



Tip Sheet: Designation B Process

Intended Audience: HR unit administrators, Chairs/School Directors/Deans or anyone making hiring decisions.

Introduction

This document outlines key requirements and expectations regarding the Designation B process. Appointments of Designation B may be awarded to fixed-term faculty and academic specialists who demonstrate continued teaching excellence. Designation B appointments are no less than five (5) years and may be made on a semester, academic year or annual basis.

Eligibility

- Faculty members requesting Designation B must have a fixed term teaching appointment with Union of Non-Tenure Track Faculty (UNTF) % of teaching.
- During the first month of the eight or subsequent semesters of teaching employment, within seven years of the first of the semesters in a given employing unit, the employee may submit written request for Designation B to the chairperson/school director (or dean in units that do not have departments). Eligibility must be confirmed by the Office of Faculty and Academic Staff Affairs (FASA).

Overview of Process

Designation B is not granted automatically. It is requested by the faculty member and reviewed successively by: (1) the chairperson/school director, (2) the dean (in colleges that do not have departments or schools) **and** (3) the Vice Provost for Faculty and Academic Staff Affairs (FASA). Final approval is determined by the Vice Provost for FASA. A notification of determination will be sent from Human Resources to the dean's office by Nov. 15 for review during fall semester and April 15 for review during spring semester.

Process/Steps

Faculty Member

1. The faculty member submits the "[Request for Verification of Designation B Eligibility](#)" to the Academic Operations team at HR.Academic.Operations@hr.msu.edu no later than Aug. 1 for review during fall semester or no later than Dec. 1 for review during spring semester.
2. Once eligibility is confirmed, it is recommended the faculty member give advanced notice to their unit leader that they intend to submit for Designation B.

3. The faculty member submits the formal Designation B application materials to their chairperson/school director no later than **Sept. 30** for review during fall semester or **Jan. 31** for review during spring semester.

Required Designation B Application Materials (dossier not to exceed 75 pages):

- [Form B](#): Recommendation for Designation B Appointment in the Union of non-Tenure Track Faculty
- Reflective Essay, including a diversity, equity and inclusion statement (no more than 5 pages)
- Current CV/Resume
- Evidence of Teaching Excellence, colleges may provide specific guidelines outlined. Additional examples below:
 - Evidence of Teaching Excellence may also include, but is not limited to, course assignments and lessons, syllabi, aggregate Student Perceptions of Learning Survey (SPLS) data, course observation reports, statements of support from students, research associated with teaching, etc.

Review Process

Chairperson/School Director and/or Dean

1. The chairperson/school director and/or dean provides summary evaluation and/or statement.

Where unit administrators utilize a review committee for advice in making a recommendation to the Vice Provost for FASA (through appropriate administrators), the unit review committee should be provided with guidelines and directed to objectively determine the level of accomplishment and excellence in teaching. Recommendations from the committee are advisory to the appropriate chairperson/school director and/or dean.

Where there is no review committee, the recommendation of the chairperson/school director is forwarded for subsequent review and action by the dean.

The faculty member shall be provided with an opportunity to meet with the review committee prior to the committee making its recommendation to the chairperson/school director and/or dean. Where there is no review committee, the faculty member shall be provided an opportunity to meet with the chairperson/school director and/or dean before a recommendation is provided to the next level of review.

HR Unit Administrator

1. **Submissions of** Designation B materials are due to the HR FAS Review Non-Tenure Inbox by **Nov. 1** for review during fall semester and by **March 15** for review during spring semester.
2. When submitting the materials to the FAS Review Non-Tenure Inbox (FASreviewNon-Tenure@hr.msu.edu) materials must be bookmarked in the PDF and be submitted in the correct order as listed below. Please put in the Subject line: Designation B - Semester (i.e., SS24), Employee's Name and College Name.

Important Note: If Designation B materials are not submitted in the correct order they will be returned for resubmission.

