

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

**February 11, 2020**

**Presented by:**

**Theodore H. Curry**

**Associate Provost and Associate Vice President**

**Academic Human Resources**



# Welcome

Teresa A. Sullivan

Interim Provost and Executive Vice President for  
Academic Affairs

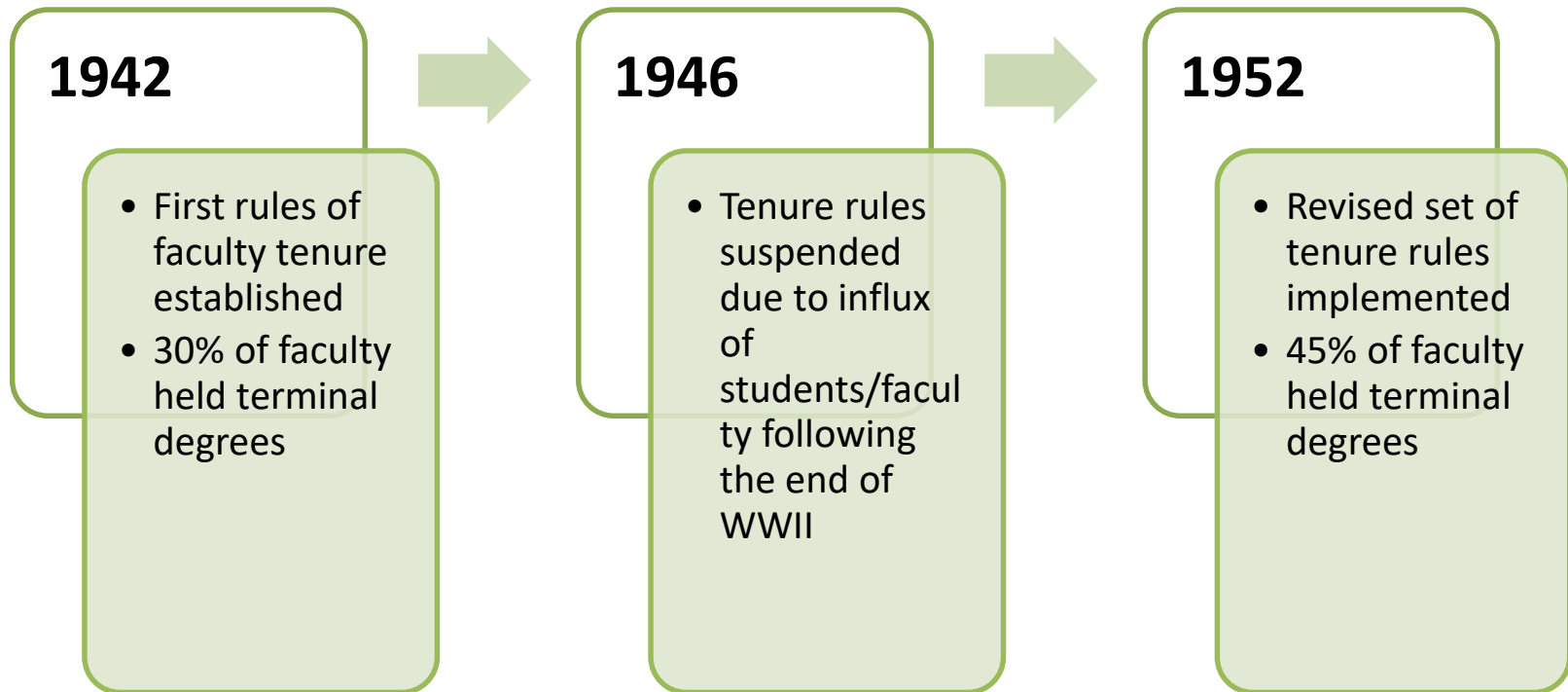


# Learning Objectives

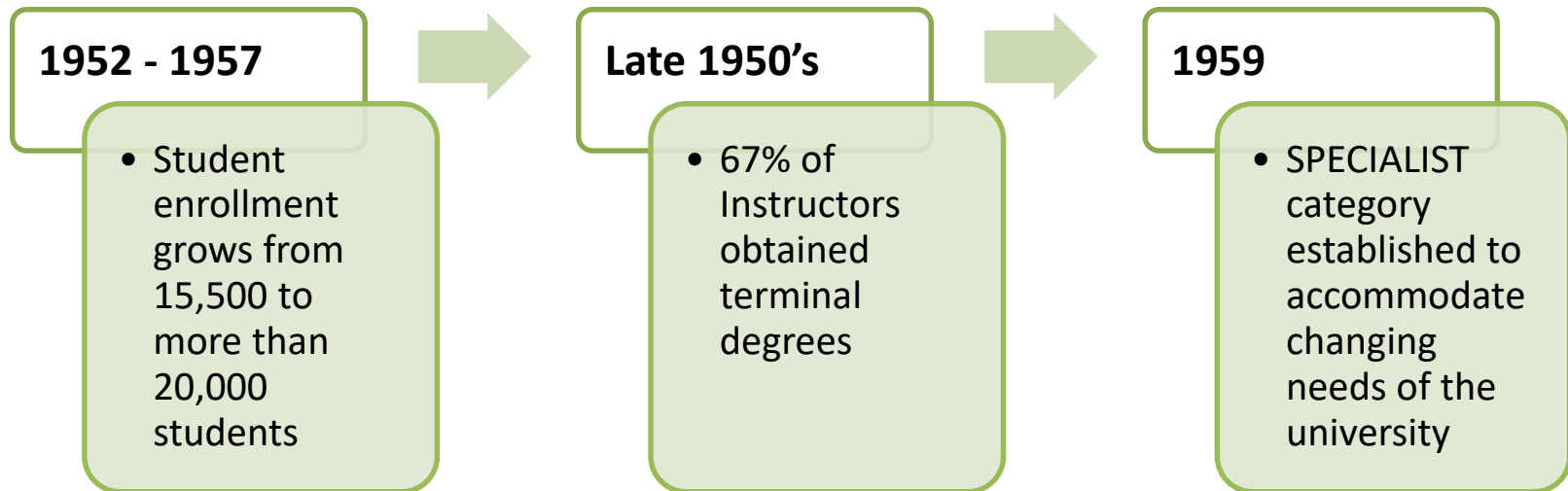
