



FACULTY FACTS

a policy handbook for faculty

MICHIGAN STATE
UNIVERSITY



Faculty Facts

**A POLICY HANDBOOK
FOR FACULTY**

**PUBLISHED BY
MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN
1964**

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FOREWORD

As a member of the faculty 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.

FACULTY

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 26,000 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 (now University) College was organized in 1944.

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

Michigan State University has a selective admissions policy. Nearly 80 percent of its new freshmen come from the top quarter of their high school graduating classes.

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. This building emphasis has continued to the present

This building emphasis has continued to the present time as Michigan State University continues its efforts to keep pace with the expanding demand for educational opportunities. Of particular interest now is the develop-

ment of the scientific center and residence halls in the southeast portion of the campus. New buildings include the Abrams Planetarium, Cyclotron, Chemistry Building, the Fee and Akers Halls, the International Center, and parking ramp. Numerous other buildings are planned for this area.

Students at Michigan State come from every section of Michigan, every state in the nation, and 90 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—27,766 students (today ranks among the nation's first ten universities in enrollment).

Plant, Equipment and Campus—\$190,000,000—total at-cost value of land, completed buildings and equipment, and partially completed construction as of

June 30, 1964. 4,250 acres at East Lansing, including 880 acres in campus and housing acres; 420 more acres in planned campus; the balance of 2,950 acres in agricultural research.

Faculty and Staff 1963-64—(All figures are equated on the basis of full-time positions.)

INSTRUCTIONAL PROGRAM

Professors	343
Associate Professors	337
Assistant Professors	296
Instructors	196
Temporary and Lecturers	208
Total	1,380

EXTENSION

Professors	16
Associate Professors	24
Assistant Professors	33
Instructors and others	11
Total	84

EXTENSION ADMINISTRATION AND FIELD STAFF

Administration and Supervision	23
4-H Club Agents	59
County Agricultural Agents	81
Home Demonstration Agents	46
Consumer Education Agents	62
Other Field Staff	23
Total	294

RESEARCH

Professors	72
Associate Professors	76
Assistant Professors	72
Instructors and others	161
Total	381

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 eight years, two being elected each even 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 personnel 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 rank of professor, associate professor, assistant professor, or instructor. 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 (the faculty organization

is explained in detail in "By-laws of the Faculty Organization" adopted by the Board of Trustees on December 15, 1961). Briefly, the faculty organization consists of the faculties of the various colleges, and all-university bodies known as the Academic Council and the Academic Senate. The faculties of the several colleges have jurisdiction over academic matters pertaining to the internal affairs of each college. All faculty members holding full-time appointments with the rank of professor, associate professor, or assistant professor are the voting faculty of the college and have a right to vote in the faculty meeting, which is presided over by the Dean of the College. For the purposes of college or departmental action, the voting faculty may extend voting privileges to full-time instructors.

Legislative powers of the University faculty are vested in the Academic Council, which is composed of the President, the Provost, the Deans, the Director of Admissions, the members of the Academic Steering Committee, and two representatives from each college, with the provision, however, that any college with more than forty voting faculty members shall be entitled to one additional representative for every forty members in excess of the minimum. No college, however, may have more than eight representatives. Academic issues of major importance relating to matters of educational policy may be referred by the Academic Council to the Academic Senate, which is composed of the voting faculty of the University.

The agenda for Academic Council and Academic Senate meetings are arranged by the Academic Steering Committee in cooperation with the Office of the President. The Steering Committee is composed of one voting

faculty member elected from each college. The structure and personnel of the committees of the faculty through which much of the work of the faculty participation in the formulation and implementation of the educational policy is carried on is determined by the President, by and with the advice of the Committee on Committees, which consists of one person from each college, who is at the same time a member of the Academic Council.

College faculty meetings are generally held once a term. The Senate meets twice during the academic year, once in fall term and once in spring term. The Academic Council meets at least once a month and more often at the pleasure of the President. A general convocation of the University faculty is held each winter term to receive a message on the state of the University from the President or his academic representative.

GRADUATE PROGRAMS

The Graduate Office, in collaboration with the University Graduate Council, exercises overall review and supervision of the graduate programs conducted in the several colleges. Each college administers its own graduate programs within the framework of policy and regulations established by the University and consistent with the highest national professional standards of the respective fields.

