To: Academic Specialists

From: ASAC Elections Committee 2015

Date: February __, 2015

Re: Nominations for Election to ASAC

It is time for the 2015 election of representatives to the Academic Specialist Advisory Committee (ASAC). This is the 22nd election since the Academic Specialist Appointment System was implemented in the fall of 1992 and the 21st under the ASAC bylaws. This election is being administered by the Office of the Secretary for Academic Governance.

There are three 3-year positions on ASAC that are open this year. The open ASAC positions are:

- One person, Functional Area – Advising
- One person, Functional Area – Teaching
- One person, Functional Area – Outreach

Additionally, there are three 1-year positions that will be filled by appointments made by the Assistant Provost and Assistant Vice President for Academic Human Resources.

Any academic specialist may be nominated for, elected to, and serve in an ASAC position for their functional area (primary functional areas are assigned by the Office of Academic Human Resources/Office of the Provost based on the academic specialist position description).

Nominations for elected positions may be made by any academic specialist or the nominee him/herself (self-nomination). An academic specialist is eligible to be nominated for a particular elected functional area position on the ballot as long as the following criteria are met.

The Functional Area of the position is the same as the Primary Functional Area of the person being nominated as of January 1 of the year of the election. The Primary Functional Area is the functional area in which the individual spends the most of his or her effort. The Office of Academic Human Resources/Office of the Provost assigns a Primary Functional Area for each academic specialist at the time of appointment. The assignment is based on the job description for the position.

Nominations are made by electronically submitting the nomination form to the Office of the Secretary for Academic Governance sll@msu.edu by Friday March 6, 2015 by 5:00 pm. You may duplicate the form if you wish to make more than one nomination.

Attached you will find the names of the academic specialists who are eligible for the categories that have ASAC positions open for election this year. These lists are generated from the academic human resources database maintained by the Office of the Provost. Recent changes, e.g. new hires and resignations, may not be reflected. If the nominee is not on one of these lists or there is disagreement as to where a person should be, file the nomination form as desired; the nominations will be validated by the Office of the Secretary for Academic Governance. If you have questions about your primary functional area designator, contact Academic Human Resources (517.355.1526). If you have questions about the election, contact Melanie Trowbridge (353-4851).

Nominations are due at the office of the Secretary for Academic Governance no later than Friday, March 6, 2015 by 5:00 pm.

The Academic Specialist Advisory Committee (ASAC) is the governance body for Academic Specialists at Michigan State University. The committee consists of elected and appointed individuals from the Academic Specialist community with various combinations of teaching, research, outreach, advising, curriculum development, and related functional activities. ASAC provides advice to the Associate Provost/Associate Vice President for Academic Human Resources on matters of common interest.

The operating principles and election procedures for ASAC are defined in the ASAC bylaws, which can be found at the Academic Specialist website at http://academicspecialists.msu.edu/resources/bylaws.
Nominating Form
Academic Specialist Advisory Committee
2015 Election

Academic Specialist Advisory Committee (ASAC)
Associate Provost/Associate Vice President for Academic Human Resources
Michigan State University, East Lansing, MI 48824

Specialists in the functional areas of advising, teaching, and outreach are needed for elected positions. The term of office for elected members will be Aug. 2015 – Aug. 2018.

Nominee:

Department:
Phone:
Campus mail address:
Email address:

Current Functional Area (check one)
☐ Research
☐ Outreach
☐ Teaching
☐ Advising
☐ Curriculum Development

Current Appointment (check one)
☐ Fixed term
☐ Continuing

☐ If I am not elected, I would like to be considered for a 1-year appointment to ASAC.

☐ My functional area is in research or curriculum development. As such, I am not eligible to be elected for an opening, but would like to be considered for a 1-year appointment to ASAC.

☐ I am interested in a 1-year appointment only.

Please attach a short statement to this nomination form that will help the academic specialist community know more about the candidate. The statement should include a description of the nominee's goals for serving on ASAC and biographical sketch including educational background, work experience, and history at MSU. This statement will be printed on the ballot along with each candidate's name, unit, appointment status, and functional area. Please limit your statement to 200 words.

The nominee must agree to serve if elected to this position. The nominee agrees to this by e-mailing information from their MSU.EDU e-mail account to the e-mail below.

Return this form & statement to the Secretary for Academic Governance slf@msu.edu by Friday, March 6, 2015 by 5:00 pm. Use a separate form for each nomination.