- Learn about the history of the Academic Specialist Appointment System
- Understand the various roles you play as Specialists and how your work fits into the university
- Gain knowledge about the evaluation process towards achievement of Continuing status
- Learn from other Specialists who have developed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



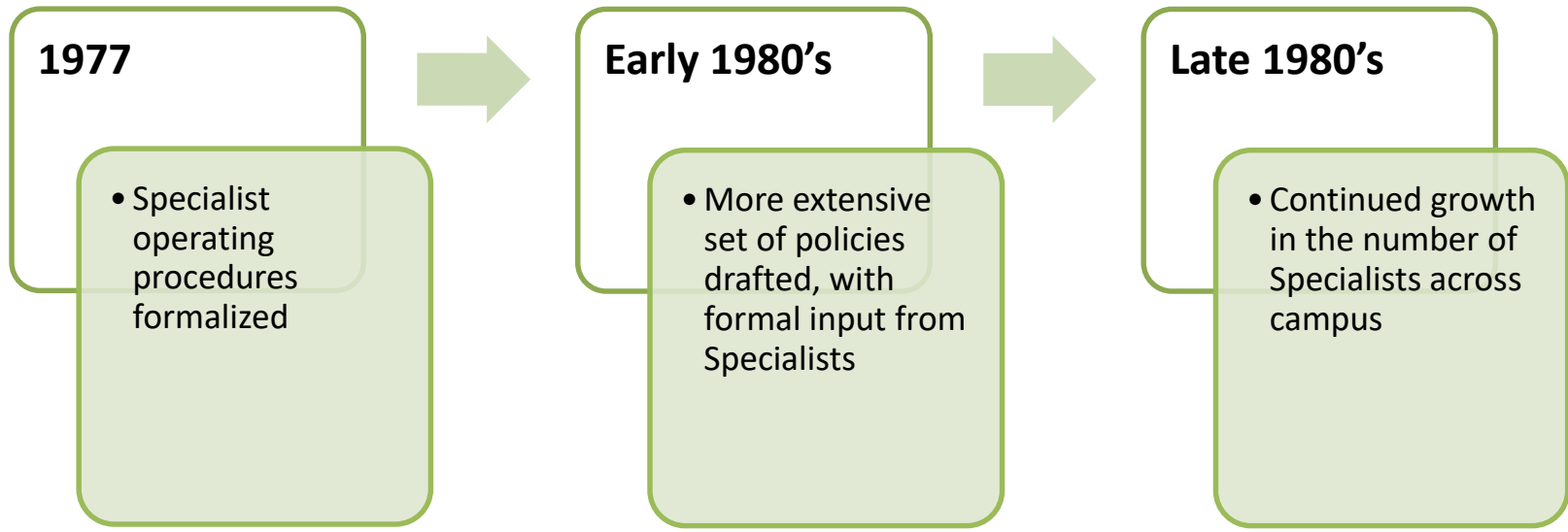
# MSU Specialists – An Historical Perspective



