



## 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/SpecPositDesc.pdf&sa=U&ved=0ahUKEwiN-MGI\\_K3bAhUJwYMKHVjPBhMQFggGMAE&client=internal-uds-cse&cx=017457587781802196523:pigz-krkf\\_k&usg=AOvVaw2EBVjlsctA3Ux0Fe-4ddv-](https://www.google.com/url?q=https://www.hr.msu.edu/ua/forms/documents/SpecPositDesc.pdf&sa=U&ved=0ahUKEwiN-MGI_K3bAhUJwYMKHVjPBhMQFggGMAE&client=internal-uds-cse&cx=017457587781802196523:pigz-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](https://www.hr.msu.edu/ua/hiring/documents/AcadSpecRecFormC_allpgsfill.pdf)
4. Specialist position description form & full description of duties.
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](mailto:lehman@msu.edu).

10/1/2019