

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

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: _____

SIGNATURES:

Primary Chairperson/Director Signature

Date

Primary Dean/Adm. Head Signature

Date

Second Chairperson/Director Signature

Date

Second Dean/Adm. Head Signature

Date

Other Chairperson/Director Signature

Date

Other Dean/Adm. Head Signature

Date

Provost

Date

2. UNTF Non-Credit Instruction:

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

3. 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)

4. 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

5. Reflective Essay

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

6. Curriculum Vita

A current curriculum vita must be included with these materials.

7. Summary evaluation by the Department Chairperson or School Director

8. Summary statement by the Dean