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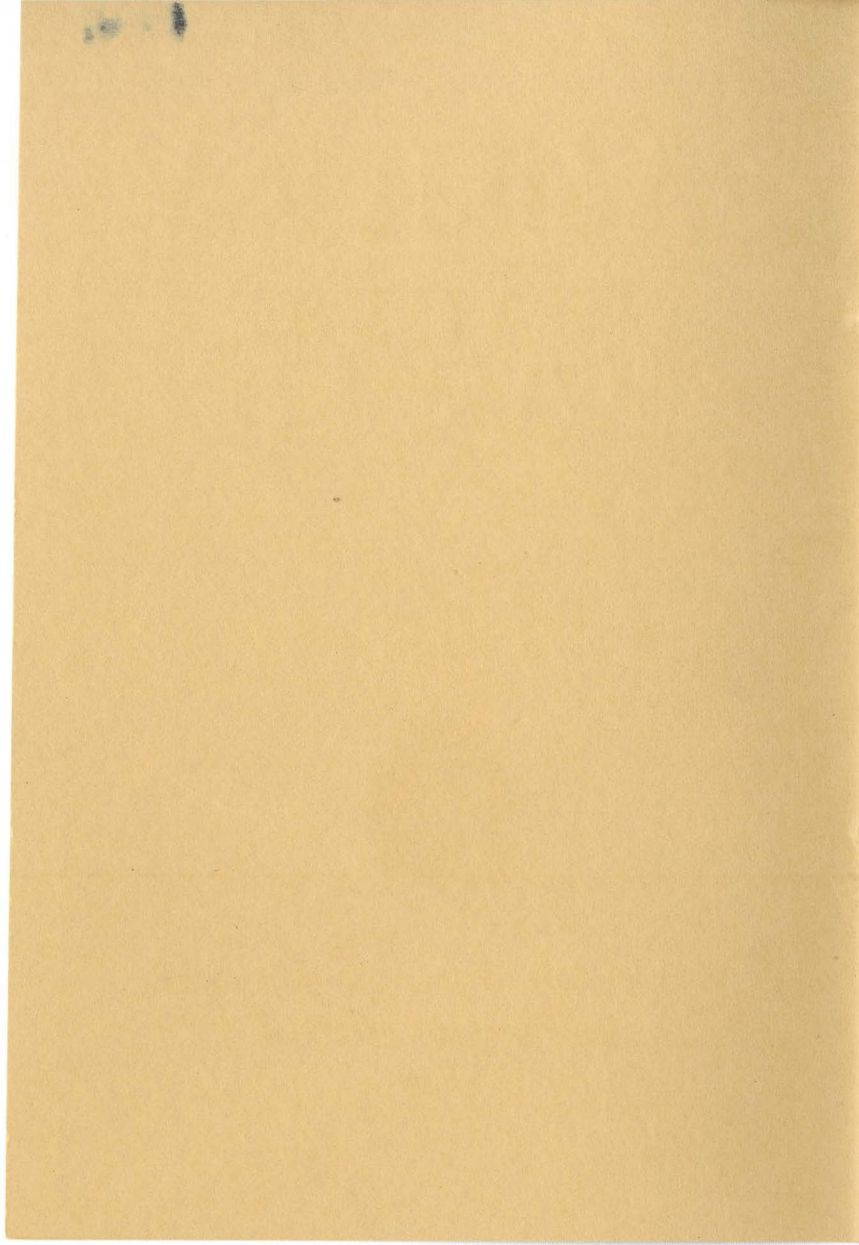
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# FACULTY FACTS

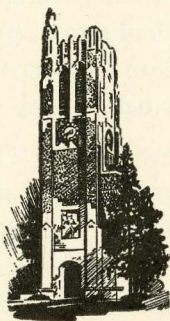


1949

A POLICY HANDBOOK FOR  
FACULTY, STAFF  
AND ADMINISTRATIVE EMPLOYEES  
OF MICHIGAN STATE COLLEGE



# FACULTY FACTS



**Published by Michigan State College**  
**East Lansing, Michigan**  
**1949**

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East Lansing, Michigan

1967

## **FOREWORD**

As a member of the faculty and staff of Michigan State College, you are a part of one of the nation's leading educational institutions. Your profession is among the world's most respected. You are justifiably proud of Michigan State College. The College is proud of you.

Traditionally, every faculty member has one objective—to see that Michigan State College continually increases in prestige, esteem and usefulness. No college is ever greater than its faculty.

