Indiana University  
School of Health, Physical Education and Recreation  

POLICY ON NON-INSTRUCTIONAL CATEGORY OF “ACADEMIC SPECIALIST”  
(Approved by Academic Council on January 23, 2009)  

Academic Specialist  

Academic Specialist shall be defined as individuals whose primary responsibilities are academic in nature, but who do not ordinarily teach courses for academic credit. These individuals engage in activities significant to the functioning of the department or school and may include, but are not limited to  

• Academic Advising  
• Career Counseling  
• Internship Coordination  
• Curriculum Coordination  
• Journal and publication editing  

Academic Specialists are hired on an as-needed basis and in congruence with the mission of each Department. Need and congruence are determined by the Department Chair, in consultation with the faculty. The primary criterion for selection is a documented record of excellence in the particular non-teaching capacity for which the individual is making application. A full-time Academic Advising Specialist may be hired after a comprehensive national search, if deemed appropriate by the department chair and faculty. Academic Specialists are expected to remain current in their areas of professional responsibility. Efforts to remain current may be demonstrated in a variety of ways consistent with their ongoing responsibilities and with the endorsement by the Department Chair.  

Initial Probationary Appointment  

Academic Specialists may be appointed by the Chair of a Department in which employment is held, or through a mechanism developed and approved through the governance committee or procedure of the academic unit in which the individual is to be
employed. The initial Academic Specialist appointment will be for a three-year probationary period.

**Non-Reappointment During the Probationary Period**

Non-reappointment during the probationary period may occur in two ways: 1) unsatisfactory performance or 2) change in the needs of the department. Individuals determined by the Department Chair to have unsatisfactory performance during the first year of probationary appointment, or if the needs of the Department change, will receive at least 6 months advance notice of non-reappointment. Individuals whose performance is deemed unsatisfactory in the second or third year of the probationary period or who will not be re-appointed due to changing Department needs will receive at least 12 months advance notice of non-reappointment.

**Contract Terms**

Early In the third year of the initial three-year probationary period a performance review will be completed in order to determine eligibility for retention and change in contract terms. The Academic Specialist is responsible for submitting documentation of performance during the previous two years. After that review, providing that it is positive and the needs of the Department have not changed, the three-year rolling contract will be awarded.

Following a positive annual review at the end of the first year of the rolling contact, and provided the needs of the Department do not change, an additional year will be added to the end of the three-year contract. Thereafter, an additional year will be added to the end of the contract for each year of successful review, providing the needs of the department do not change.

Individuals judged by the Performance Review to have an unsatisfactory or below average year will be denied the annual year extension, and therefore, will only have two years remaining on their contracts. Following another year of successful performance, that
person could, at the discretion of the Department Chair, be moved back to a three-year rolling contract.