

MICHIGAN STATE UNIVERSITY

## Welcome to Thriving as an Academic Specialist at Michigan State University

September 14, 2017  
Presented by:  
Theodore H. Curry  
Associate Provost and Associate Vice President  
Academic Human Resources

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

## Learning Objectives

- Learn about the history of the Academic Specialist Appointment System
- Understand the various roles you play as Specialists and how your work fits into the university
- Gain knowledge about the evaluation process towards achievement of Continuing status
- Learn from other Specialists who have developed distinguished careers in the Specialist system

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

## MSU Specialists – An Historical Perspective

The diagram is a horizontal timeline with three colored boxes connected by arrows. The first box is red and labeled '1942', the second is green and labeled '1946', and the third is purple and labeled '1952'. Each box contains bullet points describing the state of tenure rules at that time.

- 1942**
  - First rules of faculty tenure established
  - 30% of faculty held terminal degrees
- 1946**
  - Tenure rules suspended due to influx of students/faculty following the end of WWII
- 1952**
  - Revised set of tenure rules implemented
  - 45% of faculty held terminal degrees

---

---

---

---

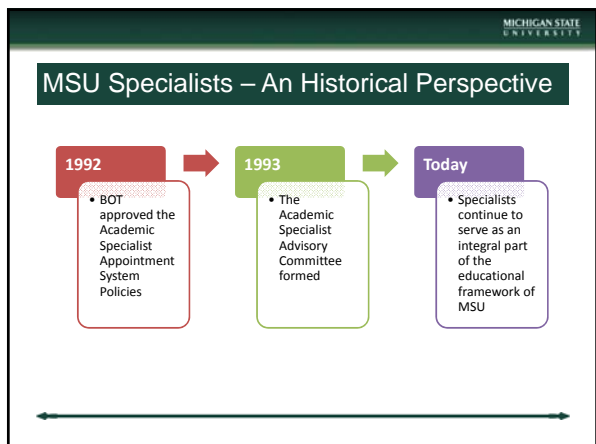
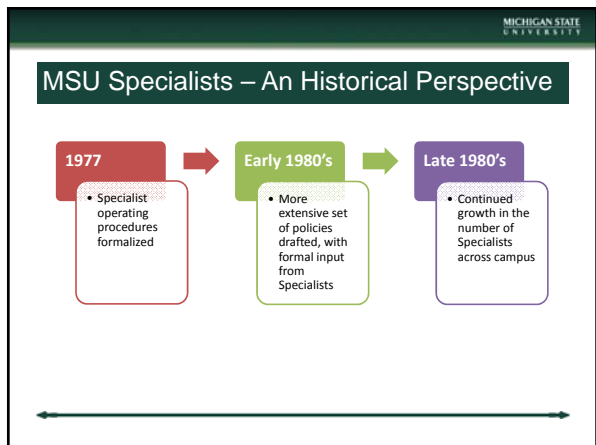
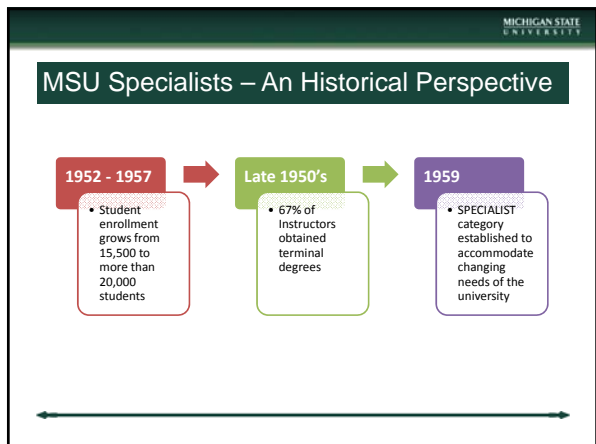
---

---

---

---

---



MICHIGAN STATE UNIVERSITY

### Academic Specialists – The Basics

- Functional Areas
  - Academic Advisor
  - Teaching
  - Curriculum Development
  - Research
  - Outreach
- Appointment Types
  - Fixed Term
  - Continuing System
- Ranks
  - Specialist
  - Senior Specialist

