

FACULTY FACTS

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

FACULTY FACTS



Published by Michigan State University

East Lansing, Michigan

1956

FOREWORD

As a member of the faculty and staff of Michigan State University, 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 University. The University is proud of you.

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

FACULTY FACTS has been prepared to assist you in your service to Michigan State University 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 UNIVERSITY

When Michigan State University — 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 (1862) 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 University.

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 ad-

ministration (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 1890's to more than 5,000 at the end of the 1930's, and to 16,000 by 1949. Present enrollment is more than 17,000 students.

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 \$44,000,000, over \$24,300,000 of which is self-liquidating, has added tremendously to the University's physical plant. The construction program included seven classroom and laboratory buildings, the Kellogg Center for Continuing Education, a library, married student apartments, a steam generating plant, 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 54 foreign countries. Among the faculty are distinguished scholars and educators whose names are internationally famous.

ADMINISTRATION

The State Board of Agriculture

The governing body of Michigan State University is the State Board of Agriculture, which meets regularly 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 Dean's offices by Wednesday afternoon of that week. Blanks for use in recommending terminations, appointments and leaves may be obtained in the President's or Deans' offices.

It is the policy of the State Board of Agriculture for all University 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 of the University consists of all persons holding the ranks of instructor, assistant professor, associate professor, and professor. The State Board of Agriculture and the President of the University are assisted in the exercise of their constitutional powers of government of the University by means of a faculty organization consisting of the faculties of the various colleges and all-university bodies known as the Academic Assembly, the Academic Senate and the Academic Council.

The faculties of the several colleges have jurisdiction over academic matters pertaining to the internal affairs of each college. All faculty members attached to the college have a right to vote in the faculty meeting, which is presided over by the Dean of the college.

Meeting together for purposes of communication, and presided over by the President of the University, the faculties of the colleges constitute the Academic Assembly.

Legislative powers of the University faculty are vested in the Academic Senate, which is composed of assistant professors on tenure, associate professors, and professors.

Five elected members of the Senate, two elected representatives from each college faculty, and the administrative heads of the academic divisions of the University constitute the Academic Council, which acts as the immediate advisory body to the President on academic matters.

The structure and personnel of the committees of the faculty, through which much of the work of faculty participation in the formulation and implementation of educational policy is carried on, is determined by the President by and with the advice of a Committee on Committees, chosen by members of the Academic Senate and the Academic Council.

College faculty meetings are held once a term; the Assembly and Senate meet once a term; the Academic Council meets at least once each term and more often as business requires.

THE UNIVERSITY OFFERS YOU

Study Opportunities

Faculty members are encouraged to pursue advanced study while employed at Michigan State University. 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 college 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. The full-time University non-academic employees (operations, maintenance and classified personnel) are not permitted to enroll for courses during their scheduled working hours. Exception: Primarily for the purpose of improving their technical competence, all technicians, food supervisors, librarians and curators on the classified salary payroll may be permitted to carry courses during working hours, not to exceed four credit hours of course work each term.

If you are interested in securing more education, contact the Registrar's office to see what courses are given outside of working hours. You may be able to schedule a program either through night classes or through extension classes.

4. 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 25 of this book.

Library Facilities

The new Michigan State University Library contains more than 730,000 volumes. Of these, some 300,000 are United States and United Nations documents.

More than half of the present cataloged book collection is located on open shelves dispersed under six major divisions easily accessible to the students and faculty. The major divisional libraries and their locations are:

Social Science and Literature	First Floor, North
Business and Public Service	Second Floor, North
Education	Second Floor, East
Fine Arts	Second Floor, West
Physical Science and Engineering	Third Floor, North
Biological Science and Agriculture, Home Economics, Veterinary Medicine	Third Floor, East

Current periodicals totaling more than 4,990 titles are shelved in the respective divisional reading rooms.

