

Faculty Facts

A POLICY HANDBOOK FOR
FACULTY, STAFF AND
ADMINISTRATIVE EMPLOYEES

MICHIGAN
STATE
UNIVERSITY



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ADMINISTRATIVE EMPLOYEES

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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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MSU in Focus

When Michigan State University—then 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 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 comprised 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 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. Present enrollment is more than 19,000 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 colleges and universities. 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.

The academic program was further strengthened in 1957 with establishment of the Honors College.

Modern buildings prominently cover today's campus which spreads north and south from the picturesque Red Cedar river. A post-World War II building program added tremendously to the University's physical plant. Construction included classroom and laboratory buildings, the Kellogg Center for Continuing Education, the library, married student apartments, the steam generating plant, residence halls, the food storage building, and additions to the Student Union and Spartan Stadium. More recent additions include the College of Education building, the Kresge Art Center, the Student Services building, the Women's Intramural building, and the Men's Intramural building. 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 67 foreign countries. Among the faculty are distinguished scholars and educators whose names are known throughout the world.

BRIEF FACTS ABOUT MICHIGAN STATE UNIVERSITY

Founded—In 1855 as the nation's first agricultural college; served as model for America's Land-Grant College System established under the Morrill Act of 1862.

Located—In East Lansing, four miles east of the state capitol.

Member—Of the North Central Association of Secondary Schools and Colleges, of the Association of Land-Grant Colleges and State Universities, and of the National Commission on Accreditation.

Enrollment—19,516 students (today ranks as ninth among the nation's universities in enrollment).

Plant, Equipment and Campus—\$137,241,920—total at-cost value of land, completed buildings and equipment and partially completed construction as of June 20, 1958.

4,500 acres, including about 900 acres in campus area proper.

Faculty and Staff 1958-59—(All figures are equated on the basis of full-time positions.)

INSTRUCTIONAL PROGRAM

Professors	202
Associate Professors	288
Assistant Professors	356
Instructors	259
Temporary and Lecturers.....	18
Total.....	<u>1,123</u>

EXTENSION

Professors	10
Associate Professors	25
Assistant Professors	56
Instructors and others.....	20
Total.....	<u>111</u>

EXTENSION ADMINISTRATION AND FIELD STAFF

Administration and Supervision.....	30
4-H Club Agents.....	61
County Agricultural Agents.....	134
Home Demonstration Agents.....	73
Consumer Education Agents.....	10
Total.....	<u>308</u>

RESEARCH

Professors	50
Associate Professors	60
Assistant Professors	70
Instructors and others.....	62
Total.....	<u>242</u>

Organization

BOARD OF TRUSTEES

Michigan State University is under the control of a constitutional board known as the Board of Trustees. Members are elected from the State at large for a period of six years, two being elected each odd year. The President of the University is appointed by the Board and is by constitutional provision the presiding officer of that body.

The Board 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 respective Deans' 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 Board for all University employees to take up official business scheduled to come before the Board with the President, through their respective Deans.

THE FACULTY

The faculty of the University consists of all persons holding the ranks of instructor, assistant professor, associate professor, and professor. The Board of Trustees and the President of the University are assisted in the exercise of their constitutional powers of government of the University by 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 a 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.

Policies

ALL-UNIVERSITY RESEARCH

From time to time, grants are made for research from a fund called All-University Research. Application forms for such grants are available from departmental secretaries. These forms are submitted to the All-University Research Committee of which the Vice President for Research Development 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 may receive another allotment in the following year. The upper limit of any research grant is \$500; the Committee will support only one research project at a time from each applicant.

EMPLOYEE SOLICITATION

Employees are requested not to take orders for or sell any kind of tickets or merchandise or solicit contributions for any purpose on the campus without written permission from the Secretary of the Board of Trustees.

EMPLOYING RELATIVES

It is the general policy of the University not to offer new employment to an individual having an immediate

relative already in the employ of the University. It is recognized that exceptions are necessary in certain instances, but in no case will new employment be offered to an individual in a department or similar administrative subdivision in which an immediate relative is already employed. Under no circumstances will an employee be placed under the supervision or control of an immediate relative.

