

### Criteria for Long Term Contract for Academic Specialist

The School of Education criteria for long-term contracts for Academic Specialists are guided by the general statements in the Non-tenure Track Handbook. This classification was established for individuals who do not routinely offer courses for credit or act as principal investigators, but who hold positions with responsibilities that require them to be accountable to an Academic Officer.

The purpose of this document is to outline the criteria for extending a long term contract to academic specialists. The focus of such positions should be on duties that support the academic mission of the University. While teaching is not the primary responsibility, they may, on occasion, teach courses for credit as part of their regular duties (i.e. through release time and not as an overload). Examples of responsibilities include: the dissemination of research and best practices related to the missions of the School of Education; providing service and outreach to education related audiences in the community, state, nation, and/or the world; coordinating curricula; coordinating AIs; helping to advance the mission of research centers such as assisting with editing journals; curating; counseling; and program coordinating for centers or foreign universities.

In the School of Education, academic specialists will be awarded rolling 3-year long-term contracts if they meet the criteria for excellent performance in one or more of the above responsibilities. To have a long term contract extended to academic specialists, the applicant must provide evidence of excellent service and outreach activities to the employing unit or research center. The evidence must document the responsibilities noted above. Finally, in order to extend long term contracts to academic specialists that are located in research centers funded on soft money, the center must provide evidence that the center has the financial means to provide long term funding for the academic specialist.

#### Long Term Procedures

Given the degree of variance across academic specialist positions, the senior administrator or director in the unit in which the academic specialist is employed will determine criteria for a long-term contract and excellent performance. Based on these criteria, the candidate will compile a dossier for review. The candidate should have a mentor-guide for this process. In the candidate's fifth year, the final dossier will be prepared by the candidate and the candidate's home administrative unit. Both the third-year and the fifth-year dossiers will be reviewed by the same review bodies, administrators, and advisory committees at the school as those used for extending long-term contracts to lecturers. A committee comprised of tenure track faculty, clinical faculty, research scientists and/or academic specialists who have been tenured or gone through the process of being awarded a long-term contract will act as the primary committee to review the dossier and make a recommendation to the School's Promotion, Tenure and Contracts Committee for its review. The dossier is then reviewed by the School's Promotion, Tenure and Contracts Committee and the Dean of the School of Education. The rights and due process of the promotion procedures are parallel to those of lecturers.

**The timeline and procedures for academic specialists' long-term contracts shall include: (a) submission to the department chair or center director of a portfolio consisting of a complete curriculum vitae, materials deemed relevant by the chair or center director and the academic specialist on or before August 15 of the candidates 6<sup>th</sup> year of employment; (b) a recommendation of the department chair or center director, usually determined through the department or center Promotions Advisory committee process, conveyed with**

**the portfolio to the Executive Associate Dean of the School of Education by September 15; (c) the School Committee vote goes to the Dean of the School of Education by October 15, (d) a final recommendation by the dean of the School in consultation with the Promotion, Tenure, and Contracts Committee will be sent to the Vice Provost's office by January 10. The Dean will communicate the final recommendation to the academic specialists no later than March 15. The academic specialist will be informed of the recommendation of the case at each level. This decision may be appealed through the procedures available in the University to tenured and tenure-probationary faculty.**