

English Language Center

Fixed Term Faculty –Designation B

Please familiarize yourself with the UNTF Contract Article 15, page 28 (below) regarding the Fixed Term Faculty Designation B and the ELC's procedures for such designation.

Designation B

- a. At any time, the Provost may approve an appointment as a Designation B.*
- b. Employees initially appointed as Designation B instead of Designation A shall receive the same benefits as those advancing to Designation B.*
- c. 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.*
 - i. In this circumstance, the next appointment shall be for at least three years subject to satisfactory completion of a major review.*
 - ii. If the employee fails to make such a request, s/he shall be subject to normal reappointment procedures under Designation A (see Performance Review and Evaluation).*
 - iii. Upon ratification of the contract, employing units will credit up to four (4) semesters of teaching experience toward the requirements in I.C.2.c. for eligibility for Designation B for employees if those semesters are continuous with the current period of appointment. Credit for this teaching experience must be requested by May 15, 2011.*

English Language Center Procedures

Recommendation for 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, along with Form B (Appendix I) to the unit head or designee not later than September 30th for review during fall semester or January 31st for review during spring semester.

Information to include:

- Credit for Past Service if any
- Reflective Essay
- CV
- Evidence of Teaching Excellence (See #4 on Form B)
- SIRS Forms: (do not submit originals; please submit only the last 2 years)
- Submit electronically to Carol Wilson-Duffy (one scanned document to include all information)

Links to important questions

<https://www.hr.msu.edu/hiring/facultyhiring/designationB.htm>

https://www.hr.msu.edu/hiring/facultyhiring/DesignationB_FAQ.htm