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Academic Specialists at MSU

849 Specialists  
(as of 9/1/17)

Appointment Type	Percentage
Fixed Term	64%
Continuing System	36%

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Academic Specialists at MSU

Specialists by Appointment Category

Appointment Category	Percentage
Outreach	33%
Advisor	29%
Teacher	23%
Research	8%
Curr. Dev.	7%

---

---

---

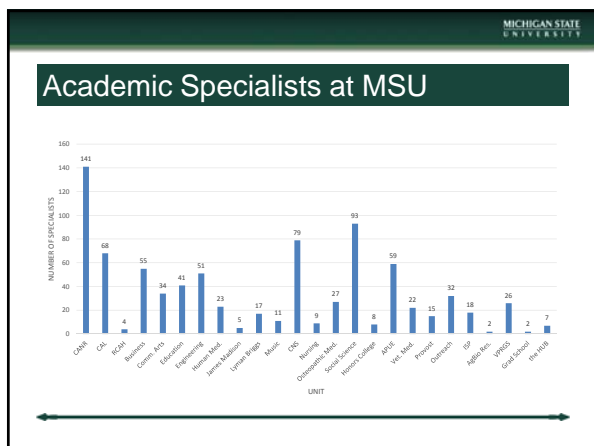
---

---

---

---

---




---

---

---

---

---

---

---

---

---

---

---

---

### Establishment of a Specialist Position

- Academic specialist positions should be established only if this is the best way for the academic unit to function at the highest possible level of effectiveness and efficiency within available resources.
- Academic specialist positions are established on the recommendation of the appropriate administrator of the academic unit, the concurrence of the appropriate dean/separately reporting director, and require approval by the Office of the Provost.
- Individual units determine whether to establish a position as fixed term or continuing system.

---

---

---

---

---

---

---

---

---

---

---

---

### Establishment of a Specialist Position

- Moving from a fixed term appointment to a continuing system appointment is strictly based upon individual unit needs
- In consultation with Academic Human Resources
- No set number of specialist positions
- Programmatic and budgetary considerations

---

---

---

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Establishment of a Specialist Position

- Establishment of a specialist position begins with the Specialist Position Description
- Effort allocation across the functional areas may change
- Keep position description updated, as this serves as the basis for annual and continuing reviews.

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Academic Specialists – Evaluation Policy

- The academic specialist shall be evaluated by the appropriate unit administrator before the end of the applicable annual duty period for those on probationary or fixed term appointment and at appropriate intervals for those with continuing appointment status.
- Evaluation shall be based on the duties and responsibilities specified in the job description for the specific position, general merit guidelines and the provisions of the Academic Specialist Appointment System.

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Academic Specialists – Evaluation Policy

- The academic specialist with a probationary appointment shall be evaluated annually to determine progress toward goals and/or the identification of goals. Units may also use the annual evaluation to assist in the assignment of merit and other salary adjustments.
- The academic specialist with a continuing appointment should also be evaluated. Units may schedule such evaluations to meet the needs and concerns of the individual unit; however, the unit must follow the established procedures.

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Reappointment & Promotion

- Reappointment, including the award of continuing appointment status and promotion to the rank of senior academic specialist, is predicated on the exemplary performance of assigned duties, professional development, excellence in scholarly activity, leadership and contributions to the institution.

---



---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Reappointment & Promotion

- A unit review committee will be established to advise the unit administrator about the reappointment, award of continuing appointment status, or promotion of the academic specialist.
- The review committee is composed of individuals knowledgeable about the position under review and the Academic Specialist Appointment System
- The academic specialist under review must be provided an opportunity to confer with the review committee before it provides advice to the unit administrator regarding reappointment, promotion or award of continuing appointment status.

