

Criteria and procedures for considering UNTF members for “Designation B” status in the Department of Pharmacology and Toxicology

According to the contract between MSU and the Union of non-Tenure Track Faculty (UNTF), fixed-term faculty who are members of the UNTF may apply to be considered for “Designation B” status after they have established a record of sustained, outstanding achievements in teaching. Designation B allows for a three-year contract as opposed to one-year contracts for Designation A UNTF members. Details are in the contract, whose language supersedes anything written here. The contract is found at <http://www.hr.msu.edu/documents/contracts/UNTFContract.pdf> and information about how to apply is found at: <http://www.hr.msu.edu/hiring/facultyhiring/designationB.htm>

This document specifies the criteria and procedures that Pharmacology and Toxicology (PHM) will use for reviewing applications for “Designation B” status. Given the nature of UNTF appointments, the focus of the review is on teaching excellence.

1. The **criteria** used by PHM for Designation B reviews will be the same as those used for reviewing the teaching performance of tenure-track and other fixed-term faculty. These include evaluation of teaching in regularly scheduled credit courses as well as noncredit activities (e.g., Responsible Conduct of Research; Graduate Forum) that are required for degree completion that can be considered during the annual review process. The following list of credentials can relate to teaching undergraduate, graduate, or professional students and includes both classroom instruction as well as online/distance learning approaches.

Credentials include but are not limited to: teaching portfolios, including course syllabi and objectives; student and peer evaluations; awards or nominations for teaching excellence; contributions to course and curriculum development especially for implementation of innovative teaching methods and procedures; scholarly publications, invited presentations, papers, grants received, and other works that are primarily in support of or emanating from instructional activity; and serving as advisors for students enrolled in doctoral degree programs and online master degree programs.

2. The **procedures** that PHM will use for Designation B reviews are incorporated in the yearly academic performance reviews. In addition to the normal yearly Academic Performance Report, faculty wishing to be considered for Designation B shall provide the additional material needed to request Designation B according to the contract. If the contract allows for request for Designation B at times other than the normal PHM yearly Academic Performance Review, the same materials shall be prepared and submitted at the time allowed by the contract (currently, by September 30th for review during fall semester or January 31st for review during spring semester).
 - a. The candidate should submit all materials [Form B, curriculum vitae, up to 5-page reflective essay, a report of teaching credentials] electronically by the designated deadline to the Department Chair. The materials will be made available to those involved in the review process.
 - b. The PHM Reappointment, Promotion, & Tenure Committee will review the candidate’s case and make a recommendation to the Department Chair by submitting a report.
 - c. The Department will then review the case and make the final recommendation to the appropriate College and Office of the Provost, according to the timetable for the semester in question.