# MSU Specialists – An Historical Perspective (slide 2)



# MSU Specialists – An Historical Perspective (slide 3)



# MSU Specialists – An Historical Perspective

**1992**

- BOT approved the Academic Specialist Appointment System Policies



**1993**

- The Academic Specialist Advisory Committee formed



**Today**

- Specialists continue to serve as an integral part of the educational framework of MSU



# Academic Specialists – The Basics

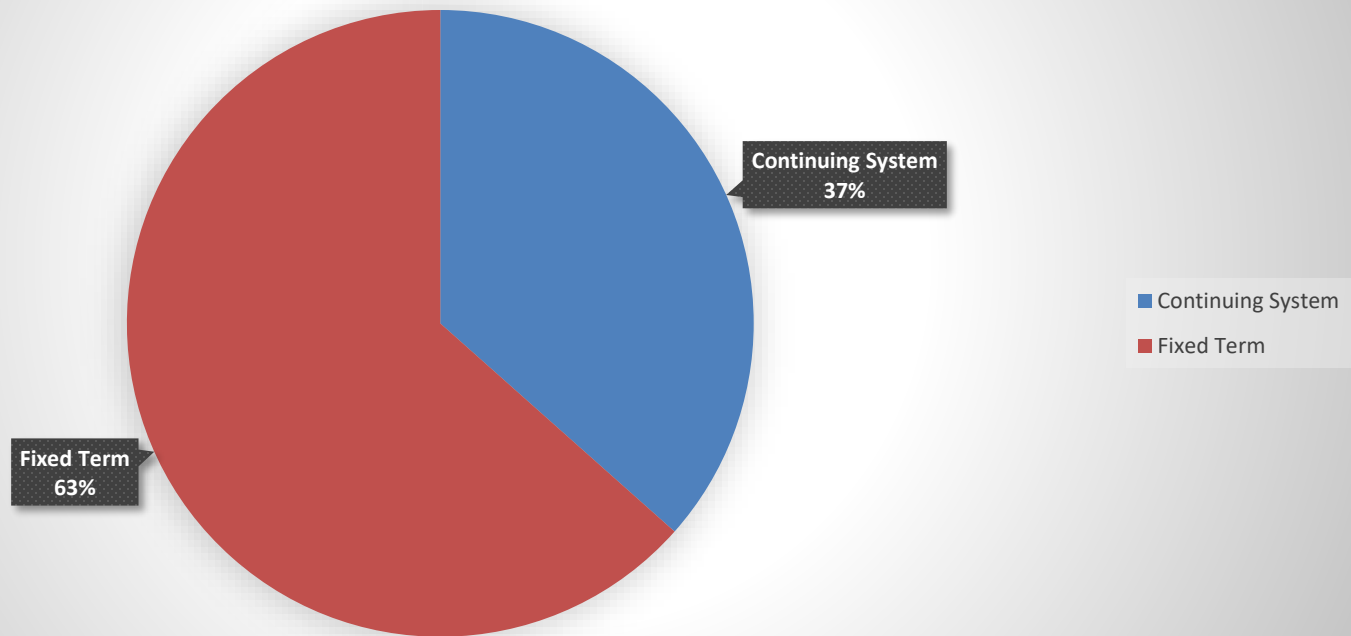
- Functional Areas
  - Academic Advisor
  - Teaching
  - Curriculum Development
  - Research
  - Outreach
- Appointment Types
  - Fixed Term
  - Continuing System
- Ranks
  - Specialist
  - Senior Specialist