ENDORSEMENT OF COMMERCIAL PRODUCTS

The policy relative to the endorsement of commercial products by Michigan State University employees, approved by the Board of Trustees 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.

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.

LEAVES OF ABSENCE

The Board of Trustees 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 six years of service at this institution and not oftener than once

in seven 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 seven years of continuous service.

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.

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 the year's pay
- 2) for two terms with 25 per cent reduction in the year's pay
- 3) for one term with no reduction in 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 payThe 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.

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.

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.

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. The total amount of the time expended by an employee on outside activities for pay must not be permitted to exceed an aggregate time away from his regular University duties of more than two working days in any one month. If work for pay 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.

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 Board of Trustees.

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.

PHYSICAL EXAMINATIONS

New faculty and staff members are required to have complete physical examinations before the approval of their appointments by the Board of Trustees. 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.

PUBLISHING

A faculty member producing a textbook or other teaching material prepared and designed primarily for the use of and compulsory purchase by the students of Michigan State University must submit the manuscript to the Michigan State University Press, which was established for the purpose of publishing such material.

Material not prepared and designed primarily for the use of and compulsory purchase by students of Michigan State University may, of course, be submitted to the Press or to commercial publishers at the author's discretion.

SICK LEAVE

It is understood that the University will always be generous in dealing with its employees who are ill or incapacitated for any reason.

When employees are absent from their duties due to illness or incapacity and other members of the staff can assume their duties on a temporary basis without additional costs to the University, no formal report of the absence is required unless the absence extends over a period longer than the amount of annual leave.

For board appointees entitled to 30 days vacation (that is, 21 working days), when the sick leave exceeds this amount of time there should be a formal request presented to the Board of Trustees for approval of sick leave covering the period of absence. Ordinarily, sick leave may be extended to as much as six months with full pay. Whenever the sick leave extends beyond six months, there should be a readjustment in the compensa-

tion rate, and ordinarily the next leave after the first six months will be at a reduced rate of compensation. Sick leave shall not extend more than a total of one year. For leaves that require more than one year, it is expected that the individual will go off the payroll or will be placed on disability retirement.

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.

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.

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, unless he is working toward an advanced degree or having other special problems. 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 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.

These regulations apply only to regular staff members (and not to temporary lecturers, assistant instructors, and other staff persons employed on a temporary basis).

TERMS OF EMPLOYMENT

Academic employees of the University are classified in two groups by the Board of Trustees.

Teaching employees for the most part are classified on a 10-month basis and teach fall, winter, and spring terms.

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

Faculty members on the 10-month basis are generally free to use the other two months as they wish. Ten-month employees are compensated additionally on a percentage basis of their previous year's salary if they teach in a summer session. Summer employment at M.S.U. in a capacity other than teaching must have prior approval of the Board of Trustees. The rate of compensa-

tion shall not exceed the amount which the employee would have been paid if he had been teaching a full load in the full summer session.

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.

TRAVEL AUTHORITY

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 authorization form serves to establish that the traveler is on official business. This determination is important to the traveler in the event of injury or accident.

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 trans-

portation, 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.

VACATIONS

All 12-month faculty members are granted a yearly vacation leave of one full calendar month, or 21 working days, at full pay. The 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 vacation 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.

Benefits

DISABILITY PENSIONS

There is a disability pension plan applicable to those employees who are under the University Retirement Plan (not TIAA). This plan requires a qualifying period of 15 years of continuous employment.

Those employees who are under the TIAA Retirement Plan may retire at any time they wish, and for any reason, including physical disability, and start drawing their TIAA accumulation in the form of an annuity.

Those of the staff who were formerly under the University Retirement Plan and are now under TIAA may qualify under both plans for disability in accordance with the allowable benefits of each plan.

EMERGENCY HEALTH SERVICE

The Student Health Service (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.

