

COLLEGE OF AGRICULTURE and NATURAL RESOURCES Guidelines for Consideration of UNTF Faculty for “Designation B” Status

According to the terms of the contract between MSU and the Union of Nontenure-track Faculty (UNTF), fixed-term faculty members who are members of the UNTF may apply to be considered for “Designation B” status 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.”

A Designation B appointment is predicated on exemplary instructional performance in UNTF bargaining unit assigned teaching duties. If Designation B approval is granted, subsequent UNTF appointments would have a duration of at least three years. Details can be found in the UNTF contract <http://www.hr.msu.edu/documents/contracts/UNTFContract.pdf> and the relevant MSU policies and procedures can be found here: <http://www.hr.msu.edu/hiring/facultyhiring/designationB.htm>

This document specifies the criteria and procedures used by the College of Agriculture and Natural Resources and its affiliated units in reviewing applications for Designation B status. Since UNTF appointments are exclusively associated with teaching, the focus of the review is on teaching excellence.

1. The **criteria** for teaching excellence used by College of Agriculture & Natural Resources and its affiliated units are the same as those used in evaluating the classroom teaching performance of tenure-stream faculty and are described as follows:

Teaching/Student Engagement

The candidate should demonstrate success at classroom teaching at the undergraduate and graduate levels. The department or program should effectively advance the candidate’s teaching skills through evaluation of the teaching performance, assignment of a teaching mentor, according to the model provided in unit bylaws and annual review by the chair or director.

The candidate’s teaching performance should be evaluated based on review of course syllabi and representative assessment tools (e.g. quiz or homework assignments) from separate courses that are assigned for the academic year, and a three-page summary of examples of teaching excellence, and a summary list of contributions to the teaching culture. Contributions to teaching culture should include evidence of efforts at enhancement of classroom teaching (such as attendance at college and university programs related to instruction and results of mentoring interactions), and demonstration of effective engagement with undergraduate or graduate students.

Departments should keep records of SIRS scores (or equivalent) for all courses.

2. The **procedures** that the College of Agriculture and Natural Resources (CANR) and its affiliated units will use for Designation B reviews are as follows.
 - a. As per MSU policy for all faculty, candidates must use unit-approved student instructional ratings forms (or online equivalent) in all classes (every course, every section, every semester), and make these forms available to the unit for collection and analysis.
 - b. Candidates are expected to maintain the documents that are used to demonstrate the evaluation of their teaching performance, as described above in item 1.
 - c. The candidate should submit Form B, a curriculum vitae, a reflective essay (no more than five pages), and the documents that are used to demonstrate the evaluation of their teaching performance to their unit administrator by the designated semester (Sept. 30th or Jan. 31st) deadline.
 - d. Unit administrators must provide a recommendation to the CANR Dean by Oct. 20th (fall) or Feb. 28th (spring).
 - i. As part of their recommendation, unit administrators must include:
 1. A summary of the results of the student evaluations (SIRS) for all unit courses the candidate has taught.
 2. A summary of their evaluation of the candidate's teaching performance.
 - ii. Unit administrators can employ an appropriate review committee for advice in making a recommendation to the CANR Dean. In this case, the candidate must be provided the opportunity to meet with the review committee prior to it making a recommendation. Recommendations of the review committee are forwarded to the unit administrator.
 - iii. If no review committee is used, the candidate must be provided with an opportunity to meet with the unit administrator before a recommendation is provided to the CANR Dean.
 - iv. The unit administrator should record their recommendation on the cover page of Form B, summarize their assessment of the teaching record of the candidate (including an analysis of the student evaluations and the candidate's teaching performance in Form B item 7, and forward Form B, associated material (the student evaluation summary and all material in item 2c), and copies of the all annual evaluations of the candidate from the employing unit to the CANR Dean.

- e. The CANR Dean will review the case and make the recommendation to the Office of the Provost by the appropriate semester deadline (Nov. 1st or Mar. 15th). The Office of the Provost will make a final decision on Designation B status by the corresponding semester deadline (Nov. 30th or Apr. 15th).