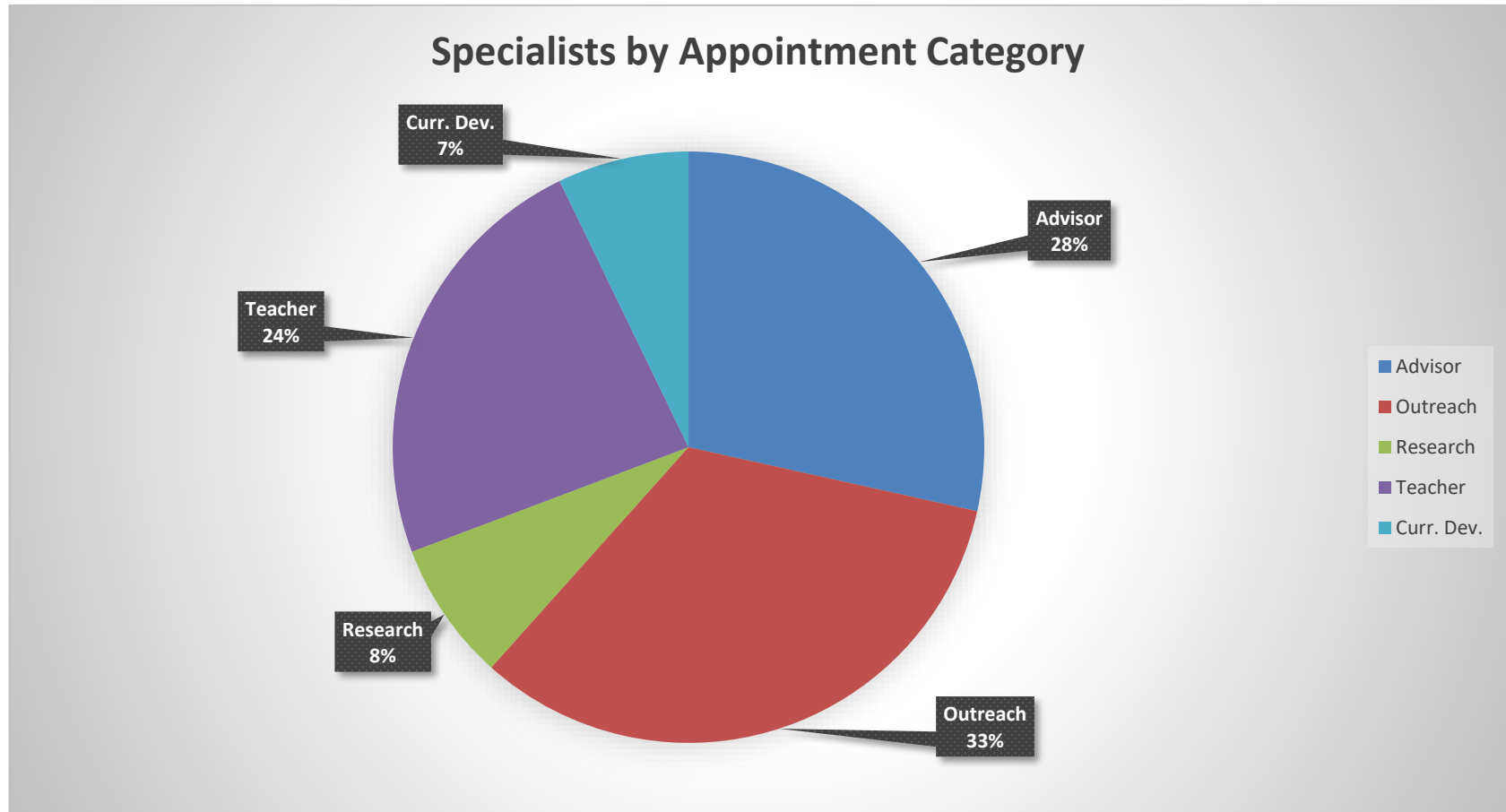


# Academic Specialists at MSU

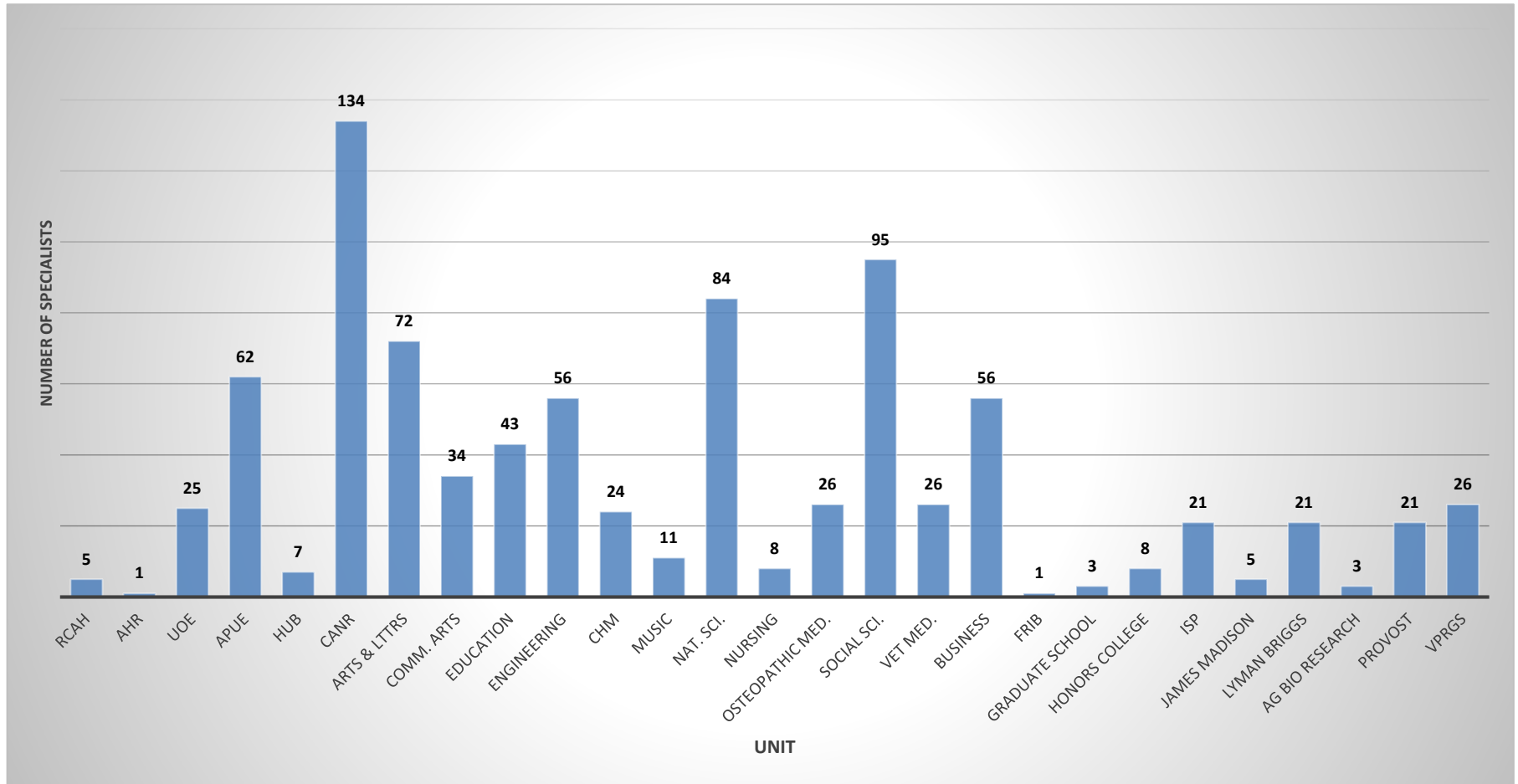
878 Specialists  
(as of 1/1/2019)



# Academic Specialists at MSU (slide 2)



# Academic Specialists at MSU (slide 3)



# 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 (slide 2)

- Moving from a fixed term appointment to a continuing system appointment is strictly based upon individual unit needs and resources.
  - Done in consultation with Academic Human Resources
  - There is no pre-established number of specialist positions.
  - Programmatic and budgetary considerations lead to the decision about continuing system versus fixed term appointment.



## Establishment of a Specialist Position (slide 3)

- 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.



## Academic Specialists – Evaluation Policy

- For all faculty and academic staff, MSU requires an annual evaluation.
- Our policy is a minimalist policy, allowing for unit customization, i.e.
  - There is no standardized form
  - Units determine the timeline, e.g. academic year, calendar year



## Academic Specialists – Evaluation Policy (slide 2)

- 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.





## Academic Specialists – Evaluation Policy (slide 3)

- 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.



## 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.



## Reappointment & Promotion (slide 2)

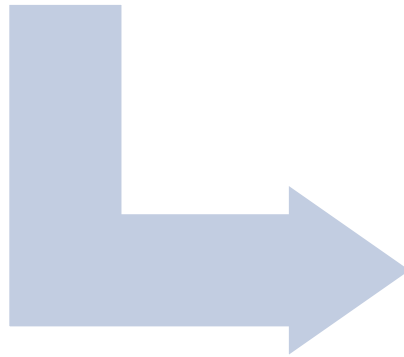
- A unit review committee will be established to advise the unit administrator about the reappointment, award of continuing appointment status, or promotion of the academic specialist.
- The review committee is composed of individuals knowledgeable about the position under review and the Academic Specialist 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.