Assigned Reading is serviced from closed shelves behind corridor desks located on the second and third floors of the new building. The library endeavors to reach each member of the faculty prior to the beginning of each term in regard to assigned reading lists.

The general reference collection is located at the east end of the corridor on the first floor. The public catalog adjoins this and the main circulation desk faces the lobby. A reading room for the blind is located near the west end of the first floor corridor.

Stack areas on the first, second and third floors contain materials in the several fields which are likely to be in less heavy demand than those in the divisional rooms but which are significant for the purposes of research. The stack areas are closed to undergraduates but are open to all graduate students and faculty members. Access to the stacks is by

way of the circulation desk on the first floor. Faculty and graduate students are expected 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. All books are subject to an annual recall at the close of the spring term.

Fifty faculty desks with separately lockable sets of drawers and accompanying book cases are available for use by faculty members who are engaged in research. These will be assigned by the Associate Librarian for varying periods of time.

One hundred desks with lockers are available for graduate students. These desks have been placed in the various stack areas on the first, second and third floors. These will likewise be assigned by the Associate Librarian in consultation with their faculty advisers.

The documents, biography and fiction, the highway safety center, and the reading room for micro-films and micro-cards are located on the ground floor at the east end of the building. The general periodicals are shelved in the north reading room on this floor.

The fourth floor has been set aside for use by the library staff and faculty (those holding academic title above the rank of graduate, research or teaching assistant). The alumni have provided an auditorium and a lounge which are located on this floor.

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.

Audio-Visual Aids Center

For the purpose of contributing to the improvement of classroom instruction the University has established an Audio-Visual Aids Center located in Building A-3 South Campus, Ext. 2255. Faculty members are invited to consult with the Director on problems related to the use of audio-visual aids and materials in their instructional work. A complete catalog is available at the Center.

Student Publications

One copy of the Michigan State News, daily student publication of Michigan State University, is available to each member of the 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. 2617.

Subscriptions to the Spartan, monthly magazine published by students, the Wolverine, University yearbook, may be obtained by calling the Spartan office, Union East Wing, Ext. 2641 and the Wolverine office, Union East Wing, Ext. 2631.

Mimeograph Department

Another service organization of the University 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 makes nominal charges for its services, may be reached at Ext. 2217.

The Staff Bulletin

The Staff Bulletin, known as the Blue Sheet, is distributed each Friday afternoon during the University year and contains announcements for the following week. Items to be in-

cluded in the Bulletin must be submitted in writing to the office of the Administrative Assistant to the President in Charge of Public Relations by 4 p.m. Wednesday 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 Ext. 2108. Each staff member - teaching, extension, and research - should receive a copy.

Calendar of Events

A master calendar of events of all-university interest is maintained in the Secretary's office in the Administration building. Staff members are welcome to stop in or call Ext. 2121 for information at any time.

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 Sigma, advertising; Alpha Delta Theta, medical technology; Alpha Epsilon Rho, radio; Alpha Kappa Psi, business administration; Alpha Phi Omega, campus service; Alpha Phi Sigma, police administration, Alpha Psi, veterinary medicine; Alpha Zeta, agriculture; Blue Key, men's student leadership; Delta Omicron, music; 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 Epsilon Kappa, physical education for men; Phi Gamma Nu, commerce; Phi Kappa Phi, scholar-

ship; Phi Lambda Tau, engineering; Phi Mu Alpha, music; Pi Alpha Mu, publishing; 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; Tau Sigma, science and arts; 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.

Social Activities

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

The Faculty Women's Association includes women members of the faculty. The association maintains a meeting room and lounge 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 Michigan State University Men's Club is open to all men members of the faculty. Club rooms are maintained on the third floor of the Union where various types of recreation are provided.

Recreation

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

Season tickets for all home Michigan State University athletic events may be purchased through the athletic ticket office, Ext. 2921.

Faculty and staff may purchase season tickets for the Lecture-Concert series through the ticket office in the Student Union, Ext. 2919. Each year some of the nation's most famous musical and dramatic artists and groups are presented in this series.

