

Designation B
Checklist for Department of Romance and Classical Studies
Eligibility criteria and timelines are found in the [UNTF contract](#).

1. Required attachments:
 - a. Form B: http://www.hr.msu.edu/hiring/hiring_docs/UNTFDesignationBForm.pdf
 - b. Credit for Past Service (#1 of Form B). Employee must have 10 semesters out of 12 semesters working in the UNTF within the same department? Contact HR for Verification and include this documentation:
http://www.hr.msu.edu/hiring/hiring_docs/untfDesignationBReqVerificationEligibility.doc
 - c. Evidence of Teaching Excellence (#4 on Form B)
 - i. SIRS Forms
 1. Do not submit originals
 2. Limit to last 2 years only
 - ii. Consistently positive classroom observations.
 - iii. Detailed course syllabi that demonstrate course development and highlight innovative aspects of the applicant's teaching methodology and any original contributions made to the planning of the course.
 - iv. Evidence of participation in teaching-related professional development activities such as MSU CeLTA workshops.
 - v. Other Evidence
 1. Websites
 2. Publications and presentations
 3. Guest lectures (serving as, or hosting others)
 4. Grants received
 5. Instructional awards or professional recognition
 - d. Reflective Essay (#5 on Form B)
 - i. A detailed statement of teaching philosophy that exemplifies how this philosophy is applied in the classroom and why it constitutes an innovative and effective teaching strategy.
 - e. CV (#6 on Form B)
 - i. Including evidence of teaching and related professional activities that may include: undergraduate and graduate teaching, methods of assessment, participation in high-impact co-curricular activities, honors options, undergraduate and graduate committees; academic advising or coordination; study abroad and other areas identified by the department.
2. Submission to Carly Ensign by September 30 (fall), February 1 (spring):
 - a. Send electronically to ensignca@msu.edu
 - b. Also deliver a hard copy in a 3 ring binder, organized in the outline above, to Wells Hall B301.

FAQs can be found at http://www.hr.msu.edu/hiring/facultyhiring/DesignationB_FAQ.htm