



Fixed Term Designation B Review Guidelines

The collective bargaining agreement between Michigan State University and the Union of Non-Tenure Track Faculty provides that “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, 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.

According to MSU policy, the following procedure implements that provision:

1. Reclassification to Designation B is predicated on exemplary instructional performance in UNTF bargaining unit assigned teaching duties. 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. “Form B: Recommendation for Designation B Appointment in the Union of non-Tenure Track Faculty” must be used to apply for Designation B consideration. "Eligibility criteria and timelines are found in the UNTF contract: <http://www.hr.msu.edu/documents/contracts/UNTFContract.pdf> FAQs and forms are found at: http://www.hr.msu.edu/hiring/facultyhiring/DesignationB_FAQ.htm"
2. 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.
3. 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.

Procedures

In the College of Arts and Letters the review process for fixed-term UNTF instructors at the department level will follow unit and college guidelines and procedures that will provide for a substantial review process to “determine objectively the level of accomplishment and excellence in UNTF related teaching duties,” in compliance with the University Recommendation



Document. CAL units will appoint a Designation B review committee for fixed-term faculty members requesting reappointment under Designation B.

No later than September 30th for review during fall semester or January 31st for review during spring semester, the candidate submits to the Chair a self-evaluation (recommended length 2-3 pages), addressing teaching, and service activities. The self-evaluation should specifically address the candidate's claim of teaching excellence in light of the unit's and the University's criteria for Designation B reappointment. At this time the candidate should also provide the Chair a current *curriculum vitae*, teaching evaluations and/or portfolios (see below), documents supportive of quality service/outreach, as relevant, and any other materials required by University guidelines, the unit bylaws/guidelines, or solicited by the Chair. Form B: Recommendation for Designation B Appointment in the Union of non-tenure Track Faculty must be used to apply for Designation B.

The dossier is first reviewed by the departmental personnel review committee or committees. Committee recommendations are advisory to the Chair. Committee recommendations to the Chair should be in writing and include both the recommended personnel action and an explanation of how the committee arrived at the recommendation (i.e. a discussion of the strengths and weaknesses of the materials in the dossier and the case in general with respect to the criteria). The faculty or academic staff members should be given the opportunity to meet with the review committee prior to it making a recommendation to the unit administrator.

The Chair/unit administrator reviews the dossier, and forwards a recommendation to the Dean. Once the Dean receives the recommendation it is reviewed in the Dean's Office and he/she then submits a recommendation to 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.

Criteria

As noted above, reclassification to Designation B is predicated on exemplary instructional performance in UNTF bargaining unit assigned teaching duties.

The review process in CAL for fixed-term UNTF instructors at the department level will follow unit and college guidelines and procedures that will provide for a substantial review process to "determine objectively the level of accomplishment and excellence in UNTF related teaching duties," in compliance with the University Recommendation Document.

Materials that **must be** assembled as evidence include:

- a teaching narrative (see text box below)
- SIRS and other recognized student evaluation instruments
- syllabi (the latest version from each course taught over the past three years) and a selection of other course material, such as activities, exams, and paper assignments.
- evidence of participation in professional development activities
- classroom observation materials (e.g., a written report by the observer)



Materials that **may be** assembled as evidence include:

- participation in high-impact co-curricular activities
- self-crafted and self-administered student evaluation instruments
- Honors Options and other extensions of teaching responsibilities
- undergraduate and graduate committee service
- teacher research or scholarship of teaching and learning activities
- teaching awards

The function of the teaching narrative is both **reflective** (it informs the committee about how you are thinking about your practice, goals, and development over time) and **integrative** (it situates the available forms of evidence in relation to an ongoing story of your work and development).

Specifically the teaching narrative:

1. supplies reflection on your work in relation to your pedagogical goals;
2. frames and contextualizes other forms of evidence (e.g., teaching materials, observation reports, course evaluations); and
3. makes visible the values, practices, and learning for which other forms of evidence may be insufficient (or partial) indicators.

Links for Classroom Observation:

<http://www1.umn.edu/ohr/teachlearn/resources/peer/guidelines/>

http://www.usu.edu/teachingacademy/teaching_coaches/docs/Evaluating_Teaching_through_Peer_Classroom_Observation.pdf

Helpful links:

[Form B: Recommendation for Designation B Appointment in the Union of non-Tenure Track Faculty \(PDF\)](#)

[Form B: Recommendation for Designation B Appointment in the Union of non-Tenure Track Faculty \(MS Word\)](#)

[UNTF Designation B Appointments Frequently Asked Questions](#)