**MICHIGAN STATE UNIVERSITY**

**Office of the Provost**

**FORM B: Recommendation FOR DESIGNATION B Appointment   
in the Union of non-Tenure Track Faculty**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Last First Middle

Present Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointment Basis AY or AN

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Primary Department Name Second Department Name Other Department Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary College Name Second College Name Other College Name

Date of first UNTF appointment applicable to eligibility for Designation B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highest Degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

RECOMMENDATION for DESIGNATION B Appointment

YES NO DATE

Primary Department Chair/ School Director \_\_\_\_\_\_

Dean \_\_\_\_\_\_

Provost \_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURES:

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Primary Chairperson/Director Signature Date Primary Dean/Adm. Head Signature Date

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Second Chairperson/Director Signature Date Second Dean/Adm. Head Signature Date

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Other Chairperson/Director Signature Date Other Dean/Adm. Head Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost Date

1. **Undergraduate and Graduate Credit Instruction:**

Record of instructional activities for the past eight semesters (Fall and/or Spring). Include only actual participation in UNTF bargaining unit instruction. Fill in or, as appropriate, attach relevant print screens from **CLIFMS\*.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester  and Year | Course  Number | Credits  (Number  Or Var) | Number of  Sections Taught  Lec Rec Lab | Number  Of  Students | Number  Of  Assistants\*\* | Notes |
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\*Consult departmental staff who are authorized to enter data on the web-based CLIFMS (Course Load, Instruction, Funding and Modeling System) system and can search for course sections and enrollments by faculty name, per semesters.

\*\*May include graduate and undergraduate assistants, graders, and other support personnel.

1. **UNTF Non-Credit Instruction:**

List non-credit courses that are required for degree completion, degree program admittance, or teacher certification. (If applicable)

1. **List of Instructional Works:**

List publications, presentations, papers, grants received, and other works that are primarily in support of or emanating from instructional activity. (If applicable)

1. **Evidence of Teaching Excellence**

The faculty or academic staff member must provide evidence of teaching excellence including, for instance:

* SIRS or other teaching evaluations
* Peer evaluation of instruction
* Evaluations by affected groups
* Teaching portfolios, including course syllabi, goals
* Innovative methods or curricular development
* Websites
* Publications and presentations related to pedagogy
* Guest lecturers (serving as such, or hosting others)
* Grants received in support of instruction
* Instructional awards or other forms of professional/alumni recognition

1. **Reflective Essay**

The faculty or academic staff member must submit a reflective essay, five (5) page maximum, about his/her teaching philosophy and accomplishments.

1. **Curriculum Vita**

A current curriculum vita must be included with these materials.

1. **Summary evaluation by the Department Chairperson or School Director**
2. **Summary statement by the Dean**