

**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 _____

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.)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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 _____

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 _____

PUBLICATIONS

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.

<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.