GROUP LIFE INSURANCE

A group life insurance program is also a part of the University security program for employees. The program provides \$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.

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 annual enrollment periods which take place during May each year. Policies taken during May become effective July 1.

Premium payments are at group rates and are deducted from paychecks each month. For more complete information, call the Payroll Division in the University Business office.

RETIREMENT PROGRAMS

Michigan State University has two retirement plans—a contributory plan for the academic group and a non-contributory one for classified employees (including hourly-rated as well as those who are paid on a monthly

basis). The contributory plan through TIAA was made available in 1958 by which the staff member contributes five per cent of his salary and the University adds seven and a half per cent. Those of our staff who transferred from the old non-contributory plan to TIAA are guaranteed retirement benefits under the terms of the former plan based on their years of service to June 30, 1958, under the same formula and rules, provided they continue to an eligible retirement date. Non-academic board appointees are permitted a choice of plans, as are those who hold cooperative extension appointments.

Pamphlets describing these plans in more detail are available at the Payroll Division of the University Business office.

Retirement is optional at age 65 and required at age 68. Retirement normally occurs at the end of the fiscal year in which the qualifying age is attained.

SOCIAL SECURITY

Regular full-time employees, other than students, are covered by Social Security, and the benefits are in addition to the University retirement plan. Academic appointees for periods of not more than a term are not covered.

WORKMEN'S COMPENSATION

All University staff members are entitled to maximum benefits provided under the State Workmen's Compensation Act. Actually, the University has a more generous policy for injured staff members 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 Com-

pensation Act, for at least the first month following an accident.

Staff members, 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 staff member is unable to return to work within 30 days of the date of injury, the case will be reviewed by a committee composed of the secretary of the Board of Trustees, the University health director, and the Vice President for Business and Finance to determine whether the staff member 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 members 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 and that a report is filed with the University Business office.

Procedures

AUDIO-VISUAL CENTER

For the purpose of contributing to the improvement of classroom instruction the University has established an Audio-Visual Center located in Building A-3 South Campus. 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.

BORROWING UNIVERSITY EQUIPMENT

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

BUILDINGS

Closing time for buildings is 10:30 p.m.

Permits

- a) To be in buildings are necessary if faculty or staff need to work beyond 10 p.m.
- b) To be in laboratories or classrooms after 7 p.m. are necessary for staff or graduate assistants. The permits may be requested for the hour beginning at 7 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 requiring continuous

attention, permits will be granted to fit the need.

- c) 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.

Natural Science and Giltner halls

- a) Are officially open Monday through Friday from 7:30 a.m. to midnight and on Saturday and Sunday from 8 a.m. to midnight.
- b) Those who hold permits and are admitted into the building during these hours may remain in the building as long as necessary after midnight and will sign out at the time of departure on a list provided for that purpose by the doorman.

Practice rooms for music students are open on Sunday.

Fairchild Theater and the Music Auditorium are not used for regular classes.

Keys to buildings are authorized only by the Deans of the colleges.

University facilities are not rented to outside groups unless sponsored by Continuing Education.

University property is not to be used for personal needs.

Exhibition space is not to be sold in any buildings.

Smoking in buildings is not permitted except in rooms provided for that purpose.

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 the people of Michigan informed of 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 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 B-Wells Hall by 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 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. Department 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 is telecast by the University station, WMSB, on channel 10.

Participation of the faculty and staff in WMSB 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 WMSB at Ext. 7573.

University Editor's Office

Another unit of the Department of Information Services, the University Editor's Office, B—Wells Hall, coordinates and processes all University publications except those of such units as the M.S.U. Press, Agricultural Experiment Station, Cooperative Extension Service, Continuing Education Service, and sports.

An editorial service is maintained to handle bulletins, brochures, folders, and similar publications. Staff members are ready to do editorial work after the manuscript is prepared, and to work with printers in carrying the job through to the finished product.

