College of Natural Science

Academic Specialist Annual Review Form

The following categories are extracted from the Academic Specialist Handbook, Appendix A.

The format of this annual review form is tailored for the academic specialist with the understanding that there will be areas listed below that are not applicable to all academic specialists. This document is reflective of the broad range of activities academic specialists are responsible for throughout the University.

Excellent: outstanding performance which consistently exceeds job expectations (5)
Very Good: above average performance which frequently exceeds job expectations (4)
Satisfactory: average performance which consistently meets job expectations (3)
Needs Improvement: below average performance which needs corrective action to meet satisfactory performance (2)
Unsatisfactory: substandard performance which consistently does not meet job expectations (1)
Not Applicable: A category which does not apply to the academic specialist (N/A)

Advising and Teaching

_____ provides advice on course and curriculum selection
_____ monitors students' programs
_____ recommends certification for graduation
_____ is knowledgeable about University academic policies and procedures as well as academic programs
_____ is knowledgeable about career development issues, internships, graduate/professional school, and professional job search
_____ maintains contact with advisors in other units
_____ serves as a resource for unit, College and University
_____ provides information on the relationship between course selection and career options
_____ provides referrals to other units within the University for assistance with educational, career and personal concerns
_____ teaches in or out of the classroom to teach students' skills
_____ promotes intellectual maturation and honesty of students
_____ promotes the understanding by the student of how student's education relates to chosen profession, society, world and the universe
_____ promotes an appropriate climate for diversity in advising and instructional settings
_____ consults with others on academic and curricular issues
_____ participates in activities devoted to the recruitment and retention of students at the College and University level
_____ meet with prospective students and/or parents
_____ provides assistance and guidance to students re-entering college
_____ provides leadership roles in advising within the unit, College and University
Percentage of Time ______
Advising and Teaching Comments:

Outreach
_____ effects and promotes the transfer of information, knowledge and expertise from the University to the general public
_____ is committed to leadership and excellence in the delivery of technical and educational information and knowledge to off-campus clienteles
_____ promotes an appropriate climate for diversity in the service/outreach programs
_____ develops projects/programs or is involved in projects directed by others
_____ consults with, collaborates with, supervises, trains and/or otherwise supports the University, students and other clientele in the development of outreach programs
_____ presents non-credit seminars, lectures, workshops for off-campus groups
_____ manages resources, people or operations necessary to carry out outreach programs and projects
_____ is a liaison with, respond to requests from, and/or develop cooperative programs with other universities, agencies, organizations and the general public
_____ provides leadership in and coordination of outreach programs

Percentage of Time ______
Outreach Comments:

Research
_____ promotes an appropriate climate for creativity/diversity in the research setting
_____ promotes and adheres to intellectual and scholarly honesty
_____ conducts independent research as a principal investigator or is involved in joint research projects on a co-principal investigator basis
_____ participates in, manages, operates, and/or maintains instrumental facilities, laboratories, computer systems or bureaus conducting research and/or providing service to a wider audience of researchers within the unit, the University, external agencies, or the general research community
_____ contributes significantly to the design and execution of experiments and research projects
_____ contributes directly and indirectly to the research goals and efforts of the unit and/or other University units, external agencies or other external clients
_______ consults with, collaborates with, supervises, trains or otherwise support faculty, students, and other clients in the pursuit of research endeavors
_______ attracts and manages, either individually or in concert with others, resources, i.e. people, funding, materials, etc., necessary to the operation of the individual research project or the research support facility
_______ authors (or co-authors) books, manuscripts, reports and other scholarly instruments reflecting the output of individual research projects and/or research service facilities
_______ serves on graduate student guidance committees
_______ presents seminars, lectures, papers, posters, etc.
_______ serves as reviewer, editor for journals or other publications
_______ serves as a consultant in the professional field
_______ plays a key role in securing funding for research activities and equipment
_______ has established a sustained record of important contributions to research proposals, reports, papers, monographs, books or other publications

Percentage of Time ________
Research Comments:

Administration
_______ promotes and contributes to the efficient and effective management of the unit or College
_______ attracts and manages resources, funding, material and/or people to achieve goals
_______ maintains administrative accountability of unit or College
_______ coordinates and administrates program(s) and/or projects(s) on a regular basis
_______ provides innovative approaches to achieving goals and objectives of unit or College
_______ supervises, trains and develops professionals in unit or College
_______ provides leadership for unit or College
_______ promotes positive, collaborative relationships with other units within the MSU community

Percentage of Time ________
Administration Comments:
Professional Activities

_____ serves on committee(s) within unit, College and/or University
_____ authors resource materials, technical sheets, reports, manuals and other educational publications for distribution to the public as well as grants and scholarly research
_____ presents at professional meetings, organizations or seminars
_____ trains and develops other professionals and colleagues
_____ assumes significant roles in peer group organizations and professional societies
_____ is active in innovative projects on behalf of the University
_____ obtains recognition within the University, College and/or professional groups.

Percentage of Time _______
Professional Activities Comments:

Professional Development

Percentage of Time _______
Professional Development Comments:

__________________________________________    __________________________________________
Academic Specialist                                      Evaluator/Supervisor

Date:__________________    Date:__________________

Revised by Debra Dotterer, Dean's Office- The College of Natural Science, November 2014