

**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.