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 TeachingComments:

*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