

## Criteria and Procedures for considering UNTF members for “Designation B” status

According to the contract between MSU and the Union of non-Tenure Track Faculty (UNTF), fixed-term faculty who are members of the UNTF may apply to be considered for “Designation B” status after they have taught for a certain number of semesters. Designation B allows for a three-year contract as opposed to one-year contracts for Designation A UNTF members. Details are in the contract, whose language supercedes anything written here. As of 7/15/2013 the contract can be found at <http://www.hr.msu.edu/documents/contracts/UNTFContract.pdf> and information about how to apply is given here: <http://www.hr.msu.edu/hiring/facultyhiring/designationB.htm>

This document specifies the criteria and procedures that Biochemistry and Molecular Biology (BMB) will use for reviewing applications for “Designation B” status. Given the nature of UNTF appointments, the focus of the review is on teaching excellence.

1. The **criteria** that BMB will use in Designation B reviews are the same it uses for other reviews of faculty teaching performance. These are given in section IV of the BMB Evaluation of Faculty Performance document located here: [www.bmb.msu.edu/dept/bylaws\\_policies.html](http://www.bmb.msu.edu/dept/bylaws_policies.html).
2. The **procedures** that BMB will use for Designation B reviews are incorporated in the yearly academic performance reviews. In addition to the normal yearly Academic Performance Report, faculty wishing to be considered for Designation B shall provide the additional material needed to request Designation B according to the contract. If the contract allows for request for designation B at times other than the normal BMB yearly Academic Performance Review, the same materials shall be prepared and submitted at the time allowed by the contract.
  - a. The candidate should submit all materials [Form B, curriculum vitae, up to 5-page reflective essay, teaching portfolio] electronically by the designated deadline for the semester in question. The materials will be made available to those involved in the review process
  - b. The teaching portfolio materials will be the same as those to be submitted by candidates for reappointment, promotion, or tenure (RPT) in BMB.
  - c. The BMB FAC will review the candidate’s case and write a report.
  - d. Based on the candidate’s materials and the report, the case will be considered and voted upon at a meeting of the BMB faculty holding a higher rank.
  - e. The Chair will then review the case and make the final recommendation to the Office of the Provost, according to the timetable for the semester in question.

(text based on a document from Lyman Briggs College)