Designation B application process for UNTF employees in the James Madison College

Designation B is an appointment type outlined in the collective bargaining agreement between Michigan State University and the Union of non-Tenure Track Faculty (UNTF.) A Designation B appointment is predicated on teaching excellence in the performance of UNTF bargaining unit assigned teaching duties. The James Madison College process for consideration of the designation is described below. If approval is granted, a Designation B appointment would provide at least a three year appointment for the UNTF teaching portion of the assignment.

The collective bargaining agreement provides that “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, the employee may submit a written request to the unit head or designee, including required documentation of teaching excellence, to be reappointed as a designation B employee for the teaching portion of the assignment.” Candidates who believe they are eligible for the designation submit an application to the Dean’s office no later than September 30 for a fall semester review or January 31 for a spring review. This application must include the MSU form B, as provided on the Human Resources website, and required attachments. Although the university provides the above deadline dates for submission, an applicant is encouraged to consult with the Associate Dean about the application in advance of the semester of submission.

The Dean will seek the advice of the Faculty Affairs Committee and the chair of the field in which the employee is teaching regarding the application. The Dean, in consultation with the Associate Dean, will make the final decision as to whether to grant Designation B status to the employee.

The MSU Human Resources web site provides several links regarding the designation and application process at www.hr.msu.edu/hiring/facultyhiring/designationb.htm.