FACULTY FACTS has been prepared to assist you in your service to Michigan State College and the people it serves. With the cooperation of administrative officials and others on the staff, a variety of information has been assembled for your reading and reference. It is intended that this booklet serve as a permanent guide to you in your work.



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# A BRIEF HISTORY OF MICHIGAN STATE COLLEGE

When Michigan State College — then the Michigan Agricultural College — opened its doors in 1857, two years after its establishment, six professors and 60 students were present. Only a few buildings stood in the stump-filled clearings, and the Library contained fewer than 1,000 volumes; but here was born the first state institution in the nation founded to incorporate science and practice in the education of the farming and industrial classes. As similar agricultural colleges were generated by the Morrill Act in other states, they drew upon the graduates and the educational innovations developed at East Lansing.

Most significant of these innovations was the emphasis on science, practical experience, and general education. Science, which promised to revolutionize farming, occupied one-half of the students' time, and such subjects as English, philosophy, history, and geography composed one-fourth. The remainder was devoted to practical courses supplemented by daily tasks on the college farm. That early pattern of fundamental science, practical application, and general education has remained basic in the educational philosophy of Michigan State College.

As students preparing for other occupations sought the advantages of college training, the pattern was adapted to their needs. Curricula in engineering (1885), in home economics (1896), in veterinary medicine (1909), and in business administration (1925) were only the beginning. In 1922 and 1924 the establishment of the divisions of applied science and liberal arts — which



were combined in 1944 — opened further fields of specialization. New courses and the growing interest in college training increased the enrollment from 500 at the end of the 1890's to more than 5,000 at the end of the 1930's, and to 16,000 by 1949.

During this period of rapid growth specialization accelerated and the element of general education lost something of its emphasis in the curriculum. This occurred not only at Michigan State but at many other schools. It was to restore this element of general education to its earlier prominence and to provide it in a better integrated form that the Basic College was organized in 1944.

New and modern buildings prominently cover today's campus, which spreads in both directions from the picturesque Red Cedar River. A post-war building program of more than \$31,000,000, almost \$19,000,000 of which is self-liquidating, has added tremendously to the college's physical plant. The construction program includes six large classroom and laboratory buildings, a steam generating plant, six large dormitories, a dormitory food storage building, 11 apartment buildings and additions to the Student Union and Macklin Field stadium. All these stand in a campus setting as beautiful and spacious as any in the country.

Students at Michigan State come from every section of Michigan, every state in the nation, and more than 40 foreign countries. Among the faculty are distinguished scholars and educators whose names are internationally famous.

Entrance into the Western Conference in 1949 was recognition by other great Midwestern universities that Michigan State ranked with the best in the nation.

# ADMINISTRATION

## **The State Board of Agriculture**

The governing body of Michigan State College is the State Board of Agriculture, which meets regularly on the third Thursday of each month. Items requiring Board action are due in the President's office by noon on Thursday of the week preceding the Board meeting, and must be in the Deans' offices by Wednesday afternoon of that week. Blanks for use in recommending terminations, appointments, and out-of-state travel may be obtained in the President's or Deans' offices.

It is the policy of the State Board of Agriculture for all College employees to take up official business scheduled to come before the Board with the President, through their respective Deans, before consulting members of the Board, its committees, or the Board itself.

## **The Faculty**

The Faculty has broad powers and responsibilities in the government of Michigan State College. Curricular, instructional, academic and many student problems are within the sphere of faculty responsibility.

Members of the voting faculty include all those with the rank of associate professor or higher. The President of the College is chairman of the faculty and the Registrar is secretary. Meetings of the voting faculty are customarily held the first Thursday of each month.

The first faculty meeting each quarter is a general staff meeting to which all instructors, assistant professors and other members of the non-voting faculty are invited.

All teaching ranks are voting members of the various faculties within the separate schools of the College.

# THE COLLEGE OFFERS YOU:

## **Study Opportunities**

Faculty members are encouraged to pursue advanced study while employed at Michigan State College. The following requirements govern advanced study by staff members:

1. If credit work is taken during teaching quarters, the average permitted is four credits per quarter, the total for three quarters not to exceed 12 credits. Fees are assessed on the credit-hour basis.