# 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



# Continuing Review Timeline (slide 2)

Academic Specialist notified when the evaluation is to take place

**Nov**

Review committee is established, composed of individuals knowledgeable about the position

**Dec - Feb**

Review committee makes recommendation to the appropriate academic unit administrator

**Feb**

Recommendation is reviewed and sent to the major unit administrator (i.e. Dean)

**Mar**

Dean forwards recommendation to Provost

**Due April 1**

Reviewed by Provost with outcome notification back to unit

**May**



# For the Health Colleges – CHM, COM, CON

- With the creation of the position of Executive Vice President for Health Sciences, and the change in the reporting relationship of the human health colleges to the EVP:
  - Deans will make recommendations to the Provost and EVP
  - Joint recommendation will come from Provost and EVP



# 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



# 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?





# 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



# Career Strategies

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



# Some campus-wide opportunities

- **Spring Conference for Teaching, Learning, and Student Success**
  - May 4-7, 2020
  - Conference to leverage the campus community's collective skills and knowledge about teaching, learning, and administrative processes to advance student persistence and success, and benefit the entire university community.
- **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 Michael Lockett (mlockett@msu.edu) if interested in organizing one. A list of current communities is on the AAN site.



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

- **Lilly Teaching Fellows Program:**
  - Open to those whose path to leadership at MSU focuses on issues of learning, teaching, and educational programming. Past Lilly Fellows are welcome to apply given the change in focus. Support of \$16,000 (split between the Office of the Provost and fellow's department).
  - CfP-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
  - CfP-early spring/12 fellows are selected each year.



# Important Policies

- **Academic Specialists Professional Development Support Program**
  - For MSU credit courses
- **Overload Pay**
- **Time Off/Leaves**
  - Vacation - Provided for those appointed on an AN basis
  - Short Term Disability – Provides up to six months paid leave
  - Parental Leave – Provides 6 weeks of paid parental leave
- **Distinguished Academic Staff Award**



# Questions?

## Academic Human Resources Team:

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

**Kathy Lewless, Director**

**Melissa Sortman, Director**

**Kara Yermak, Director**



# Academic Specialist Advisory Committee

*Justin St. Charles*

**Chair, Academic Specialist Advisory Committee**



# Overview

- Introduction to the Specialist Community
- What is ASAC?
- Priorities for the 2019 – 2020 Academic Year
- General Meetings and Table Talks
- Upcoming Events
- Questions

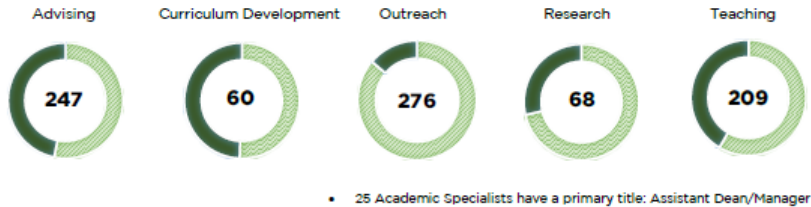




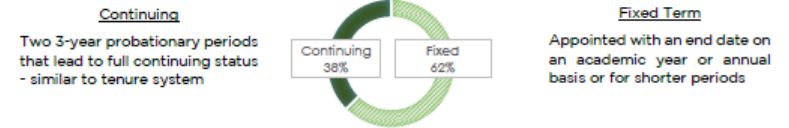
# Introduction to the Specialist Community

15.5% (n = 885) of Michigan State University's faculty and academic staff are appointed as Academic Specialists. Academic Specialists are defined by four categories: appointment type, functional area, appointment term, and rank.

## Functional Area by Appointment Type



## Appointment Type

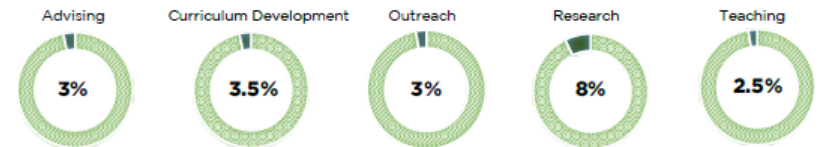


## Appointment Term



## Earning Senior Specialist Rank

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



## What is ASAC?

- The Academic Specialist Advisory Committee (ASAC) provides the governance structure for the academic specialist community. ASAC consists of elected and appointed individuals from the Academic Specialist community. ASAC provides advice to the Associate Provost/Associate Vice President for Academic Human Resources on matters of common interest. The operating principles and election procedures for ASAC are defined in the ASAC bylaws.
- As of 2018, we serve as your representative to Academic Governance with voting rights on Faculty Senate and University Council.
- There are 7 subcommittees: Bylaw, Compensation, Elections, Forum, Handbook, Outreach, and Promotion