Policies

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 individual 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 faculty, 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 individual 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 are: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

LEAVES OF ABSENCE

General Policy

- a) A sabbatical leave is intended for the mutual benefit of the University and the person granted a leave. It should assist members of the faculty to improve their competence as scholars by providing a period for concentrated scholarly work.
- b) A leave is not granted automatically. Each request should present in considerable detail the activity proposed. All leaves must have the approval of the appropriate officers and of the Board of Trustees.
- c) Within 30 days after returning from sabbatical leave written reports are to be submitted through the appropriate offices to the President.

Eligibility

- a) Only faculty members with tenure shall be eligible for sabbatical leaves. Any exceptions to this will require approval by the Provost and the President

and will be made only when it is in the best interests of the University to do so.

- b) A sabbatical leave shall not be granted to faculty members until they have completed six years of service to the University. Service shall be interpreted to include those activities of interest to and supported by the University, regardless of the source of financial support.
- c) Years of service shall count from the date of full-time appointment, or from the ending date of the previous sabbatical leave.
- d) All leaves of absence shall be excluded in determining years of service.
- e) The length of leaves shall not be extended on the basis of more than six years of service since the last previously compensated leave.
- f) Appropriate applications for a full year of leave (with reduced pay) shall have precedence over shorter term leaves (with full pay).

Types of Sabbatical Leaves

- a) For faculty on 10-month appointments:
 - 1) One term with no reduction in pay.
 - 2) Two terms with a 50 percent reduction in pay for 6 months.
 - 3) Three terms with a 50 percent reduction in pay for 12 months.

Note: These three types of leave do not include the fourth (summer) term of a year, for it is assumed that faculty members who have had a sabbatical leave will use the fourth term as an additional period for concentrated scholarly work.

b) For faculty on 12-month appointments:

- 1) Up to 6 months with no reduction in pay.
- 2) Twelve months with a 50 percent reduction in pay.

Note: The annual vacation of 21 working days is to be included in these two types of leave.

c) For Deans, directors, departmental chairmen, and other administrative officers:

- 1) Three months once in every three years with full pay, but only after three years of administrative service. The annual vacation of 21 working days is to be included in the period of leave.
- 2) In exceptional cases, section b, immediately above, may also be applied to administrative officers provided the individual has rendered at least six years of service to the University since the previous sabbatical, including at least three years in administrative positions.

Conditions

- a) Recipients of sabbatical leaves are permitted to receive money for approved study or research without prejudice to their receipt of income from this institution, provided that the total remuneration from all sources does not exceed that received from this University. The sabbatical leave may not be used to accept paid employment during the period of the leave.
- b) In addition to salary, special arrangements may be made for grants to defray travel and similar coincidental expenses. These arrangements must,

however, be approved in advance as part of the leave application. Funds administered by the University may not be used for the travel and similar expenses of any person other than the recipient of the grant unless the assignment abroad is at least equal to the duration of an academic year.

- c) A recipient of a sabbatical leave of absence is obligated to return to Michigan State University for the following year.

Departmental Adjustments

- a) If a sabbatical leave is granted for one year, academic or fiscal, the department involved will be entitled to use the released funds for a replacement provided approval is given by the Dean of the college.
- b) If leave is granted for less than a year, the department will be expected to make adjustments either by suspending courses or by reassigning other personnel.
- c) Sabbatical leaves shall not be granted to several members of a department concurrently in such a manner as to impair the efficiency of its programs of instruction and research.

LOYALTY 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 faculty 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 faculty 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. However, they should complete the card, except for their signature. In this space they should indicate the country of citizenship.

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.

The University will pay the faculty member the difference between his military pay and allowances and his normal take-home pay for the 15 days of military duty.

When a member of the faculty enters 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 faculty 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 faculty members. In addition such work must be related to the faculty member'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 a faculty member 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 faculty 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, faculty 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 faculty members and the Uni-

versity, faculty 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 faculty members who become candidates for offices of a temporary or part-time nature, such as members of a municipal charter revision commission, member of a local school board, or holder of municipal office.

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

PHYSICAL EXAMINATIONS

New faculty 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 faculty member 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.

Publications to be copyrighted by the University Editor's Office of the Department of Information Services are copyrighted in the name of the Board of Trustees of Michigan State University.

RESEARCH

All-University Research

The All-University Research Fund has been established to support faculty in the development of research. Grants are regarded as a catalyzing agent and are not intended to cover the full cost of a research program. Projects should be clearly stated and should strive for significant contributions. Application forms have been prepared by the Office of Research Development which also include a complete statement of policies and procedures. These should be read prior to the completion of the application. Applications are to be submitted through the respective Dean's office during the spring term on dates announced in the *Staff Bulletin*. It has been the practice to limit the amount of individual grants so that the maximum number of faculty may be served. The administration of projects, after approval by the All-

University Research Committee, is the responsibility of each College.