The University dramatics department presents a number of plays during the 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. 2919, 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 use. Another Union room is set aside for art exhibitions.

Travel Bureau

A travel bureau is located at 130 W. Grand River, East Lansing, 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 ED 7-9747.

The Employees' Credit Union

Employees of the University operate the MSU Employees' Credit Union for their mutual benefit. Applications for loans are accepted from full-time regular employees who have been with the University six or more months. Information concerning applications and method of payment is available at the Credit Union office, 102 Power Plant (Ext. 3262). Office hours are 12:30 p.m. to 5 p.m. daily.

Retirement and Insurance Programs

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

All permanent full-time employees are covered by the retirement plan unless they are over 50 years old on the date of their first employment. Under the plan employees may retire at age 65 and must retire at age 68. The plan generally provides maximum pensions of \$3,000.

Employees may obtain a booklet explaining the pension plan in detail from the Comptroller's office.

Social Security

Regular full-time employees, other than students, are now covered by Social Security, and the benefits are in addition to the University retirement plan.

Group Life Insurance

A group life insurance program is also a part of the University security program for employees. The program pro-

vides \$10,000 insurance for employees under 45 years of age, \$7,500 for age 45 through age 65, and \$1,000 after age 65.

Each employee upon becoming eligible for coverage under the retirement and insurance program contributes \$3 per month toward the cost of the program. Contributions are collected by payroll deduction.

Faculty members are covered by the group insurance immediately upon appointment; classified clerical employees and labor employees are included after they have satisfactorily completed a six-month probationary term.

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. Rules governing eligibility for disability pensions are covered in the retirement booklet.

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 University employees are entitled to maximum benefits provided under the State Workmen's Compensation Act. Actually, the University has a more generous policy for injured employees and 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 University health director, and (2) return to

work not later than the time recommended by the University health director.

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

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

Hospitalization Insurance

The University 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, in which case policies become effective the first of the month following the first premium deduction. Any employee not previously enrolled under a group hospital plan may join during the semi-annual enrollment periods which take place during May and November each year. Policies taken during May become effective July 1. Policies of those enrolling in November will be effective January 1.

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

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

Military Service Privileges

The University 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 University 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.

When a member of the staff is called involuntarily into the Armed Forces it is the policy of the University to grant him, on his request, a leave of absence to cover the term of his service.

Terms of Employment

Academic employees of the University 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. Generally, employees 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. Ten-month employees to be employed on the University payroll during the summer must have the prior approval of the State Board of Agriculture. Their rate of compensation for

other than summer school teaching cannot exceed the amount that could be earned by the same employee if teaching a full nine-week summer school load.

Faculty members on a 12-month basis are entitled to 21 working 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 initially for a two-year term. This appointment may be followed by a second term of not more than two years and an additional term of three years, after which an instructor not promoted to the rank of assistant professor may not be reappointed, except one working toward an advanced degree or having other special problems for whom additional one-year appointments may be made upon the approval of the President and the standing Faculty Committee on Tenure.

The initial appointment to the rank of assistant professor for a person who has served as instructor at Michigan State University for three years or more is for a term of three years. If reappointed, he has tenure.

The initial appointment to the rank of assistant professor for a person who has served as instructor at this institution for one year is for two years, and for a person who has served as instructor for two years is for one year. He may be appointed for an additional term of three years. If reappointed for a third time at this rank, he has tenure.

The initial appointment to the rank of assistant professor for a person who has not served previously at Michigan State University is for three years. He may be appointed for a second term of three years. If reappointed for a third time he has tenure.

The initial appointment to the rank of associate professor for a person who has not served previously at Michigan State University is for a period of two years. Upon reappointment he has tenure. An associate professor who has served previously as an assistant professor shall have tenure from the date of his original appointment at this rank.

A professor has tenure from the date of original appointment at this rank.

