

## Specialist FAQ

- Typically Specialists are hired for 12-month contracts (July 1 to June 30) and paid over 12 months whether they are contracted to teach in the summer or not although there are occasions on which Specialists are hired for 10 month contracts (Sept 1 to June 30) particularly in the first year of a multi-year contract. Specialists may be hired into one year or multi-year contracts.
- Specialists receive the same benefits and sick leave as Faculty or other 10 or 12 month employees in our unit as stipulated in the Statewide Master Agreement.
- Specialists shall be assigned to an Academic Department but may also be assigned to a Center or Program, if appropriate.
- Specialists are typically hired as a result of a search just like regular faculty with the exception of those who are currently Emergency (13D) or 13O appoints and who will essentially be doing the same job. In those cases they may be hired into the position without a search.
- Maximum course load is 12 courses for a year with no more than 4 courses in any one term. There are no minimum teaching requirements.
- Although not reflected in the union-negotiated agreement, the administration takes the stance that Specialists cannot teach overload, including summer/winter classes, unless approved by the administration beforehand.
- Specialists work faculty schedules and are only required to be on campus when they have classes, meetings related to their contractual obligations or are otherwise doing work related to the obligations of their contracts. Specialists do not fill out weekly time sheets in Workday.
- Specialists do not have faculty rank and cannot list themselves as Instructor or Professor on departmental websites, vita's or business cards.
- Specialists are provided with computers, office space and an identifiable phone number.
- Travel money from the Dean to attend conferences related to their areas of expertise is provided at discretion of the Dean. Mileage for meetings that Specialist are directed to attend or expenses incurred while supervising interns or other regular assignments are reimbursed.
- Departments, Programs, and Centers may elect to invite Specialists to meetings as routine or on an ad hoc basis. Specialists may also attend College and School meetings.
- Specialists "will be dedicated to instruction and curricular and advising responsibilities related to the courses he or she teaches" unless other responsibilities are specifically delineated in their contracts.
- Specialists are observed by a peer once a year and all courses are evaluated according to their Department/Center Student Evaluation procedures.
- Specialists may not participate in any personnel matters unrelated to their specific contractual requirements.