## 2019 – 2020 Priorities

- Building Specialist Community
- Increase representation on University-wide committees
- Promote Specialist Engagement
- Review the Promotion Structure



# ASAC General meetings and Table Talks

## General Meetings

- The 2<sup>nd</sup> Wednesday of the month – 11:30 – 12:30 p.m.
- Hannah
- Administration Building – Room 443\*
- Accessible via in-person and Zoom
- Specialists are invited to come and participate; some specialists even sit on subcommittees.
- **Table Talks**
  - The 2<sup>nd</sup> Wednesday of the month – 12:30 – 1:30 p.m. (immediately following General Meeting)
  - Hannah Administration Building – Room 443\*
  - Accessible via in-person and Zoom
  - Specialists are encouraged to submit questions to presenters via Qualtrics

*\* Meetings are generally in Room 443 but please make sure to check the ASAC website for most up to date information*



# Upcoming Events

## **ASAC Table Talk with the Strategic Planning Steering Committee**

Wednesday, February 12, 2020

Hannah Administration Building – Room 443/Zoom  
12:30 – 1:30 p.m.

## **Provost Search Listening Sessions for Faculty/ Academic Staff**

Wednesday, February 12, 2020

MSU Union – Lake Huron Room  
3:30 – 5:00 p.m.

## **ASAC Table Talk with Provost Sullivan**

Hannah Administration Building – Room 443/Zoom

Wednesday, March 11, 2020

12:30 – 1:30 p.m.

## **Conversation on MSU Strategic Planning Process**

Wednesday, March 25, 2020

Kellogg Center – Room Big Ten A

9:00 – 11:00 a.m. – check-in and refreshments at 8:30 a.m.

## **Conversation on Diversity, Equity and Inclusion Planning at MSU**

Monday, April 13, 2020

Kellogg Center – Room Big Ten BC

9:00 – 11:00 a.m. – check-in and refreshments at 8:30 a.m.

## **Academic Specialist Listening Session with President Stanley**

Friday, May 8, 2020

Erickson Hall – Room 103 (KIVA)

10:30 – 11:30 a.m.

## **Academic Specialist Listening Session with President Stanley**

Wednesday, May 13, 2020

Erickson Hall – Room 103 (KIVA)

3:30 – 4:30 p.m.



## Any Questions?

- Website: [academicspecialists.msu.edu](http://academicspecialists.msu.edu)
- Email: [asac@msu.edu](mailto:asac@msu.edu)



# Evaluation, Form C, Reflective Essay, and Documenting

Presented by:

- Sonja Fritzsche, Associate Dean for Personnel and Administration, College of Arts & Letters
- [fritzsc9@msu.edu](mailto:fritzsc9@msu.edu)    sonjafritzsche.com
- @sfritzsc



What? I'm being evaluated? When?!!



Don't be this person!





## Don't wait! Get the parameters/facts

- First month conversations with supervisor
- Clarity of job description? Offer letter and Academic Specialist Form?
- Additional Performance expectations?
- Timeline? Annual and multi-year
- Policies and procedures?: Academic Specialist Handbook/Unit Bylaws/Guidelines/ Supervisor? Committee?
- Dossier materials? Form C?



## Academic Specialist Form (%%%)

- Advising
  - Teaching
  - Curriculum Development
  - Public Service/Outreach
  - Research
- 
- Administrative Activities



## Annual Evaluation and Promotional Process

- One builds on the other
- Materials gathered for one form basis of the next
- Start tomorrow!
- First annual feedback basis for dossier for the first promotional review



## Self-narrative to self: Values

- Draft statement to self
  - Your personal and professional values
  - These might or might not overlap with unit values.
- Might be – respect, equity, trust, etc.
- Might be - Do unto others....
- However, you wish to express them to self



## Self-narrative to self: Goals/Strategies

- Based upon these values
  - your yearly goals
  - your strategies for attaining those goals
- Yearly goals in job description
- What and how – strategies
  - Skills needed – workshops to attend
  - Create a new syllabus – how to best gather material



# Charting your Path to Intellectual Leadership (CPIL)

- CPIL – Associate Dean Bill Hart-Davidson & Dean Christopher Long, and myself
- Stepping stones, milestones, horizon
- Self-vision
- Your own professional values and goals
- Unit values, job duties and goals
- Direction – way forward – 3-5 year self plan



## Document, document, document!

- Want to share statement with your supervisor?
- Digital Folder with file:  
On demand or monthly documentation of activities and collection of materials
- File away feedback e-mail, etc.