Sponsored Research

The policies and procedures concerning sponsored research are contained in a publication of the Office of Research Development entitled *Sponsored Research*, pages 50 and 51. Copies are available in the several departments or in the Office of Research Development. Suggestions concerning preparation of proposals as well as indication of selected sources of support for research are contained in this publication.

SAFETY

It is the desire of the Board of Trustees of Michigan State University to conserve the human resources of the University by prevention of accidents to University personnel, students, and visitors which may cause property damage, injury, or loss of life. Humanitarian motives impel the enunciation of the University policy on accident prevention.

It is the policy of Michigan State University to prevent accidents in work, class, and other activities which the University supervises, is responsible for, or sponsors. Each person, regardless of official or unofficial status, who assumes or is assigned responsibility for the work or activities of others is administratively responsible for their safety during such work or activities. Investigation of accidents to University personnel and students during work, class, or sponsored activities is the responsibility of the person whose job it is to supervise the person injured.

It is the intention of the University that there shall be compliance with safe practice standards which are a matter of professional knowledge, and with official codes and regulations.

Each department is responsible for the establishment and preservation of safe conditions and safe practices within the area of jurisdiction of the department.

SICK LEAVE

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

When faculty members are absent from their duties because of illness or incapacity and other members of the faculty 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 faculty 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 compensation 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.

SOLICITATION OF PERSONNEL

Members of the faculty 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.

STUDENT CHEATING

The Academic Council adopted the following set of principles on cheating at its meeting of November 5, 1963:

- A. In instances where only a failing grade in a course is given for cheating, the instructor will notify the student's academic dean in writing of the circumstances. When, in the judgment of the academic dean, further action for repeated violations is warranted, the academic dean may initiate the procedure described below.
- B. In instances of student cheating where the instructor feels that action stronger than a failing grade in the course is indicated, the instructor will report the case to his departmental chairman and to the student's academic dean.
- C. The student's academic dean will arrange for a hearing by a committee to be composed of the academic dean, or his representative, the instructor's departmental chairman, and three members of the *teaching faculty* to be selected from or by the Faculty Standing Committee on Student Affairs. A representative of the vice president for student affairs will serve on the committee *ex officio* and will chair the hearing.

- D. If he so desires, the student may bring his academic advisor or any other faculty member of the University to the hearing.
- E. The committee will recommend the action to be taken, if any, to the vice president for student affairs who will inform the student and institute the recommended action.

TEACHER RATING SCALES

Regulations governing the use of teacher rating scales were adopted by the faculty January 20, 1949. They provide that all new faculty 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 form in at least one course each year.

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

Student Opinionnaires and Teacher Evaluation forms may be obtained from Stores, office supplies section.

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 faculty member who is not to be recommended for reappointment by his department chairman and Dean is so notified in writing by the department chairman by

December 15 preceding the expiration of his appointment, except as provision to the contrary is made at the time of appointment.

If a faculty member who is recommended for reappointment by his department chairman 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 faculty 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 faculty members before their services are terminated. To protect the University in its efforts to find satisfactory replacements, it is expected that faculty members expecting to resign will in every case give at least 90 days' notice to the department chairman or Dean.

These regulations apply only to regular faculty members (and not to temporary lecturers, assistant instructors, and other 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 faculty for the most part are classified on a 10-month basis and teach fall, winter, and spring terms.

Research and extension staff, department chairmen, administrative personnel, 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 faculty are compensated additionally on a percentage basis of their previous year's salary if they teach in a summer term. Summer employment at M.S.U. in a capacity other than teaching must have prior approval of the Board of Trustees. The rate of compensation shall not exceed the amount which the faculty member would have been paid if he had been teaching a full load in the full summer term.

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 faculty teaching in the summer term 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 chairmen. Authorization Form CO-tr-2, or similar form, will be completed and filed in the re-

spective 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 department chairman 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.

Travel Regulations

Details concerning travel are listed in a separate publication, *Travel Regulations*, issued by the University Business Office.

Use of University-Owned Motor Vehicles

A limited number of University-owned motor vehicles is available for the use of qualified faculty and employees for travel on University business. Regulations for their use are to be found in the *Travel Regulations*, approved by the Board in June, 1964, copies of which are available in the departmental offices.

