



Guidelines for Consideration of UNTF Faculty for “Designation B” Status

According to the terms of the contract between MSU and the Union of Nontenure-track Faculty (UNTF), fixed term faculty members who are members of the UNTF may apply to be considered for “Designation B” status during “the first month of the tenth or subsequent semester of teaching employment within six years of the first of these semesters in a given employing unit.”

A Designation B appointment is predicated on exemplary instructional performance in UNTF bargaining unit assigned teaching duties. If Designation B approval is granted, subsequent UNTF appointments would have a duration of at least three years. Details can be found in the [UNTF contract](#) and the relevant MSU policies and procedures can be found here: [Designation B MSU Policies & Procedures](#).

This document specifies the criteria and procedures used by the College of Natural Science and its affiliated units in reviewing applications for Designation B status. Since UNTF appointments are exclusively associated with teaching, the focus of the review is on teaching excellence.

1. The **criteria** for teaching excellence used by College of Natural Science and its affiliated units are the same as those used in evaluating the classroom teaching performance of tenure-system faculty as described in the “Guidelines for Faculty Reappointment, Promotion, and Tenure in the College of Natural Science at Michigan State University”: [Evaluating Teaching Performance](#).
2. The **procedures** that the College of Natural Science (NatSci) and its affiliated units will use for Designation B reviews are as follows.
 - a. As per MSU policy¹ for all faculty, candidates must use unit-approved student instructional ratings forms (or online equivalent) in all classes (every course, every section, every semester), and make these forms available to the unit for collection and analysis.
 - b. Candidates are expected to maintain a “Teaching Portfolio”, as described in the [“Guidelines for Implementation of Teaching Evaluation in NatSci.”](#)

¹ <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/instructionalrating.htm>

- c. The candidate should submit Form B, a curriculum vitae, a reflective essay (no more than five pages), and a teaching portfolio to their unit administrator by the designated semester (Sept. 30th or Jan. 31st) deadline.
- d. Unit administrators must provide a recommendation to the NatSci Dean by Oct. 20th (Fall) or Feb. 28th (spring).
 - i. As part of their recommendation, unit administrators must include:
 1. A summary of the results of the student evaluations (SIRS) for all unit courses the candidate has taught using the NatSci RPT Numerical Student Evaluation Summaries worksheet.²
 2. A summary of peer classroom observation of candidates, which are expected to have occurred at least once per year.
 3. An analysis of the teaching portfolio submitted by the candidate.
 - ii. Unit administrators can employ an appropriate review committee for advice in making a recommendation to the NatSci Dean. In this case, the candidate must be provided the opportunity to meet with the review committee prior to it making a recommendation. Recommendations of the review committee are forwarded to the unit administrator.
 - iii. If no review committee is used, the candidate must be provided with an opportunity to meet with the unit administrator before a recommendation is provided to the NatSci Dean.
 - iv. The unit administrator should record their recommendation on the cover page of Form B, summarize their assessment of the teaching record of the candidate (including an analysis of the student evaluations and the candidate’s teaching portfolio) in Form B item 7, and forward Form B, associated material (the student evaluation summary and all material in item 2c *except* for the teaching portfolio), and copies of the all annual evaluations of the candidate from the employing unit to the NatSci Dean.
- e. The NatSci Dean will review the case and make the recommendation to the Office of the Provost by the appropriate semester deadline (Nov. 1st or Mar. 15th).

The Office of the Provost will make a final decision on Designation B status by the corresponding semester deadline (Nov. 30th or Apr. 15th).

Approved by the NatSci Faculty Advisory Council: 11/21/2013

² <http://ns.msu.edu/dean/RPTStudentEvaluationSummaries.doc>