



## UNTF Faculty Designation B

Designation B is an appointment type outlined in the collective bargaining agreement between MSU and the UNTF. A Designation B appointment is predicated on exemplary instructional performance in UNTF bargaining unit assigned teaching duties. If eligible, individuals who believe they have established a clear record of sustained, outstanding achievements in teaching must assemble a compendium of materials that documents teaching excellence and submit such documentation to the unit head or designee. The request for a Designation B appointment is reviewed by the unit and the Office of the Provost for approval. If approval is granted, the initial Designation B appointment would provide an appointment for no less than five-years for the UNTF teaching portion of the assignment. The collective bargaining unit between MSU and the UNTF states 'Following each annual review that demonstrates continued excellence in teaching, each Designation B employee's appointment shall be extended for one (1) year ensuring that the appointment is for no less than five (5) years' for the UNTF teaching portion of the assignment.

### Eligibility

The collective bargaining agreement between MSU and the UNTF provides that “during the first month of the eighth or subsequent semester of teaching employment within seven years of the first of these semesters in a given employing unit, the employee may submit a written request to the unit head or designee, including required documentation of teaching excellence, to be reappointed as a Designation B employee for the teaching portion of the assignment.”

In addition, the Broad College keeps a list of Strategic Criteria for Designation B (Appendix A) that candidate must meet.

If an employee is appointed in more than one unit, they need to make a request to each unit. Each unit will review and make a determination through its own independent process review.

To verify that a faculty member is eligible for Designation B, a [Request for Eligibility Verification Form](#) can be completed by the unit and sent in prior to starting the process.

## Process and Timeline

### Unit Responsibilities

To apply for a Designation B appointment, the eligible employee would complete [Form B](#) and submit all materials to the unit head or designee not later than:

- September 30<sup>th</sup> fall semester
- January 31<sup>st</sup> for spring semester

The Request for a Designation B appointment is reviewed by the unit head or review committee. The academic units have discretion between using a committee review approach or the academic unit head may choose to do the review themselves.

- Where unit administrators utilize a review committee for advice in making a recommendation to the Provost (through appropriate subordinate administrators), the unit review committee should be provided with guidelines and directed to determine objectively the level of accomplishment and excellence in UNTF related teaching duties.
- Recommendations of the review committee are forwarded to the appropriate academic unit administrator. The faculty or academic staff member should be provided an opportunity to meet with the review committee prior to it making a recommendation to the unit administrator. Where there is no review committee, the faculty or academic staff member shall be provided an opportunity to meet with the unit administrator before a recommendation is provided to the next level of review. The recommendation of the academic unit administrator is forwarded for subsequent review and action by the relevant major academic unit administrator (usually the dean) and by the Office of the Provost. After review by the Office of the Provost, the UNTF represented fixed term faculty or academic staff member will be notified of the final decision on appointment to Designation B.

### Submitting materials to the Dean's Office

Create a single PDF to submit to the Dean's Office with the following information included:

1. Enter the department unit head's recommendation on the first page. **Do not sign the 1<sup>st</sup> page yet.** It will be forwarded to you for signature after the Dean's review.
2. Be sure to include SIRS scores in the Notes section of the credit instruction tables.
3. Evidence of Teaching Excellence (4), Reflective Essay (5) and CV (6) should all be attached after the last page of Form B. Be sure to label these appropriately.
4. Enter 'N/A' for sections that do not have information to provide and 'See Attached' for the sections that are included as attachments.
5. All annual review letters that encompass the eight semesters of teaching are required to be included in the Designation B packets.

#### Notes on materials:

- Reflective Essay - including DEI statement, must not be more than 5 pages total
- Overall packet that comes to HR should not exceed 85 pages (Units could require more for their internal review, however, final submission to the Office for Faculty and Academic Staff Affairs (FASA) is limited to 85 pages)
- For the teaching section and related supporting documentation, it is not necessary to include every SIRS form in the final packet to the Office for Faculty and Academic Staff Affairs. Units may choose to include two or three great examples and then a summary of feedback and examples of excellence in teaching.

Submit 1 editable PDF or Word document to the Dean's Office RPT contact person via email. **Do not sign the first page at this time.** It will be routed back to you for signature after the Dean's Review. Materials are due to the Dean's Office:

- October 10<sup>th</sup> for Fall Semester
- February 10<sup>th</sup> for Spring Semester

#### Dean's Office Responsibilities

The request for a Designation B appointment is reviewed by the Dean and the Dean will provide comments and a recommendation.

Page 1 of Form B will be signed by the Dean and forwarded to the unit for signature.

#### Submitting Materials to the Provost's Office:

1. Create a single PDF and bookmark per email instructions (Spring 2020 instructions listed below):
  - a. Recommendation Signature Page for Designation B
  - b. Undergraduate and Graduate Credit Instruction
  - c. UNTF Non-Credit Instruction
  - d. List of Instructional Works
  - e. Evidence of Teaching Excellence
  - f. Reflective Essay
  - g. Curriculum Vita
  - h. Summary Evaluation by the Department Chairperson or School Director
  - i. Summary Statement by the Dean
2. Email packet to: [FASreviewNon-Tenure@hr.msu.edu](mailto:FASreviewNon-Tenure@hr.msu.edu)
  - a. Form B is due to Human Resources on:
    - i. November 1<sup>st</sup> for Fall semester
    - ii. March 15<sup>th</sup> for Spring semester
  - b. Please put in the Subject line: Designation B {Fall/Spring YEAR}, Employee's name and College Name.

**Important:** If Designation B materials are not submitted in the correct order they will be returned for resubmission.

A notification of determination will be sent from Human Resources to the Dean's Office by April 15<sup>th</sup> for spring semester and November 30<sup>th</sup> for fall semester. Once approved by the Provost's Office the Designation B appointment would take effect as of the effective date of the next UNTF reappointment within the employing unit

Each college is responsible for notifying the employee of the final decision. The Dean's Office will send letters of determination to the candidates with a copy to the department head.

The final packet of materials will be submitted to Broad HR and saved in the Dean's Office files.

## APPENDIX A

### Broad College List of Strategic Criteria for Designation B<sup>1</sup>

1. “Exemplary instructional performance in UNTF bargaining unit assigned teaching duties...a clear record of sustained, outstanding achievements in teaching.”
2. Demonstrated ability over several years to successfully teach a broad array of classes in the unit...i.e. flexibility across undergraduate and graduate courses.
3. An AACSB classification as SA (Scholarly Academic), PA (Practice Academic), SP (Scholarly Practitioner), or IP (Instructional Practitioner) is necessary.
4. Necessary to recruit faculty or academic staff member essential to important unit research or teaching program.
5. Necessary to retain faculty or academic staff member essential to important unit research or teaching program.

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<sup>1</sup> Item one is quoted from the Recommendation for Designation B Appointment in the Union of Non-Tenure Track Faculty on the MSU HR website. Item two was developed in a Broad College Academic Unit Head meeting on February 19, 2013. Item three was developed in a Broad College Academic Unit Head meeting on November 6, 2023. Items four and five are from a Terry Curry memo dated September 8, 2011 as criteria for awarding “Multiple Year Contracts to Fixed Term faculty/Academic Staff—April 2011”.

## Revision History

Revision #	Revision Date	Revisor	Section(s) Modified	Reason
1.	9/26/23	Nick Bonardelli	Submitting materials to the Dean's Office	Added #5 and notes on materials
2.	1/10/24	Chris Hogan	Appendix A	Removed requirement for terminal degree and expanded AACSB categories to be more inclusive
3.				
4.				
5.				