Certain procedures have been established by the Office in the interest of improving quality, effecting economies, establishing more uniform practices, and providing better service to departments, colleges, and

the University. These procedures are administered by the University Editor and reviewed regularly, along with publications produced, by the University Publications Committee.

These procedures, in brief, are:

1) Departments, colleges, or other units contemplating a publication fill out a standardized form bearing the signature of the department head, dean, or director. This form sets forth the working title of the proposed publication, the reason for publication, the anticipated circulation, approximate size, estimated cost, a statement of the availability of funds, and other pertinent information. This is submitted to the University Editor, who reviews with the college or department the general plans for the publication and, if necessary, recommends modifications in line with policies established by the University Publications Committee. A tentative schedule for submission of copy and production of the finished publication is agreed upon at that time.

2) The college or department submits the manuscript and illustrations for the publication, together with a requisition.

3) The University Editor then completes the requisition form by indicating thereon that the proposal conforms to established policies and procedures. Neither the Purchasing Office nor the Business Office will approve any requisition for publications upon which this certification by the University Editor does not appear.

4) The University Editor is responsible for the following aspects of the publication: *editorial*, including organization and presentation of materials, and style and

level of writing; *design and art work*, including determination of the most desirable format from the standpoint of effective communication, cost, and maintenance of professional standards, and execution of over-all design; and *production*, including writing of specifications when quotations are requested from commercial printers, cost estimates, method of printing, and maintenance of printing and delivery schedules.

EMERGENCIES

In case of fire, dial "O." The University operator will in turn report the fire directly to the Fire Department.

To get in touch with Campus Police, call Ext. 2114.

In the event medical or hospital attention is needed in an emergency, Campus Police should be called for either student or staff.

FIELD TRIPS

It is a 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 official travel regulations dated October 1, 1955.

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 Student Services building.

Facilities include houses and units in 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 rooms 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.

LIBRARY FACILITIES

The new Michigan State University Library building contains more than 860,000 volumes. Of these, some 300,000 are United States and United Nations documents.

More than half of the present catalogued book collection is located on open shelves dispersed under six major divisions easily accessible to 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 and Applied Science (Agriculture, Home Economics, Veterinary Medicine)	Third Floor, East

Current periodicals totaling more than 8,000 titles are shelved in the respective divisional reading rooms.

Assigned Reading is serviced from open shelves on the ground floor of the 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 northeast end of 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. Bound periodicals are limited to three-day circulation to students and faculty.

Fifty faculty desks with separately lockable sets of drawers and accompanying bookcases 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 and will be assigned by the Associate Librarian in consultation with faculty advisers.

The U.S. documents, biography and fiction, the Highway Traffic Safety Center collection, and the reading room for micro-films and micro-cards are located on the ground floor at the east end of the building. Certain general periodicals are shelved in the north reading room on this floor.

The alumni have provided an auditorium and a lounge which are located on the fourth floor of the library.

LOST AND FOUND

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

MAIL

Michigan State University maintains a campus mail system which handles all interdepartmental correspondence. Off-campus mail is picked up from departments twice daily, and postage is charged against the department by the mailing room.

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.

MIMEOGRAPHING

The Mimeograph Department, 9 Berkey Hall, is equipped for stencil duplication, lithography, and some printing, such as programs, brochures, and schedules. This unit is also equipped to do simple binding, and paper drilling and cutting. The department makes nominal charges for its services. Telephone: Ext. 2217.

SMOKING

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

- a) Smoking is hereby prohibited:
 - 1) In classrooms, lecture halls and teaching laboratories;
 - 2) In barns and farm buildings except where specifically approved for smoking by the Director of Public Safety;
 - 3) 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.
- b) Smoking is hereby permitted:
 - 1) 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.
- c) Violations of the foregoing sections shall be punishable as a misdemeanor in manner and form provided by the statutes of this State pertaining thereto.

Opportunities

EMPLOYEES' CREDIT UNION

Employees of the University operate the M.S.U. Employees' Credit Union for their mutual benefit. Applications for loans are accepted from full-time regular employees. Information concerning applications and method of payment is available at the Credit Union office, Quonset 59A, Willow Lane (Ext. 3262). Office hours are 9:30 a.m. to 4:30 p.m., Monday-Friday.