Provided below is a list of the items in the specific and correct order for PDF bookmarking:

- Recommendation For Designation B Appointment Form (Form B)
- Undergraduate and Graduate Credit Instruction
- UNTF Non-Credit Instruction
- List of Instructional Works
 - Evidence of Teaching Excellence It is not necessary to include every SPLS form in the final packet to FASA. Units may choose to include two or three great examples and then a summary of feedback and examples of excellence in teaching.
 - Evidence of Teaching Excellence may also include but is not limited to course assignments and lessons, syllabi, aggregate SPLS data, course observation reports, statements of support from students, research associated with teaching, etc.
- Reflective Essay
- Curriculum Vita
- Annual Review Letters
 - All annual review letters that encompass the most recent eight semesters of teaching are required in the Designation B packets. Consistent with department and college bylaws and policies, the Office of the Provost recommends that annual review letters be available to department and college unit review committees as part of the materials they review. The availability of these letters will help committee members more fully assess the faculty member's performance and consider the feedback received about expectations and accomplishments.
- Summary Evaluation by the Department Chairperson or School Director
- Summary Statement by the Dean

The overall packet that is submitted to HR should not exceed 85 pages including the dossier which has a 75-page maximum. Unit policy may require additional materials for their internal review. However, the final submission to FASA is limited to 85 pages.

Final Approval Process

Vice Provost for Faculty and Academic Staff Affairs

1. The Vice Provost for FASA reviews Designation B applications considering the faculty member's eligibility, the submitted application materials, and the statements of the chairperson/school director and dean. The Vice Provost for FASA may request additional information from the college.
2. The Vice Provost for FASA approves or denies the application. A notification of determination will be sent from Human Resources to the dean's office by **Nov. 30** for review during fall semester and by **April 15** for review during spring semester.
3. Each college is responsible for notifying the faculty member of the final decision.

Human Resources – upon approval

1. Designation B awardees will receive a one-time Designation B increase in their salary at the upcoming Oct. 1 raise cycle following the approval determination.
2. The Designation B status will be reflected on the employee record immediately following the approval determination, effective as of their typical reappointment effective date (i.e., Jan. 1, July 1, or Aug. 16).

Post Approval Steps

Unit HR Administrator – upon approval

Upon approval each college is responsible for:

1. Notifying the faculty member of the final decision.
2. Per the collective bargaining agreement between MSU and the UNTF, “the next appointment shall be for at least five years subject to satisfactory completion of a major review.”
3. Following approval of Designation B, the next reappointment must be for at least five (5) years, effective their typical reappointment effective date (i.e., Jan. 1, July 1 or Aug. 16). This five-year appointment should be noted in the reappointment letter.
4. Following each annual review that demonstrates continued excellence in teaching, the faculty member shall be given a reappointment extended one (1) year ensuring the appointment is for at least five (5) years. The new appointment end date should be noted in the reappointment letter.
5. Keep track of the raise process to ensure that the Oct. 1 raise is included in the annual raise process.

Evaluating Continued Excellence in Teaching

Annual Reviews after Award of Designation B

The major review is the initial performance evaluation and review process required before the initial Designation B appointment is awarded. The annual review thereafter evaluates continued excellence in teaching.

Chairperson/School Director

- Following an annual review that does not clearly demonstrate continued excellence in teaching, upon consultation with the unit review committee, the chairperson/school director may require a more detailed review to verify continued teaching excellence.
- The faculty member shall be given an opportunity to respond to the detailed review.

Removal of Designation B

- *Consultation with the Office of Faculty and Academic Staff Affairs is required prior to providing notice of removal of Designation B.*
- In the event the more detailed review does not verify continued excellence in teaching, and if after reviewing the faculty member’s response, the chairperson/school director may, with approval by the dean and Vice Provost for FASA, give the faculty member notice of removal of Designation B and a new appointment end date that is one (1) academic year from the date of notice.

Resources

1. [Designation B Frequently Asked Questions](#)
2. [Recommendation for Designation B Process](#)