**Michigan State University**

**Office of the Provost**

**Form on Progress and Excellence (formerly Form C)– Academic Specialist**

**Academic Specialist Recommendation for Reappointment Award of Continuing Status and Promotion**

**Form on Progress and Excellence for Academic Specialists**

# **Instructions**

The recommendation for reappointment, award of continuing status and promotion to sr. specialist are based on one’s contributions to their particular functional area(s). The kinds of evidence to be considered must be established at the time of appointment. This form was designed to provide the opportunity to document, provide evidence for and assess the work accomplished in the specialist’s functional area(s).

A commitment to advancing diversity, equity, and inclusion (DEI) is embedded in the values and work of Michigan State University. MSU’s Strategic Plan 2030 is clear on the institution’s commitment to DEI: “Michigan State is dedicated to providing opportunity through education and building the future of Michigan and the nation with the talent and contributions of individuals from all backgrounds and communities. For specific guidance on DIE in the review process; please refer to: [dean-guidance-dei-rpt.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fhr.msu.edu%2Fua%2Fpromotion%2Ffaculty-academic-staff%2Fdocuments%2Fdean-guidance-dei-rpt.docx&wdOrigin=BROWSELINK)

Because DEI are core values of Michigan State University, candidates should detail their DEI efforts, providing evidence of their activities and accomplishments in the context of respective functional areas. Specialists should include evidence of their activities and accomplishments in DEI, as appropriate, when detailing information on of their dossier. Specialists should describe how these efforts are interwoven and enhance all other areas of their accomplishment. Whenever applicable, specialists’ commitment to learning and engaging in DEI efforts will be recognized and considered in the continuing and/or promotion review process. Significant involvement in DEI efforts can be viewed as a metric for advancement.

On occasion, it may be difficult to identify a particular activity as belonging solely to one of the main functional areas. Candidates should list contributions according to their primary focus. They should further describe, where appropriate, any value added by such activities to other functional areas. Similarly, activities primarily and traditionally thought of as being service may also contribute to any or all the main functional areas. Chairpersons and directors are encouraged to evaluate specialists’ accomplishments for those activities in preparing the summary evaluation, where appropriate, to comment on the impact on communities of the candidate’s work.

1. The specialist should complete the items designated for specialists based on their duties and responsibilities. Note that all sections may not apply to all specialists and further, that some sections are designated for the unit administrator(s) to fill out.
2. It is assumed that specialists and administrators filling out this form will expand the space for any given question as needed.
3. Some questions throughout the form designate a specific time-period for reporting. When no specific time-period is indicated, the following time periods should generally be used. Specialists may elect to exclude any terms during which they were on leave.

|  |  |
| --- | --- |
| **Type of specialist** | **Default time period for reporting** |
| **Fixed-term specialists who are applying for promotion from academic specialist to senior academic specialist** | These specialists should report on activities from, at minimum, the prior five years. There is no upper limit to the time period for reporting. |
| **Continuing system specialists with probationary status who are applying for reappointment to a second probationary term** | These specialists should report on activities from the hire date through the time period during which Form on Progress and Excellence is being completed, which is usually, approximately 1.5 years in length. Academic Specialists who were fixed-term specialists may record activities beyond 1.5 years in length. |
| **Continuing system specialists with probationary status who are applying for the award of continuing status** | These specialists should report on activities from their most recent submission of Form C through the time period during which this form is being completed, which is usually, approximately 3 years in length.  |
| **Continuing system specialists with continuing status who are applying for promotion from academic specialist to senior academic specialist** | These specialists should report on activities from their most recent submission of Form C through the time period during which this form is being completed. This time frame is variable and there is no upper limit to the time period for reporting. |

# Please note that, wherever needed, additional sheets may be attached.

# The review period begins with the date of appointment or most recent reappointment. The reporting period is normally the same as the review period, but this may be inappropriate in certain extraordinary situations (for instance, due to leaves, change in assignment, or an abnormally short or long review period). In such a case, the candidate, chairperson or director, and dean should agree upon an appropriate reporting period, which they should then justify and support within the body of the form.

# It is recommended that the entire package, including these instructions, be provided to the candidate being considered for reappointment, award of continuing, or promotion to senior specialist action.