MEAL FACILITIES

Union Building

Cafeteria: Monday through Saturday, 11:15 a.m. to 1 p.m. and 5 p.m. to 7 p.m.; Sunday, 12 noon to 2 p.m.

Grill: Monday through Thursday, and Saturday, 7 a.m. to 10 p.m.; Friday, 7 a.m. to 12 midnight; Sunday, 8 a.m. to 10:30 p.m.

Kellogg Center

State Room: Monday through Saturday, 7 a.m. to 10 a.m., 11:30 a.m. to 2 p.m. and 5:30 p.m. to 8 p.m.; Sunday, 8 a.m. to 11 a.m. and 12 noon to 6 p.m.

Cafeteria: Monday through Friday, 7:30 a.m. to 6:30 p.m. Not open Saturday or Sunday.

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, scholarship; 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 them:

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.

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 rooms are available for use.

SOCIAL ACTIVITIES

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

The Faculty Women's 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 male members of the faculty. Club rooms are maintained on the third floor of the Union where various types of recreation are provided.

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 "audit" 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 academic adviser 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 carrying courses for credit, contact the Registrar's office to see what courses are given outside 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 pages 14-17 of this book.

Brief Facts

ABOUT GREATER LANSING

Airlines—Capital Airlines and North Central Airlines.

Altitude—863 feet above sea level.

Bus Lines—Lansing Suburban Lines, Inc.; Greyhound Lines; Indian Trails Bus Line; Shortway Bus Line.

Churches—185 churches representing 32 denominations.

Climate—Average mean temperature: 69° summer, 25° winter; average rainfall: 31.08 inches.

Employment—(Ingham County, 1957): Non-farm, 78,100; industrial, 27,400.

Golf Courses—Six public golf courses (1 18-hole course, 5 9-hole courses) and a course at Michigan State University (18-hole course).

Highways—Seven highways enter Lansing: US 16, US 27, US 127, M 43, M 78, M 99, and M 174.

History—Became capital by act of Legislature in 1847; incorporated in 1859; named for Chancellor John Lansing of New York by early settlers who were from Lansing, N. Y.

Hospitals—Edw. W. Sparrow Hospital (345 beds); St. Lawrence Hospital (330 beds); Lansing General Hospital—Osteopathic (86 beds); Ingham Chest Hospital (157 beds); Ingham County Hospital (189 beds).

Industries—209 industries in Ingham County (85 metal manufacturers, 124 non-metal manufacturers).

Medical—300 doctors in Ingham county; 106 dentists in Ingham county; 26 osteopaths in Lansing area; 18 chiropractors in Lansing area; 31 optometrists in Lansing area; 9 chiropodists.

Newspapers—One daily, THE STATE JOURNAL, with 66,500 circulation; four weekly newspapers.

Parks—35 parks with 1,500 acres; 31 playgrounds.

<i>Population</i>	Lansing	East Lansing
1900.....	16,485	
1910.....	31,229	802
1920.....	57,327	1,889
1930.....	78,397	4,389
1940.....	78,753	5,839
1950.....	92,129	20,325
1956 (Est.).....	109,360	24,420

Radio and TV—Radio: WILS, WJIM, WKAR; TV, WMSB, WILX, WJIM-TV.

Railroads—Chesapeake & Ohio Railway (connections to Detroit and Grand Rapids); Grand Trunk Western Railway (connections to Detroit, Chicago and Port Huron); New York Central System (connections to Jackson, Chicago and Bay City).

Schools—

- 30 elementary with enrollment of..... 11,493
- 4 junior high with enrollment of..... 5,050
- 3 senior high with enrollment of..... 4,004
- Public total enrollment as of June 1958... 20,547
- 8 parochial schools with total enrollment of 4,240 as of January 1958.
- 1 community college with enrollment of 360 as of September 1958.