2. Full-time staff members not enrolled in credit courses may enroll in a course as an "auditor" without charge with the approval of the department head and Dean of the school in which the course is offered. Approval of the Registrar's office is also necessary. Staff members enrolled in credit courses desiring to "audit" courses must sign up through their enrollment officer and the course must appear on their enrollment cards.

3. Under certain conditions, leaves of absence are granted to enable employees to carry on their studies with full or part salary. Further details appear on page 23 of this book.

## **Recreation**

A variety of recreational facilities for faculty and staff members is sponsored by the College.

Season tickets for all home Michigan State College athletic events may be purchased through the athletic ticket office, Ext. 611.

Faculty and staff may purchase season tickets for the Lecture-Concert series through the ticket office in the Student Union, Ext. 334. Each year some of the nation's



most famous musical and dramatic artists and groups are presented in this series.

The College dramatics department presents a number of plays during the college year. Tickets for these productions are placed on sale in advance of each performance and can be secured at the Student Union ticket office, Ext. 334, or on the night of the performance at the Fairchild Theater ticket office.

Physical education facilities are available to men and women of the faculty and staff at designated hours to be announced at the beginning of each quarter.

The Student Union Building offers recreational facilities of many varieties for faculty and staff members as well as students. Bowling alleys, billiard rooms, and music room are available for regular use. Another Union room is set aside for art exhibitions.

## **Travel Bureau**

A travel bureau is provided in the main concourse of the Union Building for use by faculty and students. Information regarding air, steamship or rail travel is available through this service.

Arrangements for business or vacation trips either in the United States or in foreign countries are handled by the bureau.

The bureau will make reservations or plan all-expense trips free of charge in most cases. A slight charge is imposed for making railroad reservations or arrangements which require long distance telephoning. Telephone number of the bureau is 8-4372.

## **Social Activities**

Several social organizations on the Michigan State College campus are open to faculty and staff members.



The Faculty Women's Association includes women members of the faculty. The association maintains a meeting and lounging room on the third floor of the Union.

Wives of new staff members are eligible for membership in the Faculty Folk Club and its affiliated groups. Largest of these is the Newcomers' Club with membership limited to two years. Other interest groups are formed as the need arises.

Membership in the State College Club is open to all men members of the staff. Club rooms are maintained on the third floor of the Union where various types of recreation are provided.

## **Library Facilities**

The Michigan State College Library, located between Beaumont Tower and the Administration Building, contains 250,000 volumes available to faculty and staff members. These books, most of which are shelved on the six tiers of steel stacks in the west wing of the building, may be reached by way of the main circulation desk on the second floor. Faculty and staff members may be required to present their identification cards before being admitted to the stacks.

Faculty members may charge out as many books as they wish for the academic year, but books may be recalled after a two-week period if requested by other borrowers or if placed on assigned reading lists by other faculty members. All books are recalled annually at the close of the Spring term. Faculty members are expected to make out call slips at the desk when taking out books.

Copies of a mimeographed, detailed instruction pamphlet regarding the use of the Library are available at the desk.

In the early Fall, the Library apportions book funds among various departments of instructions. Department heads are responsible for ordering library books against these apportionments. If a faculty member wishes to order books for the Library, he should contact the department head, who will supply him with Library order cards. These cards must be initialed by the department head before being sent to the Library.

The new Library Annex is located in the old Physics Building, directly across the circular drive from the Library. The Annex includes a reading room for the more than 2,000 titles of periodicals currently received, with a return to the former open-shelf subject arrangement. Federal and state documents and lanterns for reading microfilm are located in rooms of the ground floor.

The Library endeavors to reach each member of the faculty prior to the beginning of each term to discuss reserved book lists and the ordering of new books. All faculty members who intend to use the reserved reading room should contact the professional assistant to learn details.

## **Union Dining Facilities**

The Student Union Building offers dining facilities for students, faculty, and staff members at reasonable prices. Guests are welcome in the Union Cafeteria or the Union Grill at any time.

The Union Cafeteria, located on the ground floor of the Union Building, serves two meals daily Monday through Saturday. The hours are:

Luncheon 11:15 a.m. — 1:15 p.m.

Dinner 5:15 p.m. — 7:15 p.m.

Sunday dinner is served from 12 noon until 2 p.m.

Breakfast may be obtained in the Union Grill which is open from 7:30 a.m. to 10 p.m. daily and Sunday. The Grill also offers fountain service.

## **Military Service Privileges**

The College is willing to cooperate fully with faculty members taking part in the reserve program of the military forces which calls for 15 days active duty training annually with the National Guard, Officers' Reserve Corps, or similar military organizations.

