

## CNS Specialist Policy (Effective 2015-16)

Annual Deadline: Rolling

Departments have the option of hiring specialists (instead of graduate student TAs) to provide course support. A specialist academic title can be carried by individuals with a bachelor's degree or an advanced degree. A specialist does not serve as instructor of record, but serves in a role commensurate with a TA. In other words, a specialist can be hired to run lab sections, serve as a TA in lower-division or upper-division courses, or some combination of these.

### Appointments

Like a lecturer, specialists are non-student positions and they receive a 33.3% appointment per course supported. Specialists must meet the requirements of the position (as defined by the department).

### Rates

Specialists are appointed on a sliding nine-month rate, based on their highest degree held. Individuals with an advanced degree in the discipline can be appointed at the higher rates below.

Bachelor's	\$30K/9 months	(\$5,000 per course)
Master's	\$32K/9 months	(\$5,333 per course)
PhD	\$34K/9 months	(\$5,667 per course)

### Funding

Specialists positions are funded by swapping TA positions. A 20-hr TA is swapped for every 33.3% specialist. Departments may request this swap by providing the name, title and rate of the proposed specialist. Once the PAR is approved, the funds will be transferred from the 02 to the 01 subaccount of their instructional account. No specialist appointments or transfers between subaccounts will be approved without pre-approval by the Dean's Office.

### Other Requirements

A PAR is required to appoint a specialist. If the individual is a recent graduate with no outside experience, then outside letters will not be required. Instead, you will need three internal reference letters that speak about their experience or potential.

It is important that specialists understand they are responsible for summer insurance premiums. Information regarding summer coverage may be found at <https://www.utexas.edu/hr/current/insurance/summer.html>.