-11

1 June 1995

Boards, Commissions, and Committees
FACULTY BOARDS

1. PURPOSE. This directive sets forth policies and procedures for the appointment and conduct of SSI Faculty Boards. It applies to investigation of incidents or allegations of student academic or motivational deficiency, disciplinary infractions, honor code violations, and other matters as deemed appropriate by the Deputy Commander, SSI, or higher authority.

2. REFERENCES.

- a. AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- b. AR 135-175, Separation of Officers.
- c. AR 635-100, Personnel Separations, Officer Personnel.
- d. NGR 625-100, Personnel Separation, Termination of Appointment and Withdrawal of Federal Recognition.
- e. SSC Reg 350-11, Student Disposition.

3. GENERAL.

a. School commandants may refer any case that merits a faculty board to the Deputy Commander, SSI; however, they must refer all cases involving disenrollment of USAR and ARNG student officers having less than three years commissioned service to the Deputy Commander since disenrollment could lead to removal from active duty or discharge UP AR 635-100.

b. AR 15-6, Chapter 4, governs the proceedings of SSI Faculty Boards.

c. The president of the board will, within criteria established by AR 15-6, conduct the board as he/she feels will best produce necessary information to allow members to arrive at a fair and logical recommendation. Course directors, class advisers, instructors, class leaders, class members, student company commanders, and other individuals as appropriate, will be made available to testify. The president of the board will give respondents every opportunity to present any facts or extenuating circumstances.

* This regulation supersedes SSC Reg 15-11, Faculty Boards, 26 Dec 90.

4. RESPONSIBILITIES.

a. The course director will:

(1) Recommend a waiver or disenrollment to the school commandant when a student fails to meet course requirements or other requirements prescribed in SSI Reg 350-11, AR 351-1, and other pertinent documents. If a decision is made to recommend disenrollment, follow the procedures in SSI Regulation 350-11.

(2) Formally counsel students before recommending a faculty board and explain the possible consequences of a faculty board.

(3) Compile all records of formal and informal counseling, academic performance records, class standing, and other pertinent documents the faculty board should consider.

b. The school commandant will:

(1) Ensure that students are aware of applicable academic, disciplinary, and leadership standards.

(2) Refer cases to the Deputy Commander that, in his opinion, merit or require convening a faculty board.

(3) Return home soldiers serving on ADT for whom a final decision has not been reached before termination date of self-executing orders.

(4) Make the decision to graduate or disenroll/discharge soldiers based on the board's findings and recommendations. The school commandant will send his/her recommendation, along with the board's findings and recommendations, through the Deputy Commander to the general court-martial convening authority (GCMCA) if the decision is to not graduate. If the school commandant's decision is to graduate the student, he will return papers relating to the incident to the respondent or destroy them.

(5) Disenroll the student using FJ Form 30-2-37 (Student Disposition). See SSI Reg 350-11 for instruction if final decision supports disenrollment.

c. The Deputy Commander, SSI, will:

(1) Determine, on a case by case basis, the need for a faculty board.

(2) Appoint three or more officers to the board; assign a minority/female representation to the board when a minority/female is appearing before the board. Appointment of advising members or a legal adviser is unnecessary because the board may consult informally with persons having special expertise, whenever desired.

(3) Forward his recommendation and board proceedings with school commandant's recommendation to GCMCA for final action.

d. Directorate of Training Support will:

- (1) Inform the board members, in writing, of their appointment.
- (2) Notify the respondent, in writing, at least two duty days before the board (see sample letter of notification, appendix).
- (3) Give timely notice to all participants of the date, time, place, and prescribed uniform for the board session.
- (4) Give board members a binder of review references.

e. The faculty board president will:

- (1) Be the senior board member.
- (2) Ensure that the respondent has been properly notified and given all reasonable assistance in preparing for the board.
- (3) Conduct informal board proceedings according to AR 15-6.
- (4) Ensure policies outlined in this directive are met.
- (5) Ensure that the respondent is informed of the board's findings and recommendations.
- (6) Review and sign the Report of Proceedings (DA Form 1574).
- (7) Forward one of the following findings and recommendations of the board through SJA to the school commandant:
 - ... Graduate or
 - ... Disenroll and
 - ... Branch transfer or
 - ... Remove from active duty and
 - ... Discharge (USAR)
 - ... Recommend withdrawal of federal recognition (ARNG).

f. The GCMCA will:

- (1) Approve/disapprove recommendations of the school commandant.
 - (a) The GCMCA is the approving authority on release from active duty and discharge of USAR officers. HQDA will direct the discharge of USAR officers who have been released from ADT under self-executing orders.

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(b) If the soldier is an ARNG officer, the GCMCA cannot order the officer's discharge; however, he can direct the officer's release from active duty. CG, PERSCOM, will send reports on ARNG officers to the Chief, National Guard Bureau (NGB), for action under NGR 635-100. Chief, NGB, is responsible for withdrawing federal recognition of all ARNG officers.

(2) Return decision through the Deputy Commander, SSI, to the school commandant for final disposition by academic records.

g. The Adjutant General (AG) will:

(1) Release officers from ADT as directed by the GCMCA or whose release from ADT and discharge are directed.

(2) If GCMCA approves retention and branch transfer, send the proceedings to Commander, PERSCOM (TAPC-OPP-M).

(3) Send to Commander, PERSCOM (TAPC-OPP-M), the proceedings in which final action must be taken by HQDA.

APPENDIX

SAMPLE LETTER

(Office Symbol)

SUBJECT: Notice of Faculty Board

(Address of Respondent)

1. This is to inform you that a Faculty Board will convene under provisions of SSI Reg 15-11 to determine if you should be disenrolled from the course you are attending and declared a nongraduate, and be relieved from active duty or eliminated from the Army for failure to meet the standards of the United States Army Soldier Support Institute due to academic or leadership deficiencies or disciplinary reasons (state exact reason).

2. The board will meet at (time) on (date) in room , SSI, Fort Jackson, to review information about your case and to hear additional facts.

3. The board intends to question:

Rank	Name	Position
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4. You may be present at all open sessions of the board and given an opportunity to present evidence in your behalf, testify in person, or submit a written statement.

5. If you have any witnesses to testify in your behalf, tell the president of the board so that he may question the witnesses.

6. The board will report findings and make recommendations to the school commandant.

7. Acknowledge receipt of this notice by endorsement hereon not later than (date) . Include the names of witnesses you want the board to question.

FOR THE DEPUTY COMMANDER:

The proponent for this regulation is the Directorate of Training Support (DOTS). Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOTS, ATTN: ATSG-TSM.

FOR THE COMMANDER:

OFFICIAL:

D. C. BARNEY
Director Training Support



PATRICK J. WIRT
CW4, USA
Adjutant General

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