

# ACADEMIC SPECIALIST

## *Employment Guidelines*

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## Academic Specialists - Summary

Under supervision of a full-time professional employee, Academic Specialists provide part-time, temporary and professional services to the University. Such functions are performed on an intermittent basis or for fixed period of a short duration. Academic Specialist positions are project-oriented, and should not be utilized for temporary appointments for responsibilities that would normally be assigned to a full or part-time staff member.

### EXAMPLES OF WORK

- Performs course instruction for non-credit courses (such as Continuing Ed courses)
- Prepares instructional materials
- Maintains student records
- Provides individualized instruction
- Provides administrative services
- Provides other academic services
- Provides student services

Academic Specialists may not serve on any faculty committees.

### ELIGIBILITY REQUIREMENTS

An appointee must possess those qualifications deemed appropriate to the specific assignment. The level of work assigned to an Academic Specialist is professional in nature, and usually requires a minimum of a Bachelor's Degree in a relevant discipline and some related experience.

In certain circumstances, a department may select an individual who has obtained an Associate's Degree and substitute experience on a year for year basis in lieu of a Bachelor's degree. This must be approved by both the department head, and the Office of Human Resources.

## Work Hours and Break Times

An Academic Specialist are compensated on an hourly basis and may only work a maximum of 15 hours per week.

They are required to take breaks and must indicate them on their time sheets. Academic Specialists will not be compensated for more than 7.5 hours per day.

When working 5 or more hours per day, Academic Specialists are required to take a 30 minute unpaid break. Working under 5 hours does not require a break period. For example, if an Academic Specialist is scheduled to work from 9am-5pm, they must take a 30 minute unpaid break. They will be compensated for 7.5 hours.

Electronic time sheets must be submitted through Workday in a timely manner, or the employee will face a delay in payment.

Please visit our [Workday](#) landing page for guides and resources.

## Pay Rate

The salary for Academic Specialist positions begins at \$17.00 per hour and is commensurate with experience.

Special approval from the Chief Financial Officer must be obtained for Academic Specialists who are assigned salaries greater than \$23.00 per hour.

## Academic Specialist Hiring Procedures

The following procedures have been established in order to ensure uniformity in the Academic Specialist hiring procedure:

- An Academic Specialist Authorization to Hire (ATH) Form must be completed and submitted, along with a job description to support the proposed hourly rate, to the appropriate parties for approval, as indicated on the form.
- The ATH Form must contain approval from the Budget Officer for fund availability prior to submission to the Office of Human Resources.
- Departments should recommend a salary on the ATH Form that they feel is comparable to the duties of the position.
- Please be advised that if a pay rate exceeding \$23.00 per hour is being requested, the ATH form will also be sent to the Chief Financial Officer.
- All final salary determinations will be communicated by the Office of Human Resources, to the employee and the hiring department/unit.

No prospective employee may be given permission to begin working until the department/program has received written authorization from the Office of Human Resources.

## New Hire Onboarding

When the Office of Human Resources receives an authorization to hire for the prospective candidate, he/she will be complete onboarding tasks in Workday and present documents that satisfy form I-9 requirements. To begin employment, an Academic Specialist will have received an email from Human Resources notifying them of a start date as well as an end date.

Prospective employees who do not complete the onboarding process in a timely manner will delay their ability to start working, and may jeopardize their offer of employment.

Prospective employees who have begun working before authorized to do so, in writing by the Office of Human Resources, will be subject to immediate rejection of the offer of employment and/or termination.

## Dual Titles Prohibited

Kean University prohibits Academic Specialists from holding two positions/titles on campus simultaneously.

For example:

- Academic Specialists cannot work in two different departments at the same time.
- Academic Specialists cannot hold Adjunct positions.



## Benefits

### Workers' Compensation

Academic Specialists are employees of Kean University, and are covered under Workers' Compensation for on-the-job work related injury and accidents. For details, please [click here](#).

### Sick Leave

Academic Specialists that are paid on an hourly basis accrue one hour of sick leave for every 30 hours worked, up to a maximum of 40 hours per calendar year. For further details, you may refer to the [Sick Leave Guidelines](#).

### Retirement Plan

The Defined Contribution Retirement Program (DCRP) is a NJ State administered retirement plan. It is a tax-deferred, defined contribution retirement plan which includes benefits such as a 3% matching employer contribution, life insurance and long term disability insurance. All eligible Academic Specialists will be enrolled in the DCRP. Members of the DCRP will contribute 5.5% of wages to a tax-deferred investment account established with Prudential Financial, which jointly administers the DCRP investments with the NJ Division of Pensions and Benefits. Additionally, Kean University will provide a matching contribution of 3%.

Members of the DCRP also benefit from a non-contributory (employer paid) life insurance policy. The life insurance policy is equal to 1 ½ your annual wages (on which the DCRP contributions are based). Additionally, a member is eligible for (employer paid) long-term disability insurance coverage after one year of participation in the DCRP.

### Eligibility for Health Benefits – DCRP Members

Part-time employees of Kean University who are enrolled in a state administered retirement plan, such as the DCRP, are eligible to enroll in the Part-Time State Health Benefits Program for medical and prescription drug coverage. For additional information, you may visit our website and follow the links for Benefits/Health Coverage for Part-Time Employees.

Please note that Academic Specialists do not earn vacation benefits.

## HR Contacts

For questions or concerns, you may contact the following members of the Office of Human Resources for assistance:

Makenzie Carty  
Managing Assistant Director  
Tel: 908-737-3307  
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