# Cover sheet[[1]](#footnote-2)

----------------------------------------Specialist completes the following items----------------------------------------

|  |  |
| --- | --- |
| U.S. Citizen or Permanent Resident?[[2]](#footnote-3) | [ ] Yes[ ] No |

#

# I. Basic information

----------------------------------------Specialist completes the following items----------------------------------------

|  |  |
| --- | --- |
| Name (last, first, middle)[[3]](#footnote-4) |       |
| Personnel number[[4]](#footnote-5) |       |
| Date[[5]](#footnote-6) |       |

Unit and major academic unit (MAU)[[6]](#footnote-7)

|  |  |
| --- | --- |
| Primary unit |       |
| Primary MAU |       |
| Secondary unit |       |
| Secondary MAU |       |
| Other unit |       |
| Other MAU |       |

Current rank, function(s), status, and appointment basis[[7]](#footnote-8)

|  |  |
| --- | --- |
| Rank | [ ] Academic specialist[ ] Senior academic specialist |
| Functional areas | [ ] Advising[ ] Curriculum development[ ] Outreach[ ] Research[ ] Teaching[ ] Other       |
| Current status | [ ] Fixed-term[ ] Continuing system with probationary status[ ] Continuing system with continuing status |
| Appointment basis | [ ] Academic year (AY)[ ] Annual (AN) |
| Working Title (Assigned by Unit, i.e., Assistant Director, Director, Assistant Dean, etc.) (Optional) |       |

Education and training

|  |  |
| --- | --- |
| Highest degree |       |
| Institution |       |
| Date |       |
| Additional training/education/certifications |       |

----------------------------------------Administrators complete the following items----------------------------------------

Recommendations[[8]](#footnote-9)

|  |  |
| --- | --- |
| Unit Review Committee Recommendation | **Continuing Appointment System *Probationary*** [ ] Reappoint as Academic Specialist for probationary period of three years[ ] Reappoint as Academic Specialist and award continuing appointment status[ ] [ ] Do not reappoint **For Specialists with Continuing Status**[ ] Promote to Senior Academic Specialist [ ] Keep current status as Specialist (no promotion)**For Fixed Term Specialist**[ ] Promote to Senior Academic Specialist[ ] Keep current status as Specialist (no promotion) |
| Unit administrator/Chairperson recommendation | **Continuing Appointment System Probationary** [ ] Reappoint as Academic Specialist for probationary period of three years[ ] Reappoint as Academic Specialist and award continuing appointment status[ ] [ ] Do not reappoint **For Specialists with Continuing Status**[ ] Promote to Senior Academic Specialist [ ] Keep current status as Specialist (no promotion)**For Fixed Term Specialist**[ ] Promote to Senior Academic Specialist[ ] Keep current status as Specialist (no promotion) |
| Dean or Head of MAU Recommendation | **Continuing Appointment System Probationary** [ ] Reappoint as Academic Specialist for probationary period of three years[ ] Reappoint as Academic Specialist and award continuing appointment status[ ] [ ] Do not reappoint **For Specialists with Continuing Status**[ ] Promote to Senior Academic Specialist [ ] Keep current status as Specialist (no promotion)**For Fixed Term Specialist**[ ] Promote to Senior Academic Specialist[ ] Keep current status as Specialist (no promotion) |
|  |  |

Administrator signatures

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Primary unit |       |       |       |
| Primary MAU  |       |       |       |
| Secondary unit  |       |       |       |
| Secondary MAU |       |       |       |
| Other unit |       |       |       |
| Other MAU |       |       |       |
| Provost or designee |       |       |       |

#

II. Summary Statements

----------------------------------------Administrators complete the following items----------------------------------------

1. Summary evaluation by unit administrator in alignment with the specialist’s job responsibilities over the appropriate time period, citing evidence of distinction and sustained excellent performance.

Click or tap here to enter text.

1. Summary statement by Dean[[9]](#footnote-10).

Click or tap here to enter text.

1. Attach a copy of the specialist’s current Specialist Position Description form.

# EVALUATION CRITERIA FOR EACH FUNCTIONAL AREA

## III. Advising

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your Specialist Position Description form, falls under advising.

|  |  |
| --- | --- |
| If you select this option, write the percentage of your appointment that is noted as advising on your Specialist Position Description form (e.g., 50%, 10%): |       |

[ ]  Optional. Select this option if you have taken on or been assigned advising duties in your role, but your Specialist Position Description form has not yet been updated, and you would like to be evaluated on the advising work you have done. If you select this option, you may need to work with your unit administrator to update your Specialist Position Description form and job description.

[ ]  Not applicable. Select this option if you do not perform any advising duties. Do not fill out the questions in this section if you select this option.