For 12-month employees entitled to two weeks or less vacation, this is not counted against their vacation time. The College will pay the employee the difference between his military pay and allowances and his normal take-home pay for the 15 days of military duty.

For 12-month employees entitled to more than two weeks vacation the 15-day period is counted as part of their vacations.

## **Student Publications**

One copy of the Michigan State News, daily student publication of Michigan State College, is available to each member of the teaching staff. Delivery points are established each Fall term at specific locations on the campus. Faculty and staff members may subscribe to this newspaper for home delivery by calling the State News Office, located on the third floor of the Union, Ext. 268.

Subscriptions to the Spartan, monthly magazine published by students, and the Wolverine, college yearbook, may be obtained by calling the Spartan office, Union East Wing, Ext. 7300, and the Wolverine office, Union East Wing, Ext. 7128.



## **The Staff Bulletin**

The Staff Bulletin, known as the Blue Sheet, is distributed each Friday afternoon during the college year and contains announcements for the following week. Items to be included in the Bulletin should be submitted in writing to the office of the Administrative Assistant to the President in Charge of Public Relations by Thursday noon of each week.

If a change is to be made in the number of Bulletins to be sent to each office, please notify the administrative assistant's office. The phone number is 694. Each staff member — teaching, extension, and research — should receive a copy.

## **Calendar of Events**

A master calendar of events of all-college interest is maintained in the Secretary's office in the Administration Building. Staff members are welcome to stop in or call 214 for information at any time.

## **Housing**

Housing facilities for faculty members are available on campus. Inquiries concerning campus or East Lansing housing may be made through the Housing Director in the Administration Building.

Facilities include 125 barracks apartments, on which a limit of two years residence is imposed, 50 houses exclusively for faculty, and 184 units in the permanent apartment buildings.

Regulations forbid faculty members who have owned their own local homes from moving into college operated housing.



## **Photo Lab**

The College maintains a Photo Lab, located in the Auditorium Building, designed exclusively to serve all departments of the College. The department is equipped to handle all types of non-instructional photographic work, including production of commercial prints, portraits, slides and motion pictures, both in black and white and color. A nominal fee is charged for work done by the Photo Lab, which may be reached at Ext. 398.

## **Mimeograph Department**

Another service organization of the College is the Mimeograph Department, which specializes in stencil duplication, lithography and some printing, such as programs, brochures and schedules. The department is also equipped to do simple binding, and paper drilling and cutting. The Mimeograph Department, which also makes nominal charges for its services, may be reached at Ext. 301.

## **The Book Store**

The Union Book Store is operated for the benefit of faculty and students and is located on the first floor of the Union Building.

## **The Employee's Credit Union**

Employees of the College operate the MSC Employees' Credit Union for their mutual benefit. Applications for loans are accepted from full-time regular employees who have been with the College six or more months. Information concerning applications and method of payment is available at the Credit Union office, 203 Power Plant.

## Professional Societies

Interest groups and professional societies in virtually every academic field function as a part of campus life at Michigan State. Among them are many nationally recognized professional groups, as well as clubs and organizations formed locally to bring those with similar interests together.

Here are some of the national societies with active chapters in East Lansing:

Alpha Chi Sigma, chemistry; Alpha Delta Theta, medical technology; Alpha Epsilon Rho, radio; Alpha Phi Omega, campus service; Alpha Psi, veterinary medicine; Alpha Zeta, agriculture; Blue Key, men's student leadership; Delta Phi Delta, art; Delta Psi Kappa, physical education; Kappa Delta Pi, education; Mortar Board, junior women's honorary; Omicron Nu, home economics; Phi Alpha Theta, history; Phi Kappa Phi, scholarship; Pi Kappa Delta, forensics; Pi Mu Epsilon, mathematics; Pi Sigma Alpha, political science; Sigma Delta Chi, journalism; Sigma Delta Pi, Spanish; Sigma Delta Psi, physical training; Sigma Gamma Epsilon, geography and geology; Sigma Xi, science; Tau Beta Pi, engineering; Theta Alpha Phi, drama; Theta Sigma Phi, women's journalism; Xi Sigma Pi, forestry.

In addition to these there are several national organizations represented on campus in specific fields of study. Here are a few of these:

American Institute of Chemical Engineers; American Institute of Electrical Engineers; American Society of Agricultural Engineers; American Society of Agronomy; American Society of Civil Engineers; American Society of Mechanical Engineers; American Veterinary Medical Association.