A staff member who is not to be recommended for reappointment by his department head and Dean is so notified in writing by the department head by the December 15 preceding the expiration of his appointment, except as provision to the contrary is made at the time of appointment.

If a staff member who is recommended for reappointment by his department head and Dean is not reappointed, and/or if proper notification was not given during the final year of appointment, an extension of one year becomes automatic, and the staff member shall consider this arrangement as official notification of separation from the University at the end of the year's extension.

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

The rules of tenure at Michigan State University bind the University to give adequate notice to all employees before their services are terminated. To protect the University 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.

Teachers' Oath

In accordance with a law enacted by the Legislature of Michigan in 1935, the University requires as a condition of employment that all members of the staff who are citizens of the United States subscribe to the following oath:

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of teacher according to the best of my ability.

The oath must be subscribed and sworn to in the presence of a legally qualified notary public.

The law further provides that staff members who are citizens of foreign countries may be employed for limited periods of time and they are not required to subscribe to this oath.

Participation in Partisan Politics

As citizens, the staff members of Michigan State University have the same rights and responsibilities of free speech, thought and action as all American citizens. Their position, however, imposes special obligations, such as emphasizing they are not institutional spokesmen, and exercising appropriate restraint.

Obviously, staff members have a binding obligation to discharge instructional and other regular duties, and performance of these duties may be impaired by any private activity requiring a large portion of time. For the mutual protection of staff members and the University, staff members campaigning as political candidates for state or federal offices shall do so on their own time. For the period of such

candidacy, it is required that they obtain leaves of absence or continue work at the University on a part-time basis. Final determination for such decisions shall rest with the State Board of Agriculture.

Leaves of absence are not required of staff members who become candidates for offices of a temporary or part-time nature, such as membership on a municipal charter revision commission, delegate to the State Constitutional Convention, a member of a local school board, or a holder of municipal office.

This policy is intended to safeguard the freedom of speech, thought and action of staff personnel, and to avoid impairment of the significant contributions they are capable of making towards improved local, state and federal government.

Endorsement of Commercial Products

The policy relative to the endorsement of commercial products by Michigan State University employees, approved by the State Board of Agriculture May 25, 1956, is as follows:

Objectivity in the pursuit of truth and the dissemination of knowledge is recognized as a primary obligation of scholarship, resting with equal weight upon a university as an educational institution and upon the individuals within the university. A public institution such as Michigan State University needs to be especially alert to this obligation in order to protect its good name and integrity.

It is declared to be the policy of Michigan State University that no publication, statement, or activity, either on behalf of the University or by an employee in his official capacity, shall endorse any commercial product, or advocate any specific commercial method or device, either directly or by implication.

All-College Research

From time to time, certain grants are made for research from a fund called All-College Research. Application forms for such funds are available from departmental secretaries. These forms are submitted to the All-College Research Committee of which the Dean of Agriculture is chairman. While a broad interpretation of the word "research" is recognized, such work must be definite in character and outline, and promise to be a real contribution by both the scholar and the University. A clear distinction should be made between suitable research projects and regular departmental activities, supported by departmental budgets.

Research grants are awarded for the period of the fiscal year, which ends on June 30. Research work not completed may be requested as a new project, and receive another allotment in the following year. The upper limit of any research grant is \$500.00; the Committee will support only one research project at a time from each applicant.

Leaves of Absence

The State Board of Agriculture at its meeting May 25, 1956 approved the following policy statement covering sabbatical leaves. It is understood that as a matter of administrative policy the number of leaves granted in any one year or in any department or administrative division will be limited by the availability of funds and the necessity for continuing effective operation.

General Policy

The policy of granting sabbatical leaves of absence is intended for the mutual benefit of the institution and the person granted such leave. Its purpose is to assist members of the faculty to improve their training and competence as teachers and scholars, to make possible a period of scholarly

work free of interruption by other duties and responsibilities, and to further and encourage creative activity in the various fields of learning and the arts. It is the policy of the institution to be liberal in interpreting various kinds of activity as appropriate to sabbatical leaves; but the grant of a request for such leave will in no case occur automatically, and each request will be judged on its merits.

