

Requirements/Procedures for Designation B Status
Department of Linguistics & Germanic, Slavic, Asian and African Languages

From Article 15 (p. 28) of the 2014-2018 UNTF [Contract](#)

Designation B

1. At any time, the Provost may approve an appointment as a Designation B.
2. Employees initially appointed as Designation B shall receive the same benefits as those advancing to Designation B.
3. 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.

a. In this circumstance, the next appointment shall be for at least three years subject to satisfactory completion of a major review.

b. If the employee fails to make such a request, s/he shall be subject to normal reappointment procedures (see Performance Review and Evaluation).

c. Semesters of Teaching Employment

i. Include semesters teaching at Michigan State University in a tenure track position.

ii. Include semesters prior to Fall 2010 which were credited under the 2010-2014 contract, which may be counted toward eligibility for Designation B if those semesters are continuous with the current period of appointment.

iii. Does not include summer semester/term. In addition, not teaching summer semester/term does not constitute a break from continuous service for purpose of Designation B.

d. 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 three (3) years.

If a Designation B Employee's annual review does not clearly demonstrate continued excellence in teaching, upon consultation with the unit advisory committee regularly used to provide advice on faculty performance, the unit administrator may require a more detailed review to verify continued teaching excellence. The employee shall be given an opportunity to respond to the detailed review.

In the event the more detailed review does not verify continued excellence in teaching and if after reviewing the Employee's response, the Unit Administrator may, with approval by the Dean and Provost, give the Employee notice of removal of Designation B status and a new appointment end date that is one (1) academic year from the date of notice.

Nothing in this article is meant to override provisions in Article 17.

Procedures

To be eligible for Designation B within the Department of Linguistics and & Germanic, Slavic, Asian and African Languages a candidate must demonstrate that she/he has established a record of sustained, outstanding achievement in teaching. Those who have served/taught for the required time in the Department and who believe that they have achieved a record of exemplary teaching must present materials that document teaching excellence. These materials, along with Form B, must be submitted to the Department Chair (via the Office Supervisor) no later than September 30th for review during fall semester or January 31st for review during spring semester.

1. Required attachments:

- a. Form B: <https://www.hr.msu.edu/ua/hiring/documents/UNTFDesignationBForm.pdf>
- b. Credit for Past Service (#1 of Form B). Employee must have 10 semesters out of 12 semesters working in the UNTF within the same department. If you are unsure of your eligibility, please contact HR for Verification and include this documentation:
<https://www.hr.msu.edu/employment/documents/untfDesignationBReqVerificationEligibility.pdf>
- c. Evidence of Teaching Excellence (#4 on Form B)
 - i. SIRS Forms
 1. Do not submit originals
 2. Limit to last 2 years only
 - ii. Consistently positive classroom observations.
 - iii. Detailed course syllabi that demonstrate course development and highlight innovative aspects of the applicant's teaching methodology and any original contributions made to the planning of the course.
 - iv. Evidence of participation in teaching-related professional development activities such as MSU CeLTA workshops.
 - v. Other Evidence
 1. Websites
 2. Publications and presentations
 3. Guest lectures (serving as, or hosting others)
 4. Grants received
 5. Instructional awards or professional recognition
- d. Reflective Essay (#5 on Form B)
 - i. A detailed statement of teaching philosophy that exemplifies how this philosophy is applied in the classroom and why it constitutes an innovative and effective teaching strategy.
- e. CV (#6 on Form B)
 - i. Including evidence of teaching and related professional activities that may include: undergraduate and graduate teaching, methods of assessment, participation in high-impact co-curricular activities, honors options, undergraduate and graduate committees; academic advising or coordination; study abroad and other areas identified by the department.

2. **Submission** to Jennifer Tetreau by September 30 (fall), January 31 (spring):
Send electronically to tetreauj@msu.edu

Helpful FAQs can be found at https://www.hr.msu.edu/ua/hiring/faculty-academic-staff/DesignationB_FAQ.html