

College of Engineering Criteria and Procedures for UNTF “Designation B” Appointment Status

Fixed-term faculty and academic staff who are members of the UNTF may apply to be considered for “Designation B” appointment status after they have taught for a certain number of semesters. Further details can be found at:

UNTF Contract: <http://www.hr.msu.edu/documents/contracts/UNTFContract.pdf>

MSU Human Resources: <http://www.hr.msu.edu/hiring/facultyhiring/designationB.htm>

The College of Engineering will use the following criteria and procedures for reviewing applications for “Designation B” appointment status. The review will be based on accomplishment and excellence in UNTF related teaching duties.

Criteria:

The criteria the College of Engineering will use in Designation B reviews are the same as those used for other reviews of faculty teaching performance. The criteria for evaluating teaching can be found in the College of Engineering faculty handbook _

http://www.egr.msu.edu/files_egr/content/EngrFacultyHandbookMay3-2011.pdf

Procedures:

The procedures are designed to be consistent with other faculty and academic staff review process in the College.

1. The candidate should submit all materials (Form B, curriculum vitae, 5-page reflective essay, SIRS scores and all student comments from at least two courses) electronically to the employing department chairperson by the designated deadline for the semester in question.
2. The chairperson will appoint a Designation B review committee consisting of three tenured faculty members from the employing department to review the candidate’s case and write a report.
3. Based on the candidate’s materials and report, the case will be considered and voted upon at a special meeting of a College level review committee of tenured faculty, appointed by the Dean.
4. The Dean of the College of Engineering 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.

Frequently Asked Questions:

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