Eligibility

Only faculty with tenure shall be eligible for sabbatical leaves. Exceptions may be made to this rule only by the President when in his judgment it will be in the best interests of the University to do so.

Sabbatical leaves shall be granted only after 6 years of service at this institution and not oftener than once in 7 years. Years of service shall count from the date of original full time appointment at the rank of instructor or above. Leaves of absence shall not be counted among the years of service as a basis for sabbatical leaves except when a leave is undertaken as part of a project administratively or contractually associated with this University. Length of leaves shall not be extended on the basis of more than 7 years of continuous service.

Types of Leaves of Absence

a. Faculty on 10-month appointments may be granted leaves of absence:

- (1) for three terms with 50 per cent reduction in year's pay
- (2) for one term with no reduction in pay
- (3) for two terms with 25 per cent reduction in year's pay

None of the above include the normal summer vacation.

b. Faculty on 12-month appointments may be granted leaves of absence:

(1) for one year with 50 per cent reduction in the year's pay

(2) for six months with no reduction in the year's pay

The normal 30-day vacation is included in the above types of leave.

c. Deans, directors, and department heads may be granted leaves of absence with pay:

(1) for three months once in three years, the normal 30-day vacation to be included in the period of leave

(2) for the types of leaves provided for faculty on 12-month appointments in "b" above, provided that a leave of absence for three months has not been taken in the six years preceding the period for which such leave is requested.

Conditions

a. Faculty members on sabbatical leave may not accept other paid employment.

b. A recipient of a sabbatical leave of absence is obligated to return to his regular position for the following year.

c. Recipients of sabbatical leaves are permitted to receive money from fellowships or grants for study or research without prejudice to their receipt of income from this institution.

Procedures

A member of the faculty requesting sabbatical leave of absence will submit in support of his application a detailed program of the study, research, or other activity which he proposes to pursue during his period of leave, a copy of which is to be attached to copies of the application for leave filed with the department head, director, dean, and the office of the President.

Within 30 days from return from sabbatical leave, a written report of activities and accomplishments during the period of the leave will be made to the department head, director, dean, and the office of the President.

Departmental Adjustments

a. Departments are expected to make adjustments for sabbatical leaves by suspending courses or re-assigning other personnel in the case of sabbatical leaves granted for less than a full year.

b. In the case of sabbatical leaves granted for a year period, the department will be entitled to a replacement when recommended by the Dean of the College concerned.

c. Sabbatical leaves will not be granted to several members of a department concurrently in such a manner as to impair the efficiency of the departmental program of instruction and research.

Vacations

All 12-month faculty members are granted a yearly vacation leave of one full calendar month, or 21 working days at full pay. Purpose of such leave is to provide rest and relaxation for the employee so that he will be better prepared physically and mentally to carry on his professional duties during the college year. Any supplementary employment during the vacation period for 12-month appointees is contrary to University policy.

The faculty member earns a month's vacation leave at the completion of each full year of service. This leave is to be taken within the next 12-month period after it is earned, at a time approved by his department head and in keeping with the program of work which he is conducting. New appointees who begin their duties prior to July 1 will be entitled to a proportionate amount of vaca-

tion as of that date. Vacations cannot be carried over from one year to the next except in cases of emergency, and then only with the approval of the department head.

At the time of separation from the University, the employee will be credited with any portion of the month's vacation leave which he may have earned since his last complete year of service.

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 Wells Hall.

Facilities include 50 houses and 184 units in the permanent apartment buildings. Temporary housing is made available in cases of emergency.