1. Number of current advisees (n/a if not applicable):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Freshmen | Sophomores | Juniors | Seniors | Other (Masters, Doctoral, Professional) |
|       |       |       |       | 6 |

1. Number of students served on graduate/professional student guidance committees (n/a if not applicable):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Masters | Doctoral | Professional |
| Currently enrolled or active |       |       |       |
| Degrees awarded (total during career) |       |       |       |

1. Provide a summary of your accomplishments and significant contributions in advising. You may reference the [Academic Specialist Handbook](https://hr.msu.edu/_resources/pdf/academic-specialist-handbook/acad_spec_man.pdf) section A.5.1.1 for a list of characteristic duties and responsibilities in advising. Note that these characteristic duties and responsibilities are examples of typical activities; they are not a list of required duties and responsibilities.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of advising by unit administrator on the above sections 4-7 filled out by the specialist and the Specialist Position Description form. Note that if the specialist selected “Optional” for item #4, this specialist’s Specialist Position Description form and job description may need to be updated.

# Click or tap here to enter text.

## IV. Teaching[[10]](#footnote-11)

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your Specialist Position Description form, falls under teaching.

|  |  |
| --- | --- |
| If you select this option, write the percentage of your appointment that is noted as teaching on your Specialist Position Description form (e.g., 50%, 10%): |       |

[ ]  Optional. Select this option if you have taken on or been assigned teaching duties in your role, but your Specialist Position Description form has not yet been updated, and you would like to be evaluated on the teaching work you have done. If you select this option, you may need to work with your unit administrator to update your Specialist Position Description form and job description.

[ ]  Not applicable. Select this option if you do not perform any teaching duties. Do not fill out the questions in this section if you select this option.

1. Record of teaching activities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Term and year | Course subject and number | Number of credits | Type of section (lec, rec, lab, pract, etc.) | Number of students | Type of participation (teach, teach as part of team, evaluate, demonstrate, assist instructor, etc.) |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |

1. Provide a summary of your accomplishments and significant contributions in teaching. You may reference the [Academic Specialist Handbook](https://hr.msu.edu/_resources/pdf/academic-specialist-handbook/acad_spec_man.pdf) section A.5.1.2 for a list of characteristic duties and responsibilities in teaching. Note that these characteristic duties and responsibilities are examples of typical activities; they are not a list of required duties and responsibilities.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of teaching by unit administrator on the above sections 9-11 filled out by the specialist and the Specialist Position Description form. Note that if the specialist selected “Optional” for item #9, this specialist’s Specialist Position Description form and job description may need to be updated.

# Click or tap here to enter text.

## V. Curriculum development

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your Specialist Position Description form, falls under curriculum development.

|  |  |
| --- | --- |
| If you select this option, write the percentage of your appointment that is noted as curriculum development on your Specialist Position Description form (e.g., 50%, 10%): |       |

[ ]  Optional. Select this option if you have taken on or been assigned curriculum development duties in your role, but your Specialist Position Description form has not yet been updated, and you would like to be evaluated on the curriculum development work you have done. If you select this option, you may need to work with your unit administrator to update your Specialist Position Description form and job description.

[ ]  Not applicable. Select this option if you do not perform any curriculum development duties. Do not fill out the questions in this section if you select this option.

1. Provide a summary of your accomplishments and significant contributions in curriculum development. You may reference the [Academic Specialist Handbook](https://hr.msu.edu/_resources/pdf/academic-specialist-handbook/acad_spec_man.pdf) section A.5.1.3 for a list of characteristic duties and responsibilities in advising. Note that these characteristic duties and responsibilities are examples of typical activities; they are not a list of required duties and responsibilities.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of curriculum development by unit administrator on the above sections 13-14 filled out by the specialist and the Specialist Position Description form. Note that if the specialist selected “Optional” for item #13, this specialist’s Specialist Position Description form and job description may need to be updated.

Click or tap here to enter text.

## VI. Research

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your Specialist Position Description form, falls under research.

|  |  |
| --- | --- |
| If you select this option, write the percentage of your appointment that is noted as research on your Specialist Position Description form (e.g., 50%, 10%): |       |

[ ]  Optional. Select this option if you have taken on or been assigned research duties in your role, but your Specialist Position Description form has not yet been updated, and you would like to be evaluated on the research work you have done. If you select this option, you may need to work with your unit administrator to update your Specialist Position Description form and job description.

[ ]  Not applicable. Select this option if you do not perform any research duties. Do not fill out the questions in this section if you select this option.

1. Provide a summary of your accomplishments and significant contributions in research. You may reference the [Academic Specialist Handbook](https://hr.msu.edu/_resources/pdf/academic-specialist-handbook/acad_spec_man.pdf) section A.5.2 for a list of characteristic duties and responsibilities in research. Note that these characteristic duties and responsibilities are examples of typical activities; they are not a list of required duties and responsibilities.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of research by unit administrator on the above sections 16-17 filled out by the specialist and the Specialist Position Description form. Note that if the specialist selected “Optional” for item #16, this specialist’s Specialist Position Description form and job description may need to be updated.

