

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 _____ Pernr _____ Date _____
Last, First Middle

Present Position/Rank: Academic specialist Senior academic specialist
Specialist function (choose one): Outreach Teaching Advising Curriculum Dev Research
Present Status: in continuing appointment system with continuing appointment
 fixed term
Appointment Basis: AY AN

_____ Primary Department Name _____ Second Department Name _____ Other Dept Name

_____ Primary College Name _____ Second College Name _____ Other College 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 (Continuing or Fixed Term)
 - 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

Name: _____

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

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. Please Insert after this page.

Name: _____

4. Number of current advisees:
- | | |
|------------|-------|
| Freshmen | _____ |
| Sophomores | _____ |
| Juniors | _____ |
| Seniors | _____ |
| Other | _____ |

5. Service on graduate/professional student guidance committees: (List number of students)

	Masters	Doctoral	Professional
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: _____

TEACHING ACTIVITIES IN CREDIT COURSES

8. Record of teaching activities for the past three years*:

Term and Year	Course Number	Credits (#,var)	Type of Section (Lec,Rec, Lab,Pract)	# of Students	Type of Participation (Teach, teach as part of team, evaluate, demonstrate, assist teacher, etc.)

9. Provide a summary of accomplishments in teaching (reference Academic Specialist Handbook - Appendix A : Functional Description of Specialist Duties, Advancement in the System and Administrative Responsibilities, section A.5.1.2).

* In determining the "past three years" the candidate may elect to exclude any terms during which s/he was on leave.

Name: _____

MSU-SPONSORED NON-CREDIT INSTRUCTIONAL ACTIVITIES/SCHOLARLY PRESENTATIONS

10. Record of MSU-sponsored non-credit instructional activities for the past three years*:

Year	Type of Presentation (workshop, seminar, etc.)	# of Sessions per Year	Target Audience	# of Participants	Type of Participation (Instruct/present, instruct/present as part of team, evaluate, demonstrate, etc.)

11. Provide summary of accomplishments in instructional activities.

* In determining the "past three years" the candidate may elect to exclude any terms during which s/he was on leave.

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: _____

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: _____

15. List materials authored or co-authored in support of MSU advising, MSU credit or non-credit courses, or for use in MSU service/outreach activities. The list should be chronological order by category with the most recent work listed first. Include author(s), title, date, and target audience or course.

16. List research publications, papers, and other creative works under headings of (1) Books; (2) Book Chapters; (3) Bulletins or Monographs; (4) Articles (**for multi-authored articles, indicate how the primary or lead author can be identified**); (5) Reviews; (6) Papers read/published in conference proceedings; (7) Invited papers; (8) Artistic endeavors (exhibits, showings, scores, performances, recordings, etc.); (9) Other scholarly and creative works and activities (video production, etc.). The list should be in chronological order by category with the most recent work listed first; asterisk monographs and articles which received peer review.

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.

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

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.