

MSU/UNTF Collective Bargaining Agreement Request for Verification of Designation B Eligibility

Name (please print): _____

Date: _____

I would like to verify my eligibility to apply for a Designation B appointment within (Department/School name) _____ in the College of _____.

Directions: This form is to be completed if an employee is unsure if he/she meets the eligibility requirements to apply for a Designation B appointment. **Please note that this form is not the official request for a Designation B appointment.** The collective bargaining agreement between Michigan State University and the Union of Non-tenure Track Faculty provides that “during the first month of the eighth or subsequent semester of teaching employment within seven 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.”

In the table below, provide a record of teaching in at least eight separate semesters* in a given employing unit within seven years. Submit the form to the Academic Operations team at HR.Academic.Operations@hr.msu.edu or by mail at 1407 S Harrison Rd, MSU, East Lansing, 48824. Please anticipate a two week turnaround time on all requests. For questions, call the HR Solutions Center at 517-353-4434.

#	Semester*	Year	Department/School	Course #(s)	Comments (optional)
1					
2					
3					
4					
5					
6					
7					
8					

*Note: Summer terms are not eligible for consideration.