MICHIGAN STATE UNIVERSITY Office of the Provost

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

Date:	-					
Name:						
Present Rank			Middle Appointment Basis	Middle Appointment Basis AY or AN		
Primary Department Name	Second Department Nam	e	Other Department Name			
Primary College Name	Second College Name		Other College Name			
Date of first UNTF appointme	ent applicable to eligib	ility for Design	ation B:			
Highest Degree	Institution			Date:		
	RE	COMMENDAT	TION for DESIGNATION B	Appointment		
		YES	NO	DATE		
Primary Department Chair/ So	chool Director					
Dean						
Provost						
Comments:						
SIGNATURES:						
Primary Chairperson/Director Signature	Date	Primary Dea	an/Adm. Head Signature	Date		
Second Chairperson/Director Signature	Date	Second Dea	n/Adm. Head Signature	Date		
Other Chairperson/Director Signature	Date	Other Dean	/Adm. Head Signature	Date		
Provost	 Date					

1. <u>Undergraduate and Graduate Credit Instruction:</u>

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.

2.	 UNTF Non-Credit Instruction: List non-credit courses that are required for degree completion, degree program admittance, or teacher certification. (If applicable)
3.	<u>List of Instructional Works:</u> 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.

8.	Summary statement by the Dean

7. Summary evaluation by the Department Chairperson or School Director