To: Academic Specialists

From: Academic Specialist Advisory Committee (ASAC) Elections Committee, Paul B. Streng and Sandra Eagan-Hill

Date: Thursday March 28, 2013

Re: Nominations for Election to ASAC – the Academic Specialist Advisory Committee

It is time for the 2013 election of representatives to ASAC, MSU’s academic governance committee for academic specialists. This is the 20th election since the Academic Specialist Appointment System was implemented in the fall of 1992 and the 19th under the ASAC bylaws. This election is being administered by the Office of the Secretary for Academic Governance.

As prescribed in the ASAC bylaws, there is one 3-year position on ASAC that is open for this year. The open ASAC position is as follows:

- One person, Functional Area – Outreach, 3 year term

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). Fixed Term Appointment academic specialists are eligible to run for these positions.

Nominations for elected positions may be made by any academic specialist or the nominee themselves (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 Personnel Records/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 emailing the nomination form to the Office of the Secretary for Academic Governance sll@msu.edu by Friday, April 12, 2013 by 5:00pm. You may duplicate the form if you wish to make more than one nomination.

Attached you will find the list of the academic specialists who are eligible for the category that has an ASAC position 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 Donna Zischke (517.353.4851).

You will also find attached the nomination form.
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