---



---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Continuing System Timeline

Appointed as a Continuing System Specialist to a 3-year probationary appointment

- During the second year a reappointment review occurs
- If unsuccessful, the appointment ends as originally scheduled

If successfully reappointed, the Specialist begins a second 3-year probationary appointment

- During the second year, the continuing review occurs
- If successful, one is reappointed with continuing status
- If unsuccessful, the appointment ends as originally scheduled

---



---

---

---

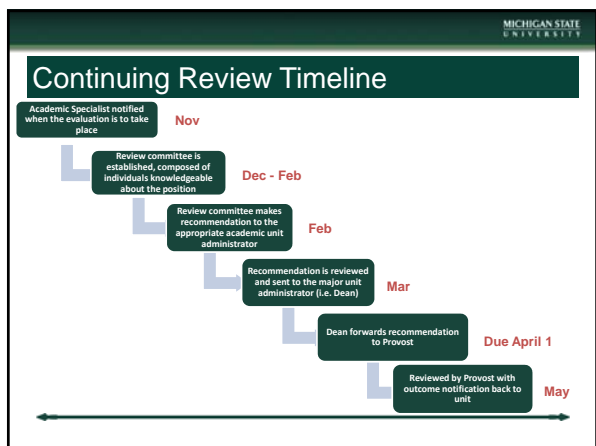
---

---

---

---

---



---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Promotion to Senior Specialist

- The basis for promotion to Senior Academic Specialist is to be derived from a significantly long and sustained period of excellence in the performance of assigned duties together with the recognition by peers and colleagues both within the University and regionally, nationally and internationally.
- Based on internal/external peer review involving evaluation of performance in one or more of the assigned functional areas

A horizontal arrow at the bottom points from left to right.

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Preparing for Reappointment & Promotion

- Diligent DOCUMENTATION is the key to preparing a successful reappointment/promotion packet
- Self Appraisal
- It's all about the STORY – What story will you tell about your career?

A horizontal arrow at the bottom points from left to right.

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Examples of Scholarly Achievement

- Authoring/Co-authoring publications (internal & external)
- Departmental/College level leadership
- Leadership in professional organizations
- Serving as a subject matter expert
- Development of new programs
- Presentations at national meetings
- Collaboration on special projects/grants

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Career Strategies

- Benchmarking: Have a plan!
  - Continuing Education
  - Professional and Scholarly Organizations
  - Academic Governance (department, college, campus)
  - Advising of Student Groups
  - Adams Academy
  - Leadership Learning Communities
- Mentoring
- Support Groups

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Department and College Perspective

**Sonja Fritzsche**  
Associate Dean  
College of Arts and Letters

---

---

---

---

---

---

---

---

---



MICHIGAN STATE UNIVERSITY

### Some campus-wide opportunities (3rd year)

- **Lilly Teaching Fellows Program:**
  - Open to individuals who wish to complete a Scholarship of Teaching and Learning (SoTL) project with support of \$16,000 (split between AAN and fellow's department).
  - CIP-early spring/ 6 fellows are selected each year.
- **Adams Academy Fellows Program:**
  - Open to individuals who wish to focus on deeper issues of teaching and learning. Outcome is a reflective digital teaching portfolio. \$3,000
  - CIP-early spring/12 fellows are selected each year.
- **Learning Communities:** (formerly Faculty Learning Communities/FLCs)
  - Community-based interest groups that focus on specific teaching and learning topics.
  - Meet monthly and are organized by two facilitators. Contact Patti Stewart ([ps@msu.edu](mailto:ps@msu.edu)) if interested in organizing one. A list of current communities is on the AAN site.

---

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Questions?

**AHR Team:**

**Theodore H. Curry II, Associate Provost and Associate Vice President, AHR**

**Kara Yermak, Assistant Director**

**Melanie Trowbridge, Assistant Director**

---

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Evaluation, Form C, Reflective Essay, and Documenting your Accomplishments

Presented by:

- Carmellia Davis-King, Specialist Advisor with Continuing, College of Engineering
- Video Clip: Punya Mishra, Professor and Associate Dean of Scholarship and Research, Mary Lou Fulton Teacher's College at Arizona State University

---

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Learning Objectives

- Review of Form C
- Learn about best practices associated with crafting a solid reflective essay
- Understand how to track and document your accomplishments

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Form C

- Form C is the document that you will complete, along with your unit administrator at the reappointment review /reappointment with continuing review
- Comprehensive record of your professional achievements for the review period
- [https://www.hr.msu.edu/forms/faculty\\_forms/FormInfoSSRPpages.htm#view](https://www.hr.msu.edu/forms/faculty_forms/FormInfoSSRPpages.htm#view)

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Form C

- Accomplishments and activities will be judged based upon their quality, which requires both continuing improvement and engagement
- Provide a summary of academic activities – advising, teaching, curriculum development, research, outreach
- Unit administrator will provide an evaluation of those activities based upon the job description, unit evaluation criteria and a specific framework: scholarship, significance, impact, and context

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Form C

- Scholarship: To what extent are the activities consistent with unit goals?
- Significance: To what extent does the work contribute to the expected outcomes of the unit?
- Impact: To what extent does the work inform and foster further activity in the functional area? What is the evidence of the influence of the work?
- Context: Is the work consistent with university/unit mission?