There are approximately 140 campus organizations and more than 50 social fraternities and sororities represented at Michigan State.

## **Retirement and Insurance Programs**

Michigan State College has a plan providing retirement and disability benefits and a life insurance program for its faculty and staff employees.

All permanent full-time employees are eligible under the retirement plan unless they are over 50 years old on the date of their first employment. The plan enables each eligible employee to retire at the age of 65 and receive a pension of not less than \$600 nor more than \$2400 a year.

Amount of pension will be based upon length of service and average compensation received for the five consecutive years of highest earnings.

Roughly, the system works like this: an employee is given credit of one per cent of his salary for each of his first 10 years of service and one-and-a-half per cent for each year of service thereafter. These percentages are totaled and multiplied by the average annual pay the employee received during the five consecutive years of highest earnings. This resulting amount becomes the annual pension for the retired employee under plan 1. The pension, which is subject to withholding tax regulations, is paid in monthly installments.

For example: an employee, whose term of employment has been 30 years and whose highest average pay for five consecutive years was \$3000 a year, will receive an annual pension equal to 40 per cent of \$3000, or \$1200, payable in monthly installments of \$100.00. He receives 10 per cent for the first 10 years of employment and 30 per cent for the next 20 years, a total of 40 per cent.



Approved leaves-of-absence with or without pay will be counted as service for computation of pension benefits.

## **Optional Retirement Plans**

To provide a pension for an employee's spouse in event of the employee's death after retirement, four optional plans are available. One of these plans must be selected prior to the close of the fiscal year in which the employee reaches the age of 60. If the employee should die after selection of an option but before attaining the age of 65 the pension is automatically void. However, if his spouse should die in that intermediate period the employee would receive the full pension regardless of the option originally selected.

The four optional plans may be summarized as follows:

Plan 1: a full pension payable to the date of death of the retired employee plus six months.

Plan 2: a reduced pension payable in equal installments for so long as either the employee or his spouse lives.

Plan 3: a reduced pension for the employee and his spouse for so long as either of them live, but after the death of the employee the spouse will receive a pension equal to two-thirds of the pension received while the retired employee was living. In the event the spouse dies prior to the death of the retired employee the pension is not affected.

Plan 4: a reduced pension for the employee and his spouse for so long as either of them lives, but after the death of the employee the spouse will receive a pension equal to one-half of the pension received while the employee was living. In the event the spouse dies prior



to the death of the retired employee, the pension is not affected.

## **Group Life Insurance**

A group life insurance program is also a part of the College security program for employees. The program provides the following amounts of insurance for various age groups: 0-39, \$4000; 40-49, \$3000; 50-65, \$2000; 66 and over, \$1000.

Each employee upon becoming eligible for coverage under the retirement and insurance program will contribute \$1.25 per month toward the cost of the program. Contributions will be collected by payroll deduction.

Faculty are eligible immediately upon appointment; classified clerical employees and labor employees are included after they have satisfactorily completed a six-month probationary term.

A more detailed statement of the retirement and insurance plans is given in the booklet, "Retirement, Disability and Life Insurance Plan", available at the Secretary's office.

## **Disability Pensions**

Disability pensions may be granted to employees with 15 or more years service who have become disabled as a result of sickness or injury. Determination of eligibility for disability pensions will be at the discretion of the retirement committee with the approval of the State Board of Agriculture.

## **Emergency Health Service**

The student Health Service at the Olin Memorial Health Center is available to faculty and staff members

when their disability is the result of an accident in connection with their regular work duties.

## **Workmen's Compensation**

All College employees are entitled to benefits provided under the Workmen's Compensation Act. The College will continue to pay salaries at the regular full rate for all time lost, including the first seven days not covered by the Workmen's Compensation Act, for at least the first month following an accident.

Employees, however, are required to (1) follow the instructions of the College health director, and (2) return to work not later than the time recommended by the College health director.

If the employee is unable to return to work within 30 days of date of injury, the case will be reviewed by the secretary of the State Board of Agriculture, the College health director and the comptroller to determine whether the employee will receive full pay for a longer period or whether his pay will be reduced to rates prescribed in the Michigan Unemployment Compensation Law.

Faculty and staff employees should report promptly every case of accident or injury while on duty to their immediate superior. He will see that medical aid is made available.

