

**ACADEMIC SPECIALIST RECOMMENDATION FOR REAPPOINTMENT,
PROMOTION OR AWARD OF CONTINUING APPOINTMENT STATUS**

Complete this form based on assigned duties and responsibilities; all sections may not be applicable.

Name _____ Date _____
Last, First Middle

Present Status: in continuing appointment system Appointment Basis: AY
 with continuing appointment AN
Present Position/Rank: academic specialist
 senior academic specialist

Primary Department Name _____ Second Department Name _____ Other Dept Name _____
Primary College Name _____ Second College Name _____ Other Coll Name _____

U.S. Citizen or Permanent Resident? YES NO If NO: Type of Visa _____
Date Visa Expires _____ Steps taken to become permanent resident: _____

Years of full-time academic specialist service as of next August 16:
At MSU _____ Other than at MSU _____

Highest Degree _____ Institution _____ Date _____

Additional Training/Education/Certifications _____

Current salary: _____ Promotion recommended previously (year): _____

General and/or market percent increases in salary rate during the last 3 years:
_____ % _____ % _____ %

RECOMMENDATION BY DEPARTMENT CHAIRPERSON/SCHOOL DIRECTOR:

- Reappoint as Academic Specialist for probationary period of three years
- Reappoint as Academic Specialist and award continuing appointment status
- Reappoint as Senior Academic Specialist and award continuing appointment status
- Do not reappoint
- Promote to Senior Academic Specialist
- Promote to Senior Academic Specialist and award continuing appointment status

Recommendation by Dean: _____

Recommendation by Provost: _____

_____ Primary Chairperson/Director Signature	_____ Date	_____ Second Chairperson/Director Signature	_____ Date	_____ Other Chairperson/Director Signature	_____ Date
_____ Primary Dean/Adm. Head Signature	_____ Date	_____ Second Dean/Adm. Head Signature	_____ Date	_____ Other Dean/Adm. Head Signature	_____ Date
_____ Provost Signature	_____ Date				

Promotion, promotion plus continuing appointment, and reappointment with continuing appointment status are effective the first day of the month following Provost's approval.

Name _____

SUMMARY STATEMENTS

1. Summary evaluation by Unit Administrator, citing evidence of distinction and sustained excellent performance.

2. Summary statement by Dean:

3. Attach copy of up-to-date Specialist Position Description form.

Name _____

ACADEMIC ADVISING

4. Number of current advisees:
- | | |
|------------|-------|
| Freshmen | _____ |
| Sophomores | _____ |
| Juniors | _____ |
| Seniors | _____ |
| Other | _____ |
5. Service on graduate/professional student guidance committees:
(List number of students)
- | | <u>Masters</u> | <u>Doctoral</u> | <u>Professional</u> |
|-----------------------------------|----------------|-----------------|---------------------|
| Currently enrolled or active | _____ | _____ | _____ |
| Degrees Awarded - total of career | _____ | _____ | _____ |
6. Provide a summary of accomplishments in academic advising (reference [Academic Specialist Handbook - Appendix A](#): Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.1.1).
7. Evaluation of academic advising by unit administrator. Include advising, recruitment and retention of students; evidence of a leadership role in the advising profession; evidence of commitment to and effectiveness in promoting diversity and intellectual honesty; summary of evidence of recognition by students, peers, faculty and others within and outside MSU.

Name _____

12. Evaluation of contributions to teaching and instructional activities by unit administrator. Include effectiveness of teaching; presentation of information; innovation and leadership in teaching/learning methods; evidence of promoting an appropriate climate of diversity and intellectual honesty in instructional settings; summary of evidence of recognition from students, peers, faculty, and others within and outside MSU.

Name _____

CURRICULUM DEVELOPMENT

13. List significant contributions to planning and development of curricula, academic programs and courses (reference [Academic Specialist Handbook - Appendix A](#): Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.1.3).

14. Evaluation of curriculum planning and development by unit administrator. Include professional contributions and evidence of leadership; commitment to and effectiveness in promoting diversity and intellectual honesty; summary of evidence of recognition of peers, faculty and others within and outside MSU.

Name _____

GRANTS

17. List grant and/or contract proposals authored/co-authored in last six years.* Each proposal should consist of a 2-line entry as described below. For Amount Funded, if the proposal has not been funded, type "pending" or "rejected" as appropriate.

Line 1: Title of the proposal

Line 2: Name of granting or contracting agency, date submitted, amount funded, principal/co-investigators (if not the candidate).

RESEARCH

18. List significant contributions to research (reference [Academic Specialist Handbook - Appendix A: Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.2](#)).

* The candidate may elect to extend the 6-year period by a length of time equal to the length of any leaves taken during the past 6 years and make a notation to this effect.

Name _____

19. Evaluation by unit administrator of the contributions to research. Include research techniques; support of others in research endeavors; advancement of knowledge, public benefit, economic development; promotion of appropriate climate for creativity, diversity and intellectual honesty in the research setting; summary of evidence of recognition of peers, faculty and others within and outside MSU.

PUBLIC SERVICE/OUTREACH

20. List significant contributions in the area of public service/outreach (reference [Academic Specialist Handbook - Appendix A](#): Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.3).

Name _____

21. Evaluation of public service/outreach activities by unit administrator. Include delivery of educational and technical information, expertise and services to individuals, business, industry, government, educational institutions or other organizations such as galleries, museums, libraries; evidence of leadership; promotion of an appropriate climate for diversity and intellectual honesty in service/outreach settings; a summary of evidence of recognition by clients, peers, faculty and others within and outside MSU.

ADMINISTRATIVE ACTIVITIES

22. List significant contributions in the area of administration (reference [Academic Specialist Handbook - Appendix A](#): Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.6).

23. Evaluation of administrative activities by department chairperson/school director.

Name _____

COMMITTEE SERVICE

24. Indicate significant committee service and contributions under the following headings:
 1) Unit/department, 2) College, 3) University and 4) National/International.

25. Participation in professional associations/organizations/committees/societies.

<u>Name of Society/ Organization</u>	<u>Office & Committee Assignments</u>	<u>Meetings Attended (Year)</u>	<u>Check if on Program</u>
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Name _____

26. List other professional development activities including attendance at conferences, workshops and seminars, enrollment in a degree granting program, etc.

27. List awards and/or honors received.

28. Summarize any other significant contributions which have not been covered elsewhere.

29. Attach copies of internal letters of recommendation and letters of external peer review.