Click or tap here to enter text.

## VII. Outreach

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your Specialist Position Description form, falls under outreach.

|  |  |
| --- | --- |
| If you select this option, write the percentage of your appointment that is noted as outreach on your Specialist Position Description form (e.g., 50%, 10%): |       |

[ ]  Optional. Select this option if you have taken on or been assigned outreach duties in your role, but your Specialist Position Description form has not yet been updated, and you would like to be evaluated on the outreach work you have done. If you select this option, you may need to work with your unit administrator to update your Specialist Position Description form and job description.

[ ]  Not applicable. Select this option if you do not perform any outreach duties. Do not fill out the questions in this section if you select this option.

1. Provide a summary of your accomplishments and significant contributions in outreach. You may reference the [Academic Specialist Handbook](https://hr.msu.edu/_resources/pdf/academic-specialist-handbook/acad_spec_man.pdf) section 2.4.7 for a list of characteristic duties and responsibilities in outreach. Note that these characteristic duties and responsibilities are examples of typical activities; they are not a list of required duties and responsibilities.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of outreach by unit administrator on the above sections 19-20 filled out by the specialist and the Specialist Position Description form. Note that if the specialist selected “Optional” for item #19, this specialist’s Specialist Position Description form and job description may need to be updated.

Click or tap here to enter text.

## VIII. Administrative responsibilities

 ----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following[[11]](#footnote-12):

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your Specialist Position Description form, falls under administrative responsibilities.

|  |  |
| --- | --- |
| If you select this option, write the percentage of your appointment that is noted as administrative responsibilities (other) on your Specialist Position Description form (e.g., 50%, 10%): |       |

[ ]  Not applicable. Select this option if you do not perform any administrative duties. Do not fill out the questions in this section if you select this option.

1. Provide a summary of your accomplishments and significant contributions with respect to your administrative responsibilities. You may reference the [Academic Specialist Handbook](https://hr.msu.edu/_resources/pdf/academic-specialist-handbook/acad_spec_man.pdf) section 2.4.8 for a description of characteristic duties and responsibilities in administration. Note that these characteristic duties and responsibilities are examples of typical activities; they are not a list of required duties and responsibilities.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of administrative responsibilities by unit administrator on the above sections 22-23 filled out by the specialist and the Specialist Position Description form.

Click or tap here to enter text.

# CROSS-FUNCTIONAL AREA EVALUATION CRITERIA

#

## IX. Scholarly presentations and MSU-affiliated non-credit instructional activities

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your job description, requires scholarly presentations or MSU-affiliated non-credit instructional activities.

[ ]  Optional. Select this option if you have taken on or been assigned duties related to giving scholarly presentations or MSU-affiliated non-credit instructional activities in your role, but your job description has not yet been updated, and you would like to be evaluated on these activities. If you select this option, you may need to work with your unit administrator to update your job description.

[ ]  Not applicable. Select this option if you do not perform any duties related to giving scholarly presentations or MSU-affiliated non-credit instructional activities. Do not fill out the questions in this section if you select this option.

1. Record of scholarly presentations and MSU-sponsored non-credit instructional activities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Type of presentation(workshop, seminar, etc.) | Number of sessions per year | Target audience | Number of participants | Type of participation (instruct/present, instruct/present as part of team, evaluate, demonstrate, etc.) |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |

1. Provide summary of your accomplishments and significant contributions with respect to scholarly presentations and MSU-affiliated non-credit instructional activities.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of contributions to scholarly presentations or MSU-affiliated non-credit instructional activities by unit administrator. Note that if the specialist selected “Optional” for item #25, this specialist’s Specialist Position Description form and job description may need to be updated.

Click or tap here to enter text.

## X. Publications

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your job description, requires publications.

[ ]  Optional. Select this option if you have taken on or been assigned duties related to publications in your role, but your job description has not yet been updated, and you would like to be evaluated on these activities. If you select this option, you may need to work with your unit administrator to update your job description.

[ ]  Not applicable. Select this option if you do not perform any duties related to publications. Do not fill out the questions in this section if you select this option.

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

Click or tap here to enter text.

1. 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 ordered chronologically by category with the most recent work listed first. Asterisk (\*) monographs and articles which received peer review.

Click or tap here to enter text.

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of contributions to publications by unit administrator. Note that if the specialist selected “Optional” for item #29, this specialist’s Specialist Position Description form and job description may need to be updated.

Click or tap here to enter text.

## XI. Grants

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your job description, requires grants.