## **Hospitalization Insurance**

The College has voluntary group hospitalization plans in operation with two companies, the American Hospital Medical Benefit Association and the Michigan Hospital Service (Blue Cross).

New full-time employees may join either plan within 60 days of their employment date. If not, he may sign up

during the annual enrollment period extending through the month of October each year.

Policies become effective on the first day of the month following two months of employment for those new employees who join. The effective date for those who join in October is December 1 of the same year.

Explanatory literature concerning both plans is sent out to the departments each year previous to the annual enrollment period.

Premium payments are at group rates and are deducted from paychecks each month.

## **Terms of Employment**

Academic employees of the College are classified in two groups by the State Board of Agriculture.

Teaching employees for the most part are classified on a 10-month basis and teach Fall, Winter and Spring terms.

Research and extension workers, department heads, administrative employees and others with year-round responsibility to the institution are classified on a 12-month basis.

Those working on the 10-month schedule will be paid extra if they teach in the summer school. With one exception, they are free to spend the extra two months according to their own desires. The institution, however, encourages them to continue their studies during these periods. The exception to the rule is a College regulation which forbids the employment of full-time 10-month employees on the labor payroll of the College during the summer vacation periods. Ten-month employees on the College payroll during the summer must have the prior approval of the State Board of Agriculture. Their rate



of compensation cannot exceed the amount that could be earned by the same employee if teaching a full summer school load. In no event can the total earnings during the summer exceed the compensation for one six-week summer session.

Faculty members on a 12-month basis are entitled to 30 days annual vacation and are not compensated additionally for summer work, whether it be in research, extension or teaching.

Those in both classifications are paid in 12 equal installments on the last day of each month. Ten-month employees teaching in the summer school will receive their regular monthly checks during the summer period in addition to separate checks for their summer work.

## **Tenure of Employment**

Instructors are appointed for an initial one-year term. This appointment may be followed by not more than two terms of two years each, after which those instructors who are not promoted to the rank of assistant professor may not be reappointed.

In case any instructor in his first year of service to the College is not to be reemployed, he will be notified in writing by his department head six months prior to the expiration of the period of his appointment. Other instructors who are not to be reemployed are to be notified nine months before the end of their terms.

Assistant professors are appointed for a term of three years. Those who have been instructors in this College and who are reappointed at the end of the three-year period as assistant professor will have permanent tenure regardless of promotion. For those from other institutions originally appointed as assistant professors, the probationary period will not exceed six years. Those



assistant professors who are reappointed at the end of the six-year probationary period have permanent tenure regardless of promotion.

Associate professors and full professors have permanent tenure from the date of their original appointments.

Permanent tenure does not protect any person from the loss of his or her position as a result of incompetence or moral turpitude, voluntary withdrawal or actions which are injurious to the College.

The rules of tenure at Michigan State College bind the College to give adequate notice to all employees before their services are terminated. To protect the College in its efforts to find satisfactory replacements, it is expected that employees expecting to resign will in every case give at least 90 days notice to the department head or Dean.

## **Leaves of Absence**

It is a policy of the College to grant leaves of absence upon the request of the individual for study, travel, specialized writing or other efforts of advantage to the College and the individual.

Faculty members who have given six or more years of meritorious service to the institution are considered eligible. Those granted leaves are expected to return to Michigan State for at least one year following the expiration of the leave.

In general, leaves are granted for a year at half pay. In exceptional cases, however, leaves for a half year at full pay may be granted.

Before requesting a leave an employee should be certain he is able to show evidence of progress in professional improvement during his six or more years of service to the College.

# YOUR COOPERATION IS NEEDED

## **Out-of-State Travel**

All out-of-state travel must be authorized by the State Board of Agriculture. All travel items must be approved in advance. Occasionally meetings are called on short notice, making it impossible to comply with this ruling, and special consideration may be given such cases by the President. However, travel authorization will not be granted without previous Board approval if the meetings to be attended were scheduled in time to secure advance Board approval.

Out-of-state travel being taken without expense to the College must be approved by the President. This does not apply to personal trips taken on week-ends, holidays or other vacation periods.

All out-of-state trips for which the College pays all or part of the expenses require a brief written report to accompany the expense account. This report, to be filed in the President's office, should include suggestions or recommendations resulting from the meetings or trips that might be of interest or value to the College.

