

# Navigating Designation B

Presented by:

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# What is Designation B?

- Provided for by the UNTF Contract
- Available only to faculty with a teaching percentage
- Deadlines Sept 30th and Jan 31<sup>st</sup> of each year
- Form B:  
<https://hr.msu.edu/ua/hiring/documents/UNTFDesignationBForm.pdf>



## Criteria

- “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...”
- <https://hr.msu.edu/ua/hiring/faculty-academic-staff/designationb.html>



## Designation B - Eligibility

- “during the first month of the eighth or subsequent semester of teaching employment within seven years of the first of these semesters in a given employing unit” UNTF contract



## If successful

- “...the next appointment shall be for at least three years subject to satisfactory completion of a major review.”
- Rolling three-year contract.
- Begins with the renewal of the appointment in that unit.
- Still subject to layoffs as outlined in Article 17 of the UNTF contract.



## Process

- Submission of materials
- Review committee and unit administrator recommendation
- “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.”
- Dean level review and recommendation
- Office of the Provost review



# Document, document, document!

- Want to share statement with your supervisor?
- Digital Folder with file:  
On demand or monthly documentation of activities and collection of materials
- File away feedback e-mail, etc.



## Form B

- Official form that guides and accompanies your promotion dossier
- Standardized organization of the total of your professional accomplishment
- Filled out by you and unit administrator
- Can use as guide for your conversations with your unit administrator





## Evaluation Expectations

- Form B - Statement – provide summary of all activities related to teaching.
- See College and unit guidelines -
- Excellence and innovation in teaching, evidence of professional development, innovation and development in teaching philosophy



## Form B – Sections

- Undergraduate and Graduate Credit Instruction
- UNTF Non-Credit Instruction
- List of instructional works
- Evidence of Teaching Excellence
- Reflective Essay
- Curriculum Vitae



## Form B – List of Instructional Works

- “List publications, presentations, papers, grants received, and other works that are primarily in support of or emanating from instructional activity”



# Reflective Essay/Teaching Summary Statements

- Provide a detailed summary to your Unit Administrator,
- Organized by job description
- Citing evidence of distinction and sustained excellent performance, development over time/trajectory
- Describe examples of best work



## Materials – Excellence in Teaching

- SIRS or other teaching evaluations
- Peer evaluation of instruction
- Evaluations by affected groups
- Teaching portfolios, including course syllabi, goals
- Innovative methods or curricular development
- Websites



## Materials – Teaching, Cont.

- Publications and presentations related to pedagogy
- Guest lecturers (serving as such, or hosting others)
- Grants received in support of instruction
- Instructional awards or other forms of professional/alumni recognition
- Other forms of professional development in teaching



## Letters/Evidence of Success

- Program Assessment
- Student quotes
- Student emails
- Thank you notes (Students, committee members, conference presentations).
- Letters of recommendations (students, colleagues, MSU community)
- Presentation evaluations

