PROCEDURES FOR CHANGING FROM FIXED TERM TO CONTINUING SYSTEM ACADEMIC SPECIALIST

- The fixed term faculty/specialist must submit a request to the chair/director regarding their desire to switch from fixed term faculty/specialist to continuing system specialist.
- The department chair/unit director will appoint a review committee and will work with the committee to write a position description for the academic specialist and complete the Specialist Position Description Form https://www.google.com/url?q=https://www.hr.msu.edu/ua/forms/documents/SpecialistPositionDescription.pdf&sa=U&ved=0ahUKEwiN-MG1_K3bAhUJwYMKHVjPBhMQFggGMAE&client=internal-uds-cse&cx=017457587781802196523:pgz-krkf_k&usg=AOvVaw2EBVJlsctA3Ux0Fe-4ddv-
- The faculty/specialist will submit a dossier in support of the reappointment consisting of documents selected by the review committee.
- Based on their analysis of the material, the review committee will send a recommendation to the department chair/unit director.
- The department chair/unit director in turn will send a recommendation to the dean and will include a request for a shift from another appointment category.
- If in agreement with the department decision, the dean will send his/her recommendation and the waiver request to the Provost’s Office and the Office for Inclusion and Intercultural Initiatives for their approval.

Submit the materials below via email, to Dr. Fritzsche and copy Dawn Lehman.

1. Letter of recommendation/rationale for shift in category from chair/director.
2. Review committee recommendation.
3. Supporting documents. Although Form C is not required for this process, use it as a guide for the types of supporting documents that should be included according to the job description.
   https://www.hr.msu.edu/ua/hiring/documents/AcadSpecRecFormC_allpgsfill.pdf
5. C.V.

ONCE APPROVED BY THE DEAN’S OFFICE, YOU WILL RECEIVE AN EMAIL CONFIRMATION.
Please send a draft letter of offer to College for approval. Do not send the letter to the Academic Specialist until the Academic Position Request (APR) has been approved by AHR & OIII via EBS.

**ONCE THE DEAN’S OFFICE APPROVES THE LETTER OF OFFER, YOU MAY PROCEED WITH PROCESSING THE ACADEMIC POSITION REQUEST FORM via EBS FOR APPROVAL FROM ACADEMIC HUMAN RESOURCES/OIII.**

1. Academic Position Request Form; use “Exception” reason internal hire. Put in the comment box “DO NOT POST.”
2. Attach Specialist Position Description Form.
3. Attach email with waiver approval from CAL.
4. Attach draft letter of offer.

**ONCE THE ACADEMIC POSITION REQUEST HAS BEEN APPROVED BY ACADEMIC HUMAN RESOURCES/OIII, YOU MAY SEND THE LETTER OF OFFER TO THE SPECIALIST AND PROCEED WITH A CHANGE IN POSITION FORM.**

Please attach:

1. Letter of offer with their acceptance, include attachments (A to E; B must be signed if never completed before). [https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/academic-specialist-handbook/offer_letter.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/academic-specialist-handbook/offer_letter.html)
2. Department/Unit Specialist Evaluation Procedures
3. Specialist Position Description form
4. Email with approval from CAL.
5. HireRight. Individuals who have never had a criminal background check before and are changing their appointment status from a fixed term appointment to continuing system appointment are required to undergo a criminal background check.

If you have any questions, please contact Dawn Lehman at 355-5340 or lehman@msu.edu.

10/1/2019