## **Physical Exams**

New faculty and staff members are required to have complete physical examinations before the approval of their appointments by the State Board of Agriculture. These examinations may be taken at the Olin Memorial Health Center on the campus.

In cases where the potential employee is not able to be in East Lansing for an examination, special arrange-

ments may be made to have the examination performed by his personal physician.

## **Building Permits**

A special procedure has been established to enable faculty and staff members to work evenings in College buildings.

Any faculty or staff member may work in campus offices until 10 p.m. any week day without a permit. If it is necessary to work beyond that hour, a building permit must be obtained.

Staff members or graduate assistants wishing to work in laboratories or classrooms after 7 p.m. must secure building permits. These permits may be requested for the hour beginning at 7 p.m. and continuing not later than 12 midnight, Monday through Friday. In special laboratory experiments which require continuous attention, permits will be granted to fit the need.

Building permits are secured by applying through the head of the department and the Dean of the School to the Secretary's office. The Buildings and Utilities and Police departments will be notified of the list of persons granted permits.

## **Smoking**

Smoking is permitted in the Student Union Building, sections of the dormitories, and in certain rooms set aside in other fire-proof structures. Because of fire hazards, smoking in other rooms or buildings on the campus or College farms is prohibited by official ordinance.

## **Employee Solicitation**

Employees are requested not to take orders for nor sell any kind of tickets or merchandise or solicit contribu-



tions for any purpose on the campus without written permission from the Secretary of the State Board of Agriculture.

## **Teacher Rating Scales**

Regulations governing the use of teacher rating scales were adopted by the faculty January 20, 1949. They provide that all *new* staff members will use the Student Opinionnaire or the Teacher Evaluation sheet in at least one course every term for at least one year.

Faculty members who have been with the institution longer than one year will use either the Student Opinionnaire or the Teacher Evaluation sheet in at least one course each year.

The results of faculty ratings are considered the personal property of all staff members except graduate assistants, and are to be used as the individual staff member sees fit. Graduate assistants will confer with the department head concerning rating scale results.

Student Opinionnaires and Teacher Evaluation sheets may be obtained from the Record Vault in the basement of the Administration Building. Professor King J. McCristal, Ext. 623, is chairman of the Rating Scale Committee.

## **Employing Relatives**

As a general policy, the State Board of Agriculture is opposed to the employment of immediate relatives of any person already on the College staff.

## **Catalogs and Directories**

Summer and regular session catalogs and student and staff directories are furnished to all members of the staff each year by the Registrar's Office. Each staff member

is asked to fill out a directory card and forward it through the department head before the opening of the Fall quarter.

## **Using the Telephone**

First impressions are important, and the first impression many persons receive of Michigan State College is gained through telephone contact with the College. For this reason, good telephone manners are important in gaining and maintaining good will and making pleasant impressions.

Here are 10 essentials for good telephone technique, as suggested by the Michigan Bell Telephone Co.:

- (1) Answer all telephone calls promptly.
- (2) When answering, always identify the department, office, or give your own name.
- (3) Speak distinctly and about as loudly as in ordinary conversation.
- (4) Don't transfer a call to someone else if you can take care of it.
- (5) Keep paper and pencil near the telephone.
- (6) If you use lists or records, have them near the telephone.
- (7) When you have finished talking, say "Good-bye" pleasantly and replace the receiver gently.
- (8) When making a call, it is common courtesy and good business to remain at the telephone until connected. If you have someone else place your call for you, be ready to talk with the person called when the connection has been completed.
- (9) When away from your desk or office, be sure that someone will answer your telephone and know when you will be back or where you can be reached.
- (10) Be courteous in all your telephone contacts.

The College telephone operators can be of greater service if the names and locations of new staff members are turned in promptly to the operator, by telephone or otherwise. Please do not wait for the directory. Many inquiries come to the operators who are unable to be of service because of lack of information. This is particularly true near the opening of the school year.

## **Campus Traffic Regulations**

All faculty members are required to register their motor vehicles with the College Police Department. Each faculty motorist will be issued a tag to be attached to the automobile in a manner prescribed by the Police Department. Motor vehicles bearing faculty tags issued to and operated by faculty members or employees, may park or drive on campus under the provisions of College ordinances and Michigan laws relating to motor vehicles.

The Police Department has the right to issue, revoke and regulate permits, control driving and parking upon the College campus, and keep records and collect data with reference to the ownership and use of automobiles by students, faculty members, and other employees.