---

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Form C – Other components

- Review/reference letters
- Summary evaluation by unit administrator and dean
- Other supporting documents

---

---

---

---

---

---

---

---


---

MICHIGAN STATE UNIVERSITY

## Academic Specialist Summary Statements (Reflective Essay)

Carmellia Davis-King, M.A.  
Co-Curricular Director  
College of Engineering  
CoRe Experience

---



---

---

---

---

---

---


---

---

MICHIGAN STATE UNIVERSITY

### Agenda

- Presenter Introduction
- Summary Statements at a glance
- T-Shaped Competencies
- Mentoring
- Q&A



---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### CoRe Experience Mission

- To provide early engineering students learning opportunities that encourage academic, professional and personal development.
- To foster enriching connections between students and their peers, faculty members, advisers, and the corporate industry.
- To demonstrate to students the critical roles of engineers in society.
- CoRe Industry Partners are:



---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Academic Specialist Summary Statements

Provide a detailed summary to your Unit Administrator, citing evidence of distinction and sustained excellent performance.

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Determine College Themes

- Spartan Engineers Built Better
- Developing the Whole Engineer
- Experiential Education
- Student Success
- Public Service and K-12 Outreach

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Why T-Shaped Engineering?

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Why T-Shaped Engineering?

---

---

---

---

---



---

---

---

MICHIGAN STATE UNIVERSITY

**SAMPLE:** *Building critical thinking skills, developing a skillset for teamwork, using analytic thinking and problem solving skills*



Cash Prizes

- Sustainability Competition as a venue for students to use their engineering majors to reduce energy consumption on campus.
- This competitions that require students to use T-Shaped Principles.
- Students presented their ideas to a panel of judges: Engineering Faculty, Industry Partners and an MSUFCU Representative.

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Evidence of Success

- Program Assessment
- Student quotes
- SIRS Forms
- Student emails
- Thank you notes (Students, committee members, conference presentations).
- Letters of recommendations (students, colleagues, MSU community)
- Helicopter Parents
- Presentation evaluations
- Publications and other scholarly achievements

Other items to include:

- Include awards and honors earned during the reporting process
- Evaluations provided by unit administrator
- Show confidence

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

### Secure Two Mentors

- ✓ An individual to provide guidance regarding the process
- ✓ Someone to review your application for quality

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

## Oprah Knows Best!

'Doing the best at this moment  
puts you in the best place for the next moment.'

Oprah Winfrey

- Set Goals
- Organize yourself
- Determine College Themes
- Provide Evidence of Success
- Secure Mentors
- Remember Oprah Knows Best

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

## Tracking and Documenting Your Accomplishments

**Punya Mishra**  
Professor and Associate Dean of  
Scholarship & Research  
Mary Lou Fulton Teacher's College at  
Arizona State University

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

## Questions?

**THANK YOU**

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

Break

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

Panel

Lavelle Gipson-Tansil – Sr. Cont. Teaching Specialist  
Lucy Maillette – Sr. Specialist, Curr. Dev.  
Pavel Sikorskii – Sr. Specialist, Teacher  
Korine Wawrzynski, Sr. Cont. Advising Specialist

---

---

---

---

---

---

---

---

MICHIGAN STATE UNIVERSITY

Break-out Sessions

Michael Everett  
Chair, Academic Specialist Advisory Committee

---

---

---

---

---

---

---

---



## Wrap-up

Thank you for your participation today!

Special thank you to Jillian Bryant & Patti Stewart  
of the Academic Advancement Network!

Please don't forget to complete the program  
evaluation



---

---

---

---

---

---

---

---