## Form C

- Official form that guides and accompanies your promotion dossier
- Standardized organization of the total of your professional accomplishment
- Filled out by you and unit administrator
- Can use as guide for your conversations with your administrator
- [https://www.hr.msu.edu/ua/hiring/documents/AcadSpecRecFormC\\_allpgsfill.pdf](https://www.hr.msu.edu/ua/hiring/documents/AcadSpecRecFormC_allpgsfill.pdf)





## Evaluation Expectations

- Form C - Statement – provide summary of advising, teaching, curriculum development, research, public service/outreach
- Effectiveness, innovation, professional contributions, leadership, commitment to and evidence of promoting an appropriate climate of diversity and intellectual honesty, summary of evidence of recognition, advancement of knowledge



## Form C – Sections

- Academic Advising
- Teaching Activities
- Non-credit instructional activities/presentations (past 3 years)
- Curriculum planning and development
- Publications
- Grants
- Research
- Public Service/Outreach
- Administrative Activities
- Committee Service
- Other professional service
- Awards/honors
- Letters of recommendation



## Form C – Additional components

- Internal/external review letters (depending on review) – solicited by supervisor
- Summary evaluation by unit administrator and dean based on job description, unit evaluation criteria and expectations: significance, impact, context, scholarship/professional development/accomplishments
- Other supporting materials



# Reflective Essay/Academic Specialist Summary Statements

- Provide a detailed summary to your Unit Administrator,
- Organized by job description
- Citing evidence of distinction and sustained excellent performance, development over time/trajectory
- Describe examples of best work



## Materials - Teaching

- SIRS Forms (course evaluations)
- Any supplementary course evaluations
- Syllabi
- Representative best course materials
  - Distribution (100, 300, IAH/ISS/ISB/ISP)
  - Short intro paragraph about why innovative or reference in narrative to materials
- Course observation letters
- Select letters/e-mails/quotes from students



## Materials – Curriculum Development

- Syllabi
- Best representations of range of work
- Best representations of most important work
- Reference in narrative as to why innovative and significant
- Any letters of support
- Not exhaustive – imagine if you were on the committee, what would you want to see to make your case? More quality than quantity
- Other ideas?



## Materials – Public Service/Outreach

- Evidence of events planned
- Metrics –
  - Collect data of touchpoints, meetings held, phone calls, new contacts, range, type, subject, etc. as you go.
  - Don't assume you will remember!
  - Conversation with supervisor as to what
- Other ideas?



## Materials – Research/Professional development

- Publication
- Honors and awards
- Workshops/trainings?
- Conferences/presentations?
- Activity-related publications/resources/ digital or analog
- Other ideas?





## Letters/Evidence of Success

- Program Assessment
- Student quotes
- Student emails
- Thank you notes (Students, committee members, conference presentations).
- Letters of recommendations (students, colleagues, MSU community)
- Presentation evaluations



Questions? Comments? Concerns?





Caspar David  
Friedrich  
& the top  
(*Wanderer above the  
Sea of Fog*, 1818)



# Strategies for Professional Growth as an Academic Specialist

- *Cori Fata-Hartley, Assistant Dean for Academic Affairs, CNS*
- *Dwight Handspike, Associate Director and Continuing Advising Specialist, BUS*
- *Laurie Linscott, Senior Continuing Outreach Specialist, CSS*
- *Amol Pavangadkar, Senior Fixed-Term Teaching Specialist, CAS*



# Wrap-up

Thank you for your participation today!

Special thank you to Cindi Leverich and Beth Leete of the  
Academic Advancement Network!

Breakout Sessions are located on the Agenda.

Please don't forget to complete the program evaluation that has  
been emailed to you.



## Breakout Sessions

**Session 1 – 11:10 a.m. – 11:45 a.m.**

**Session 2 – 11:55 a.m. – 12:30 p.m.**

- **Outreach** (Room B119)
- **Advising** (Room B120)
- **Teaching including Designation B** (Room B108/110)
- **Curriculum Development** (B113/121)
- **Research** (Heritage Room)
- **Academic Specialist Advisory Committee** (B122/124)
- **Fixed-Term Faculty** (Heritage Room) – **Offered in session two only.**