In general, out-of-state travel by University vehicle will be limited to trips extending not more than 500 miles

each way. Special application forms for requesting the use of these vehicles are provided in the departments.

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 faculty member 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 chairman.

At the time of separation from the University, the faculty member 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

GROUP LIFE INSURANCE

For faculty members joining under age 53, group life insurance is also a part of the University security program. Schedule A is the basic program for all the eligible staff. Schedule B is an optional alternate with double the amount of insurance.

<i>Age</i>	<i>Schedule A</i>		<i>Schedule B</i>	
	<i>Amount</i>	<i>Monthly Premium</i>	<i>Amount</i>	<i>Monthly Premium</i>
To 45	\$10,000	\$3.00	\$20,000	\$6.50
45-65	7,500	3.00	15,000	6.50
65 and over	1,000	None	2,000	None

New faculty members may elect the larger coverage at time of appointment. Election at a later date is subject to evidence of insurability or physical examination if the company should require it, at the expense of the insured, and may not be made after age 53.

Premiums are paid by payroll deduction. Faculty obtaining leaves of absence without pay should arrange with the Payroll Department for prepayment of premiums if insurance is to remain in force.

GROUP TRAVEL ACCIDENT INSURANCE

A new "staff benefit" has now been added for those who travel on University business and without expense to the traveler. This is a Group Travel Accident Insurance

policy that provides protection in the amount of five times the annual salary rate of the individual, but not less than \$50,000 or more than \$100,000 as the Principal Sum. The scheduled protection afforded is as follows:

For loss of life	Principal Sum
Both feet or both hands, or sight of both eyes	Principal Sum
One hand and one foot	Principal Sum
Either one hand or one foot and the sight of one eye	Principal Sum
One hand or one foot or sight of one eye	One half the Principal Sum

This is broad coverage for travel and sojourn on the business of the University and includes car, bus, taxi, plane, train, and boat. A travel authorization will identify the travel with University business in the event of injury. A separate booklet is available at the University Business Office and elsewhere which describes in more detail the insurance program.

HOSPITALIZATION AND MEDICAL INSURANCE

Two group plans are available: American Hospital Medical Benefit and TIAA Major Medical.

The details of benefits and costs of these plans are too voluminous to state here. Pamphlets describing them are furnished to new faculty members at time of appointment and are available to other interested persons at the Payroll Division, University Business Office.

New full-time faculty members may enroll in the American plan within 60 days of their employment date.

Enrollment in the TIAA (Teachers Insurance and Annuity Association) Major Medical plan may be in addition to the American plan, or it may constitute the complete family coverage. TIAA requires enrollment within 30 days of the date of appointment in order to avoid the requirement of proving insurability.

Premiums are paid by payroll deduction.

MEDICAL TREATMENT

The Student Health Service (Olin Memorial Health Center) is to be used by the faculty, whenever possible, in treating injuries, which are the direct result of their employment at Michigan State University. These facilities are available for emergency treatment but are not available for treating medical problems of a personal nature.

RETIREMENT PROGRAM

The following statement of retirement policy for faculty members was adopted by the Board of Trustees on February 17, 1962.

Retirement for all faculty will be optional on the first day of July following attainment of age 65 and will be compulsory on the first day of July following attainment of age 70. For continuance in service after age 68, however, a faculty member must be in good health, must pass a physical examination given by the University Health Service, and be rendering effective service to the University.

Sabbatical leaves will not be granted to faculty members after the age of 63. Faculty members who have rendered at least 15 years of service (including those activities of interest to and supported by the University, regardless of the source of financial support) of which five or more years immediately prior to retirement did not include compensated leaves, may serve their final year before retirement on a consultantship basis with agreed upon duties.

Administrative officials, including Deans, directors, and department chairmen, will be relieved of administrative responsibilities on the first day of July following attainment of the age of 65 unless specific exception is made by the Board of Trustees. When relieved of administrative responsibility, they may:

- a) Request one year terminal leave followed by retirement, or
- b) Continue active service (without terminal leave or furlough) to age 70 with assignment to new responsibilities. Salary may be adjusted to a level commensurate with the new duties.

Re-employment of any retired faculty member may be permitted on a year-to-year basis when the retired person is in good health and when his retention is in the best interest of the University. When such continuation is authorized, the beginning date of the approved retirement pension shall be postponed until the end of the extension of active service. The rate of pay during the period of extended services shall be commensurate with the duties.