Certain parking areas are designated for student cars. Faculty and visitors are permitted to park in all parking areas except those reserved for special use.

No motor vehicle is to be driven at more than 25 miles per hour on any Michigan State College property unless other speeds are posted.

Traffic on the circular drive moves in a counter-clock wise direction.

If any vehicle is found on the campus in violation of any provisions of these rules and regulations and the identity of the driver cannot be determined, the person in whose name the vehicle is registered shall be held responsible.



## **Greeting Visitors**

Many friends are made or lost for Michigan State College and individual faculty members through good or poor office hospitality. Each secretary should be carefully schooled on the techniques of graciously greeting office visitors. Guests should be treated as such and made to feel at home. Information should be offered freely and courteously and every effort made to service the caller as promptly and efficiently as possible.

## **Channeling Information to the Public**

The Department of Public Relations, 21 Agricultural Hall, operates to serve all departments and the College as a whole. Its principal functions include keeping Michigan people informed on the developments and activities of the College; channeling useful information by way of press and radio to the public from teaching, research and extension workers; editing and circulating bulletins and other publications; providing visual aids for use of off-campus groups and staff people working in the state; and offering guidance in public relations matters.

So that all departments and the College as a whole will benefit to the greatest extent from the services of the Department of Public Relations, the full cooperation of every College staff member is needed. Obviously it is impossible for the public relations staff to keep in frequent contact with all faculty members. For that reason it is highly desirable that each staff member keep the Department of Public Relations fully informed of significant activities.

Please notify the Public Relations staff of new projects being launched, particularly those of service to students

and the public. Also, keep the department informed of major participation in off-campus convention and conference programs, and other developments of general interest. Through this cooperation the reputation and prestige of Michigan State College can be greatly enhanced.

An art service is maintained in the Department of Public Relations for the benefit of all departments and schools of the College. Two skilled artists are available to make layouts, illustrations, do lettering and other types of art work. Charges are made to departments on a non-profit basis.

Radio stations WKAR (870) and WKAR-FM (90.5) are operated by the Department of Radio Broadcasting. This department also operates the public address systems on campus, maintains and repairs college-owned radio receivers and gives assistance to extension personnel who are carrying programs on other stations.

The radio stations are heard throughout most of Michigan and in adjoining states where they reach many citizens who have no other contact with the College. Programs are planned for a state audience and embrace education, information, public service and entertainment. Program materials and personnel are derived from the faculty, student body, departments of state government, federal departments and agencies and state organizations. Printed programs are mailed monthly on request of listeners.

Cooperation of the faculty in developing programs is essential to the maintenance of a comprehensive program serving all activities of the College. Departments or staff members having program materials to suggest may call the radio office, Ext. 488.

# MISCELLANEOUS INFORMATION

## **Emergencies**

For all emergencies dial "0".

To report a fire on campus dial "0", the College operator, and ask for "Manual 11."

To report or inquire of any police matter on campus dial Ext. 7251.

## **Maintenance Calls**

The Buildings and Utilities Department, Ext. 471, is open daily for maintenance calls from 8 a.m. until 5 p.m. Between 5 p.m. and 8 a.m. daily and on Sundays and holidays, please dial "0" for maintenance service.

## **Telephone Repair Service**

All calls pertaining to telephone alterations, extensions, and repairs are to be routed through the College operator, "0", or Ext. 476.

## **Salaries and Wages**

Salary checks are issued on the last day of each month. Arrangements may be made with the Payroll Department to have checks deposited in a bank.

It is important that new employees fill out the tax-withholding blanks at the Payroll Department immediately so there will be no delay in issuing their checks.

## **College Mail**

Michigan State College maintains a campus mail system which handles all inter-department correspondence. Off-campus mail is picked up from departments twice



daily, and postage is charged against the department by the mailing room.

## **Borrowing College Equipment**

College equipment is not loaned to non-campus organizations except departments of the state or federal government.

## **Lost and Found**

A "lost and found" service is maintained in the check-room on the main concourse of the Union Building.

## **Keys**

Keys for buildings and offices are provided by the Buildings and Utilities Department and may be obtained by application on special forms supplied by that department. Approval of the department head and Dean must be secured before keys will be issued.

## **Holidays**

The College observes six legal holidays by closing offices and dismissing classes. They include New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

## **Faculty Identification Cards**

Faculty identification cards are available at the Secretary's office on the first floor of the Administration Building.