[ ]  Optional. Select this option if you have taken on or been assigned duties related to grants in your role, but your job description has not yet been updated, and you would like to be evaluated on these activities. If you select this option, you may need to work with your unit administrator to update your job description.

[ ]  Not applicable. Select this option if you do not perform any duties related to grants. Do not fill out the questions in this section if you select this option.

1. Record of grant and/or contract proposals authored/co-authored within the last six years. The candidate may elect to extend the six-year period by a length of time equal to the length of any leaves taken during the past six years and make a notation to this effect.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Name of granting or contracting agency | Date submitted | Amount funded[[12]](#footnote-13) | Principal/co-investigators |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |

----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of contributions to grants by unit administrator. Note that if the specialist selected “Optional” for item #33, this specialist’s Specialist Position Description form and job description may need to be updated.

Click or tap here to enter text.

## XII. Committee service

----------------------------------------Specialist completes the following items----------------------------------------

1. Select one of the following:

[ ]  Required. Select this option if any portion of your duties and responsibilities, according to your job description, requires committee service.

[ ]  Optional. Select this option if you have taken on or been assigned duties related to committee service in your role, but your job description has not yet been updated, and you would like to be evaluated on these activities. If you select this option, you may need to work with your unit administrator to update your job description.

[ ]  Not applicable. Select this option if you do not perform any duties related to committee service. Do not fill out the questions in this section if you select this option.

1. Indicate significant committee service and contributions under the following headings: 1) department/unit, 2) college/MAU, 3) university and 4) national/international.

Click or tap here to enter text.

1. Indicate participation in professional associations, organizations, committees, and societies.

Click or tap here to enter text.

 ----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of contributions to committee service by unit administrator. Note that if the specialist selected “Optional” for item #36, this specialist’s Specialist Position Description form and job description may need to be updated.

Click or tap here to enter text.

##  XIV. Additional Significant Contributions

----------------------------------------Specialist completes the following items----------------------------------------

Fill out the remaining questions (Q40-42) if you have activity in these areas and would like them to be included in your evaluation.

1. List other professional development activities including attendance at conferences, workshops, and seminars; enrollment in degree-granting programs; etc.

Click or tap here to enter text.

1. List awards and honors received.

Click or tap here to enter text.

1. Summarize any other significant contributions which have not been covered elsewhere.

Click or tap here to enter text.

 ----------------------------------------Administrator completes the following item----------------------------------------

1. Evaluation of contributions of the specialist (if any) as described in Q40-42 by unit administrator.
1. This cover sheet contains personal information and is not to be distributed to the review committee. [↑](#footnote-ref-2)
2. Per the [Academic Specialist Handbook](https://hr.msu.edu/_resources/pdf/academic-specialist-handbook/acad_spec_man.pdf), academic specialists need to be a U.S. citizen or have permanent residency status in order to be granted continuing status. [↑](#footnote-ref-3)
3. Record your name as it appears on legal identification card document(s). [↑](#footnote-ref-4)
4. Your personnel number (Pernr) is the ID number listed on your earnings statements. Locate your earnings statements at Enterprise Business Systems ([ebs.msu.edu](http://ebs.msu.edu)) → My Time & Payroll → Earnings Statements. [↑](#footnote-ref-5)
5. Record the date that the form is submitted by the specialist for consideration. [↑](#footnote-ref-6)
6. Department/unit (unit) and college/major academic unit (MAU) names and numbers are maintained at [commonunitcode.msu.edu](http://commonunitcode.msu.edu). After logging in, click “Submit” without entering any search terms. Include the full name of each unit and MAU. [↑](#footnote-ref-7)
7. This should match the Specialist Position Description Form. [↑](#footnote-ref-8)
8. The unit administrator can be the department chairperson, school director, unit director, or anyone who is in the management position of the unit where the specialist works. Note that promotions, reappointments, and the award of continuing status are effective the first day of the month following the Provost's approval. [↑](#footnote-ref-9)
9. This item applies only if this person is different from the unit administrator in item 1. [↑](#footnote-ref-10)
10. This section refers to credit-bearing instruction only. Non-credit-bearing instructional activities, both internal and external to MSU, are reported in section IX. [↑](#footnote-ref-11)
11. This section is applicable only to specialists who have administrative responsibilities formally designated on their Specialist Position Description form. Specialists who have taken on or been assigned administrative responsibilities but have not had their Specialist Position Description form updated should record their relevant activities in their response to Q43 or within the appropriate section(s) numbered III through VII. [↑](#footnote-ref-12)
12. Or write “pending” or “rejected” as appropriate. [↑](#footnote-ref-13)