Retirement Based On 25 Years Of Service

(For faculty who have participated in the University's own non-contributory retirement plan)*

In addition to the option of retiring at age 65, there is also the privilege of retiring on the basis of 25 years of service.

In electing retirement after 25 years of service, except in cases of disability, it should be remembered that the years of service credit under the University non-contributory plan are decreased by the number of years one lacks of attaining age 65.

Pension Plan

When the faculty voted in 1958 to adopt the TIAA pension plan to replace the old University non-contributory plan, the change-over included two special features:

- a) The years of service under the old plan were "frozen" for those participating in TIAA and will be taken into account along with the salary level at retirement time. This pension, calculated in accordance with the rules of the plan, will be an addition to the annuity payable under the TIAA plan and Social Security.

*Those who have joined the faculty since July 1, 1958, have not participated in the old non-contributory plan. This statement does not apply to them for the reason that they may retire under age 65 with no penalty because of the fact that their pensions are entirely dependent on the amount accumulated in TIAA (or CREF—College Retirement Equities Fund).

- b) Anyone who found that he would be disadvantaged by a transfer to TIAA was permitted to remain under the old plan exclusively.

Since July 1, 1958, all new faculty members when eligible participate in the TIAA plan. Faculty holding Cooperative Extension appointments must participate in the federal contributory plan and are excluded from the Social Security program. For this reason, they are permitted to join the old University non-contributory plan or TIAA-CREF.

The TIAA plan is financed by a 5-percent contribution from the participant and a 7½-percent contribution by the University. Its advantage over the other plan is that the "typical" faculty member should accumulate a retirement annuity of approximately half his regular salary, immediately prior to retirement.

Up to one-half of the premium may be deposited in CREF, a companion organization of TIAA, managed by the same directors but under a separate corporate organization. Premiums deposited in CREF are invested in growth-type stocks with the objective of providing an ultimate pension geared to the changing value of the dollar.

More complete information on the TIAA-CREF pension plan is contained in a pamphlet available at the Payroll Division, University Business Office.

Disability Pensions

The University non-contributory retirement plan carries a disability provision for a faculty member who may become disabled after 15 years of service. Details of this benefit may be found in a separate pamphlet describing retirement and life insurance, obtainable at the Payroll Division, University Business Office.

A member of the faculty who is participating in TIAA-CREF may, if disability requires retirement, receive benefits determined by the amount accumulated in his account and his actuarial life expectancy.

Social Security

Regular full-time faculty are covered by Social Security and the benefits are in addition to the University retirement plans. Academic appointees for periods of no more than three months are exceptions under our institutional definition of "temporary."

Effective January 1, 1962, non-resident aliens who come to Michigan State as exchange instructors or professors, research assistants or skilled specialists, or leaders in fields of specialized knowledge are excluded.

Complete information on Social Security benefits, requirements, and regulations may be obtained at the Payroll Division, University Business Office, as well as in a number of local governmental offices.

SICK PAY

The law relating to exclusion of sick pay from taxable income has recently been changed. If the amount paid during a "sick" period is 75 per cent or more of regular pay, there is no exclusion for income tax purposes during the first 30 days. Thereafter it is excludable, as formerly, up to \$100 per week.

Exemption is claimed at the time of filing your annual income tax report. A letter from the department chairman to the University Business Office stating the dates of absence for illness will be the basis for a statement from the Business Office to be filed by the individual with his income tax return.

VOLUNTARY SALARY REDUCTION FOR INCOME TAX ADVANTAGE

The TIAA-CREF retirement plan has been certified as an eligible pension plan for a conversion of salary deduction for the individual's contribution, to a salary reduction added to the University's contribution. This has the effect of reducing the income tax currently, although increasing the amount on which income tax is levied at retirement.

A more complete explanation of this option is available in a memorandum entitled "Income Tax Deferment on Compensation Applied to Purchase Annuities" available at the Payroll Division, University Business Office.

WORKMEN'S COMPENSATION

All University faculty members are entitled to maximum benefits provided under the State Workmen's Compensation Act. Actually, the University has a more generous policy for injured faculty 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 Compensation Act, for at least the first month following an employment accident.

Faculty 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 faculty 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 faculty 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 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

Among the important learning resources available to faculty members are those to be found in the Audio-Visual Center. Films, graphics, and all types of projection, recording, and public address equipment are available. In addition, there is a staff of specialists to assist faculty members with an analysis of instructional needs and with the procurement or production and techniques for effective use of pertinent learning resources. You are invited to call the Center for desired information or services, 355-9619.

