



MONTCLAIR STATE UNIVERSITY

Office of the President

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To: Academic Affairs and Facilities Committee

From: Susan A. Cole

Date: July 19, 2012

RE: Instructional and Clinical Specialists

A handwritten signature in black ink, appearing to be 'S. Cole', written over the 'From' and 'Date' lines.

Consistent with its authority under NJSA 18A: 64-6(h) and (i), I recommend that the Board of Trustees create two new academic positions, the Instructional Specialist and the Clinical Specialist, as defined on the attached sheet. This type of position has been requested for some time by various academic departments or programs and advocated for by the deans. The Instructional Specialist will be dedicated only to instruction and curricular and advising responsibilities related to the courses he or she teaches. The Clinical Specialist may offer some course instruction, but his or her primary responsibility will be to coordinate and oversee the engagement of students in internships, practica, studios, and clinical and field assignments. Neither position includes the scholarly or general service requirements of tenured and tenure-track faculty, and, consequently, both positions require academic credentials that differ from those of such faculty. Examples of programs that have a need for Instructional Specialists are the Accounting program and the Writing program of the English Department. Examples of programs that have a need for Clinical Specialists are Psychology, Child Advocacy, Speech Pathology, Paralegal, and many programs in the College of Education and Human Services.

Upon approval by the Board of Trustees, the University will present these new positions to AFT Local 1904 to develop an agreement concerning any negotiable terms and conditions of employment relating to them.

Att.

Instructional Specialist

The position of Instructional Specialist is a full-time, non-tenure track position without academic rank with responsibility for offering course instruction to students within a specific discipline(s) and for providing curricular development and assistance and advising to students in such courses. An appointment as an Instructional Specialist may be for one term or for one or more fiscal years. Within any fiscal year appointment, an Instructional Specialist's responsibilities may be assigned over two, three, or four terms.

There is no expectation for reappointment to a position of Instructional Specialist. However, an individual occupying a position of Instructional Specialist may be considered for subsequent appointments if the University decides to continue the position and if the University determines that the individual's performance in his/her responsibilities has been excellent. The University retains the right to identify an alternate candidate for the position if it deems that another candidate will better serve the University's needs.

A doctoral degree and post-secondary instructional experience in the relevant discipline will be the normal requirement for appointment as Instructional Specialist. In some instances, a candidate with a Master's degree and/or significant relevant professional experience may be deemed qualified.

Academic departments and programs may invite Instructional Specialists to participate in department meetings and curricular and other educational matters. However, an Instructional Specialist may not participate in any personnel matters.

Clinical Specialist

The position of Clinical Specialist is a full-time, non-tenure track position without academic rank with responsibility, within a specific discipline(s), for providing clinical/non-classroom instruction and advisement and supervision and coordination of internships, practica, and other applied and professional experiential learning. In addition to those responsibilities, Clinical Specialists may also offer related curricular development and course instruction. An appointment as a Clinical Specialist may be for one term or for one or more fiscal years. Within any fiscal year appointment, a Clinical Specialist's responsibilities may be assigned over two, three, or four terms.

There is no expectation for reappointment to a position of Clinical Specialist. However, an individual occupying a position of Clinical Specialist may be considered for subsequent appointments if the University decides to continue the position and if the University determines that the individual's performance in his/her responsibilities has been excellent. The University retains the right to identify an alternate candidate for the position if it deems that another candidate will better serve the University's needs.

A doctoral degree and post-secondary instructional experience in the relevant discipline will be the normal requirement for appointment as a Clinical Specialist. In some instances, a candidate with a Master's degree and/or significant relevant professional experience may be deemed qualified.

Academic departments and programs may invite Clinical Specialists to participate in department meetings and curricular and other educational matters. However, a Clinical Specialist may not participate in any personnel matters.