

# Academic Specialist Appointments

ACA-23

## About This Policy

**Effective Dates:**

01-01-2001

**Last Updated:**

01-01-2001

**Responsible University Administrator:**

Board of Trustees, Indiana University

**Policy Contact:**

Susan McCammon

Assistant Vice Provost, Director of Academic Personnel Policies and Services

smccammo@indiana.edu

## Policy Statement

The 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 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). In the semesters that they teach, Academic Specialists must be given an instructional title so that university reporting of student/teacher ratios is accurate.

### Examples of responsibilities

- academic advising
- coordinating curricula
- coordinating AIs
- editing journals
- curating
- counseling
- program coordinating, e.g., for centers or foreign universities

### Appointment Terms

Appointments should be made with a probationary period not to exceed seven years followed by a rolling or long-term contract of three to five years. Each campus or academic unit will establish procedures and specific criteria for review of individuals concerning long-term contracts or their equivalent.

### Rights and Privileges

Academic specialists shall be subject to the same policies and procedures with respect to appointment, reappointment, non-reappointment and dismissal as apply to clinical ranks and lecturers and criteria for review will be consistent with responsibilities and clearly delineated by the academic supervisor.

### Benefits

Benefit eligibility for health, life, and retirement will be guided by the same criteria that are in place for all other academics.

### History

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Adopted by the Academic Officers Committee in 2001 as administrative practice.

*Note: The Academic Officers Committee (AOC) is now the Academic Leadership Council (ALC).*