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.

Practice rooms for music students are open on Sunday.

Fairchild Theatre is not used for regular classes.

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.

Permits

- a) Permits to be in buildings are necessary if faculty members need to work beyond 10 p.m.
- b) Permits to be in laboratories or classrooms after 10 p.m. are necessary for faculty or graduate assistants. The permits may be requested for the hour beginning at 10 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) Permits are secured by applying through the department chairman 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.

Building Key Deposits

To obtain any key other than a master key, complete the key deposit form (available from the University Business Office) and have it approved by the department chairman in the space indicated. A master key application requires the approval of the Dean in addition to the department chairman. The form is then taken to the cashier in the Administration Building, where the appropriate amount is paid. A deposit of \$2.00 is required for a room key. A \$5.00 deposit is required for a master key. The receipted deposit card is then taken to the Key Shop, Building and Utilities Service Building, where the key is issued.

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, radio, television, and other mass media to the public from teaching, research, and extension personnel; 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 faculty member is needed. Obviously it is impossible for the Information Services staff to keep in frequent contact with all faculty members. For that reason it is highly desirable that each faculty 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, presentation of papers, and other developments of general interest. Through this cooperation the reputation and prestige of Michigan State University can be enhanced.

Design Service

A design 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, lettering, graphs, 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. Included is production of commercial prints, portraits, slides, and motion pictures, both in black and white and in color. A nominal fee is charged for work done by the Photo Lab.

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 organiza-

tions. 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.

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 in WMSB programs is invited. For this purpose, producers and coordinators have been assigned to the various areas represented within the University.

University Editor's Office

The University Editor's Office, B-Wells Hall, a unit of the Department of Information Services, 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 provid-

ing 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:

a) Departments, colleges, or other units contemplating publications fill out a standardized form bearing the signature of the department chairman, 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.

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

c) 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.

d) 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, maintenance of professional standards, and execution of overall 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.

Publications to be copyrighted by the University Editor's Office are copyrighted in the name of the Board of Trustees of Michigan State University.

EMERGENCIES

In case of fire, police emergency, accident necessitating first-aid treatment or need for ambulance transportation, dial, "1-2-3." This is the emergency number to the Department of Public Safety. Their officers will dispatch appropriate equipment and personnel to deal with the emergency.

For routine or non-emergency communications to the Department of Public Safety which deal with police matters, dial 355-2221. If the subject concerns non-police safety problems such as radiation, sanitation, fire prevention, or industrial accidents, call 355-2208.

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 July 1, 1964.

HOUSING

Apartment Housing facilities for newly appointed Faculty members are available on campus. Inquiries concerning Michigan State University owned apartments may be directed to the Married Housing office, 1205 South Harrison Road, East Lansing, telephone 355-9550.

Inquiries concerning houses or apartments in East Lansing or further off campus may be made to the off-campus Housing office, 101 Student Services Building, telephone 355-8303.

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

IDENTIFICATION CARDS

All full-time members of the faculty are provided with identification cards. Similar identification cards are issued to their spouses upon request. They are useful in establishing identity for such campus privileges as use of the library, Intramural Building, and golf course, and organized athletic events.

To possess an ID card, the faculty member and spouse, if desired, may obtain an authorization card from his department. This is presented at the section of the University Business Office located in Vault 3 in the Administration Building, where his photograph is produced and incorporated into the ID card. This service is available Monday through Friday from 8 a.m. to 12 noon and 1 to 5 p.m.

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, 355-5090, Monday through Friday, 8:00 a.m.-5:00 p.m.; and ED 2-6571 evenings and weekends. Rates for rooms are \$8.00 for single occupancy and \$11.00 for twin beds. All guest rooms are complete with twin beds, circulating ice water, full bath, and four-channel radio.

LIBRARY FACILITIES

The Michigan State University Library consists of more than 1,000,000 volumes, including United States and United Nations documents and microforms. For greater accessibility, the book collection is located on open shelves in five divisions. The major divisional libraries and their locations are:

Humanities I	First Floor, North
Humanities II	Ground Floor, North
Social Science	Second Floor, East
Education	Second Floor, North
Documents	Second Floor, West
Science	Third Floor, East

Current periodicals totaling more than 13,000 titles are shelved in the respective divisional reading rooms.

Assigned reading also is arranged on a divisional basis, with each division handling its own reserve desk for the checkout and return of assigned reading books in its area.

