

Academic Specialists – Teaching, Outreach, Advising, Curriculum Development

Academic Specialists appointed in the outreach, teaching, or curriculum development categories must have a minimum of 30% duties listed in the category in which they are being appointed. Outreach specialists are responsible for disseminating the knowledge resources of the University to meet the knowledge needs of people **outside** the University.

In order to hold the Specialist - Advisor title, one must have a minimum of 50% of duties devoted to advising students on course selection, degree requirements, majors, etc., and/or to other instructional activities.

In order to hold the Specialist – Research title, one must either: 1) be designated as the PI [*principal investigator*] on a research project, or alternatively, 2) take a lead role on research projects (not as PI, but performing duties which require a doctorate degree).

All Academic Specialist positions, both fixed-term and continuing system, must have a Specialist Position Description on file. This must be attached to both the position request and the appointment paperwork. Specialist Position Description forms can be found on MSU Human Resources website: <https://www.hr.msu.edu/ua/forms/faculty-academic-staff/index.html>.

Whenever duties change, a revised Specialist Position Description should be attached to the reappointment or change of status.

All Specialist positions at MSU require a letter of offer. CANR offers template offer letters for both continuing system appointments and fixed-term appointments, as there is different required language for each type of appointment.

Please refer to the Academic Specialist Handbook, also available on MSU Human Resources website, for detailed information on Academic Specialist appointments: <https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/academic-specialist-handbook/index.html>