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

Kellogg Center Housing

Kellogg Center facilities are available to faculty members and their guests. Reservations for guest rooms should be made through the Kellogg Center office, Ext. 2501. Rates for room are \$7.50 for single occupancy and \$10.50 for twin beds. All guest rooms are complete with twin beds, circulating ice water, full bath and four-channel radio.

Kellogg Center Dining Facilities

State Room dining facilities are open Monday through Saturday for the following hours:

Breakfast 7:00 a.m.—10:00 a.m.

Luncheon 11:30 a.m.—2:00 p.m.

Dinner 5:30 p.m.—8:00 p.m.

Sunday breakfast is served from 8:00 a.m. to 11:15 a.m., and Sunday dinner from 12:15 to 6:00 p.m.

The student-operated cafeteria and snack bar on the ground floor is open Monday through Friday from 7:30 a.m. to 6:30 p.m.

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.—1:00 p.m.

Dinner 5:00 p.m.—7:00 p.m.

Sunday dinner is served from 12 noon until 2:00 p.m.

Breakfast may be obtained in the Union Grill which is open from 7:15 a.m. to 10:00 p.m. daily, Monday through Thursday, and 7:15 to 12:00 Friday and Saturday.

Sunday the Grill hours are 10:00 a.m. to 10:00 p.m. The Grill also offers fountain service.

YOUR COOPERATION IS NEEDED

Authority for Travel

Within the State—All official travel must be authorized and approved by the Dean or corresponding administrative officers. Such authority may be delegated to division directors and department heads. Authorization Form CO-tr-2, or similar form, will be completed and filed in the respective departmental or Dean's office prior to departure. This filing may be important to the traveler to establish that the travel was on official business should an injury occur.

Out-of-State—All official travel must be authorized and approved prior to departure. If not more than transportation expense is to be claimed, the approval can be granted by the head of the department and the Dean or Director. If reimbursement is to be claimed in excess of transportation, the travel must also be approved by the President's office.

Requests for authorization to make official out-of-state trips, with or without reimbursement from the University, will be made on Form CO-tr-1A and must reach the office where approval is required at least one week before the starting date of the proposed trip.

For full information refer to TRAVEL REGULATIONS Revised October 1, 1955, a copy of which can be found in each departmental office.

Field Trips

It is a State Board policy that students are not permitted to drive cars and take other students with them on field trips and assignments away from the University. University transportation should be used for such trips.

For more details, see the official travel regulations dated October 1, 1955.

Outside Work for Pay

A staff member may, with the prior permission of the Dean of his college and of the President, do a limited amount of outside consulting work for pay during the months of regular employment. Such work must not interfere with his normal University duties, including those extra responsibilities expected of all other employees. In addition such work must be related to the employee's regular campus duties and must contribute to the effectiveness of his regular academic work. The University's equipment, supplies, materials or clerical service may not be used in the furtherance of outside work for pay and if such work is undertaken it must be with the understanding that it is subject to termination at any time the University considers such action to be advisable.

Physical Examinations

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 arrangements may be made through the Secretary's office to have the examination performed by his personal physician.

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 Registrar's Records Vault in the basement of the Administration building. Professor King J. McCristal, Ext. 2951, 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 University staff.

Employee Solicitation

Employees are requested not to take orders for nor sell any kind of tickets or merchandise or solicit contributions for any purpose on the campus without written permission from the Secretary of the State Board of Agriculture.

Campus Traffic Regulations

All faculty members are required to register their motor vehicles with the University 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 University 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 University 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 University property unless other speeds are posted.

Traffic on the circular drive moves in a counter-clockwise 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.

Building Permits

A special procedure has been established to enable faculty and staff members to work evenings in the University 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 6 p.m. must secure building permits. These permits may be requested for the hour beginning at 6 p.m. and continuing not later than

12 midnight, Monday through Friday, and to 6 p.m. on Saturday and Sunday. 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 College to the Secretary's office. The Buildings and Utilities and Police departments will be notified of the list of persons granted permits.