In addition to the specialized reference collection maintained by each division, there is a general reference

collection located at the northeast end of the first floor. Reference librarians assist readers in the use of the public catalog, which is located in the main lobby. A reading room for the blind is located near the west end of the first floor corridor.

The circulation desk faces the main lobby. Except for assigned reading books and government documents, all books in the building are checked out and returned at this central desk. In addition to the central book drop at the circulation desk, there is an auto-page book return at the parking lot behind the building.

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 another reader. All books are subject to immediate recall if needed for assigned reading. At the discretion of the divisional librarians, some periodicals and books are restricted to building use only, while others circulate for three-day periods to graduate students and faculty members.

One hundred fifteen faculty carrels on the fourth floor are available for faculty members engaged in research. These carrels are assigned by the assistant librarian.

One hundred desks with lockers are available for graduate students. These desks are located in the stacks areas and are assigned, three students per desk, by the assistant librarian in consultation with faculty advisers.

The Highway Traffic Safety Center collection and the Institute for Community Development Library are housed in the basement stacks. The librarian for these two institute libraries is also in charge of the microform collection; a reading room in the basement stacks houses

the library's collection of microfilm, microcards, microprints and microfiche.

The Labor and Industrial Relations Library is located near the Social Science division on the second floor.

A special Collections area has been established on the third floor to provide better care for the library's rare books. The reading room on third floor, north, houses the map collection and current newspapers from cities throughout the world. An International Programs Library is being rapidly developed on the third floor, adjacent to the science area.

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.

Most mail going overseas should be sent air mail and be so marked. Preferably it should be written on onionskin paper. If a package is bulky and/or heavy, it may be sent at a reduced rate if left *unsealed* and marked *Any Other Mail—Air Mail*. First-class air mail usually takes about five to seven days for delivery; any other mail, going by surface transportation, takes about

six weeks. If an APO number is used, regular air mail rates apply. If there is no APO number, then rates vary according to the country, and are based on the *half* ounce. This applies in all countries outside of the United States except for Canada, where rates comparable to those in the United States apply.

MAINTENANCE CALLS

The Buildings and Utilities Department, 355-3366, is open daily for maintenance calls for 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.

PRINTING AND MIMEOGRAPHING

The University Mimeograph and Printing Service, second floor of the old Food Stores building east of the Stadium, offers quality offset printing and stencil duplication of illustrated manuals, brochures, forms, maps, and reports, and letterpress printing of all University stationery. Xerox 914 copier service is available to departments, also to individuals on a cash basis. Automated offset press linked with Xerox 914 copier provides low budget printing where price is paramount. Another low budget service is provided through Gestefax, an electronic scanner which creates a special stencil whereby illustrative copy heretofore limited to photo offset printing may be reproduced by anyone on a stencil duplicator. Copy for electronic stencils or photo offset plates is composed by Vari-Typer, IBM proportional space, or standard elite carbon ribbon typewriters.

Finishing equipment includes a fully automated eight-station gathering and stapling unit which, with other

heavy-duty motor-driven bindery machinery, offers University departments a convenient source for wire-stitched binding, paper drilling and cutting, collating, back striping of saddle- and side-stitched books, round cornering, perforating, and folding. Charges are on a cost of operation basis.

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 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.

STAFF BULLETIN

The *Staff Bulletin* (commonly called the Blue Sheet) is distributed each Friday throughout the university year. It includes the official calendar and brief notices of interest to faculty. Notices should be typewritten double-spaced and identified with signatures and telephone numbers, and must reach the Office of the Assistant to the President, 318-C Administration Building, prior to the deadline—3 p.m. Wednesday of each week.

TELEPHONE SYSTEM

Michigan State University has one of the latest and most modern telephone systems in the world. The Centrex Telephone System makes possible both direct inward and outward dialing.

TRAFFIC

Faculty members shall register their motor vehicles at the Vehicle Office, Quonset 103. Each person registering a vehicle will receive a parking gate "key card" allowing use of gated parking lots. Registered vehicles may be parked anywhere on campus except in spaces rented to individuals.

Opportunities

CREDIT UNION

University personnel operate the M.S.U. Credit Union for their mutual benefit. Applications for loans are accepted from full-time faculty members. Information concerning applications and method of payment is available at the Credit Union office, 1405 S. Harrison. Office hours are 9:00 a.m. to 4:00 p.m., Monday-Friday.

