

**Residential College in the Arts and Humanities**  
**Criteria and Procedures**  
**For considering members of the UNTF bargaining unit for Designation B status**

The contract between MSU and the Union of Non-Tenure Track Faculty (UNTF) states that fixed-term faculty and academic staff who are members of the UNTF bargaining unit may apply to be considered for Designation B status after they have taught for ten semesters in a given academic unit during a six-year period. Faculty and academic staff who have achieved Designation B status, upon their next reappointment in that unit, will be reappointed for a period of three years for the UNTF portion of their reappointment.

Details can be found in in the UNTF contract at <http://www.hr.msu.edu/documents/contracts/UNTFContract.pdf>, specifically Article 15, and information about how to apply is given at <http://www.hr.msu.edu/hiring/facultyhiring/designationB.htm>. MSU will conduct Designation B reviews twice each year, in fall and spring semesters.

This document specifies the criteria and procedures that the Residential College in the Arts and Humanities (RCAH) will use for reviewing applications for Designation B status.

- 1) The RCAH will use the same criteria for evaluating teaching performance that are used for tenure-stream faculty, as stated in the RCAH Policy for Reappointment, Tenure, Promotion, and Annual Merit Review, approved 2/26/2010.
- 2) The procedures that RCAH will use for Designation B reviews are as follows:
  - a) The candidate should submit a Designation B review dossier to the dean of the RCAH and the RCAH Review, Tenure, and Promotion (RTP) Committee by the designated application deadline (Sept 30 for fall semester, Jan 31 for spring semester). The dossier should consist of the following:
    - University Form B ([http://www.hr.msu.edu/hiring/hiring\\_docs/UNTFDesignationBForm.pdf](http://www.hr.msu.edu/hiring/hiring_docs/UNTFDesignationBForm.pdf))<sup>1</sup>
    - Current curriculum vitae
    - 5-page reflective essay
    - Evidence of excellence in teaching, eg, teaching evaluations, syllabi, publications and presentations related to pedagogy, teaching awards, and any other materials that would help the review committee evaluate the quality of the candidate's teaching
  - b) The dossier will be reviewed by the RTP Committee, which will write a report to the dean with its recommendation. The candidate will be provided an opportunity to meet with the review committee, if he/she wishes, prior to the committee making the recommendation.<sup>2</sup>
  - c) The dean will then review the case and make a recommendation to the Office of the Provost, according to the timetable for the semester in question.<sup>3</sup> The candidate will be notified in as timely a manner as possible after the unit is notified of the final decision.

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<sup>1</sup> Form B, CV, and essay are required to be submitted to Provost's Office

<sup>2</sup> Opportunity to meet w/review committee is an MSU requirement

<sup>3</sup> Unit recommendations are due to Provost's Office Nov 1 (fall) and Mar 15 (spring); Units are notified of the final decision by Nov 30 (fall) and Apr 15 (spring).