Smoking

The following smoking regulations were approved by the State Board of Agriculture at its meeting March 17, 1956:

1. Smoking is hereby prohibited:

(a) In classrooms, lecture halls and teaching laboratories;

(b) In barns and farm buildings except where specifically approved for smoking by the Director of Public Safety;

(c) In and adjacent to all buildings used primarily for storage of combustible materials and/or flammable liquids;

provided, however, that all buildings and areas other than classrooms shall be clearly posted as "No Smoking" areas.

2. Smoking is hereby permitted:

(a) In private offices, conference rooms, non-teaching laboratories and such other buildings and areas as shall not be subject to actual hazard by reason thereof when so certified by the Director of Public Safety.

3. Violations of the foregoing sections shall be punishable as a misdemeanor in manner and form provided by the statutes of this State pertaining thereto.

Catalogs and Directories

Summer and regular session catalogs and student and staff directories are furnished upon request 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 University is gained through telephone contact with the University. 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 University 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.

Greeting Visitors

Many friends are made or lost for Michigan State University 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 serve the caller as promptly and efficiently as possible.

Channeling Information to the Public

The Department of Information Services, 109 Agriculture Hall, operates to serve all departments and the University as a whole. Its principal functions include keeping Michigan people informed on the developments and activities of the University; 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 by Extension Personnel and offering guidance in public relations matters.

So that all departments and the University as a whole will benefit to the greatest extent from the services of the Department of Information Services, the full cooperation of every University 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 Information Services fully informed of significant activities.

Please notify the Information Services 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 University can be greatly enhanced.

Art Service

An art service is maintained in the Department of Information Services for the benefit of all departments and colleges of the University. 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.

Photo Lab

Also included in the facilities of the Department of Information Services is the Photo Lab, located in Agriculture Hall, designed to serve all departments of the University. 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. 3068.

Radio Stations

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 University-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 University. 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 University. Departments or staff members having program materials to suggest may call the radio office, Ext. 2272.

Television

The University also is extending its educational resources, research and services to the people of Michigan and other states through the medium of television. A daily schedule of programs, reaching afternoon and evening audiences, is telecast by the University television station, WKAR-TV, on Ultra High Frequency channel 60.

Dedicated Jan. 15, 1954, the station is located at 600 Kalamazoo Street, on campus, and reaches a 13,000 square-

mile area of Central Michigan from its 1,034-foot transmitter tower at Okemos, Michigan.

Approximately 80 per cent of the station's daily television programs are "live" and 20 per cent from film. Kinescope facilities are utilized to produce sound films for use by television stations in Michigan and other states.

Telecourses

Telecourses, offered for recognized college credit, and for non-credit, are regular features of the station's programming. The talents of faculty, staff, students and persons from outside agencies are called upon in the production of programs about art, agriculture, engineering, home economics, adult education, music, dramatics and other areas.

Participation of the faculty and staff in WKAR-TV programs is invited. For this purpose, producers and coordinators have been assigned to the various areas represented within the University. Further information may be obtained by calling WKAR-TV at Ext. 7573.

MISCELLANEOUS INFORMATION

Emergencies

For all emergencies dial "0".

To report a fire on campus dial "0", the University operator, who in turn reports the fire directly to the Fire Department.

To report or inquire of any police matter on campus dial Ext. 2114.

Maintenance Calls

The Buildings and Utilities Department, Ext. 3203, 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 "O" for maintenance service.

Telephone Repair Service

All calls pertaining to telephone alterations, extensions, and repairs are to be routed through the University operator, "O", or Ext. 3201.

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.

University Mail

Michigan State University 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 University Equipment

University equipment is not loaned to non-campus organizations except departments of the state or federal government. Then arrangements are made through the office of the Secretary.

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. It is a violation of University rules to have duplicate keys made off campus.

Holidays

The University observes six legal holidays by closing offices and dismissing classes. They include New Year's, 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, and should be requested through the employee's department head.

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