FAMILY PARTICIPATION

The University offers many opportunities, facilities, and services in which participation by families of faculty members is welcomed. Some of these are as follows:

Alumni Memorial Chapel

The chapel may be used by persons of all faiths, who are associated with the University, for religious services and other appropriate events. For information on use or hours telephone 355-3460.

Cultural Opportunities

The Kresge Art Center exhibits drawings, paintings, sculpture, and related art forms from the University's permanent collection, from rental shows, and from the work of faculty members and students. It is open to the public daily during the school year.

The Lecture-Concert Series each year presents more than 50 programs featuring art and foreign films, travel films, concerts, plays, and lectures. Season or individual tickets may be obtained.

The MSU Chorus welcomes faculty members and their wives and husbands. Each year two concerts are presented, one at Christmas and one near Easter. Those interested should plan to attend the first rehearsal each fall. Rehearsals are held Wednesdays from 7 to 9 p.m. in the choral room of the Music Building.

The Music Department presents many free concerts by faculty members and students during the school year.

The University Theatre presents plays for which season or individual tickets may be obtained.

Library

The University Library is open to all members of the academic community. The only restrictions are that children under eighteen years of age may not check out materials. All others may apply at the library office (Room 121) for permits which carry the privilege of borrowing books for two-week periods. Permits may be used anywhere in the library system, including the Union Browsing Room.

Museum

Three floors of educational displays of historic and scientific interest are open to visitors daily. For information on tours telephone 355-2370.

Nursery School

The Michigan State University Laboratory Preschool, which enrolls preschool children, is administered by the Home Management and Child Development Department in the College of Home Economics as a laboratory for students studying child development and family relations. Families who enroll their children agree to cooperate with students and staff in working toward their study goals.

Any family in the community, including faculty families, may make application to enroll their children. Enrollment is limited to a total of 58 children, in five age groups. Children within each age group are enrolled in order of date of application insofar as this plan meets the educational objectives of the laboratory school. The school reserves the right to make the final decision as to the enrollment of any child.

Each group is in the charge of a qualified head teacher. Students participating and observing in the program are under the supervision of the head teacher.

For further information on ages, hours, and fees telephone 355-7748 or 355-7681.

Psychological Clinic

The Department of Psychology operates a Psychological Clinic as part of its instructional and research programs. All residents of the state of Michigan, except those who are students in the University, may apply for services offered by the Clinic. (Students apply to the Counseling Center.) The number of individuals who can be accepted is limited. Only those who can be served well by a training-research clinic are accepted. Application may be made by letter or telephone.

Publications

The *Michigan State News*, a morning newspaper, is published by MSU students on class days Monday through Friday of the fall, winter, and spring terms and twice weekly during the summer term. It reports campus, area, and world news.

The *Staff Bulletin* (or "Blue Sheet") is distributed to faculty each Friday during the University year and early summer. It lists events on the official University calendar

and carries notices of educational, cultural, and other events of interest to faculty members and their families.

Social Activities

The Faculty Folk Club was organized in 1923 to assist wives of faculty members to become acquainted, particularly outside their husbands' departments. It includes many interest groups: book review, book exchange, bridge, bowling, drama, gourmet cookery, golf, French, Spanish, Japanese, sewing, physical fitness, modern dance, and Newcomers' Club. Newcomers' Club, which invites two-year membership by wives of new faculty members, meets monthly. Meetings of Faculty Folk are usually held on the second Friday of the month during the academic year. Dues of \$1.50 per year include membership in both Faculty Folk and Newcomers' Club. Members are eligible for all general meetings and interest groups.

Sports

Family swimming is held Friday evenings in the Women's Intramural Building and the Men's Intramural Building, in the indoor and outdoor pools depending on the time of year. Children above a certain age may accompany their parents. There is a small admission fee.

Athletic facilities in the Men's Intramural Building may be used free of charge during open hours by male faculty members with one male guest each, age 14 years or above.

For further information on the women's program telephone 355-4730; men's program, 355-5250.

The Forest Akers Golf Course includes 18 holes, practice driving range, and practice greens. Faculty members, their wives and husbands, and children age 14 and

over may use the course at \$1.50 per 18 holes on Saturdays and Sundays and 90 cents weekdays. Family memberships are available at \$45 and \$75 per season.

The Ice Arena in Demonstration Hall is open all year for skaters of all ages. There is a small fee. During the fall, winter, and spring adult group classes are held Thursday evenings, toddlers' classes (age 2-5) at noon, and open skating at certain hours daily. Open skating is held every evening during the summer term. For further information telephone 355-2380.

MEAL FACILITIES

Union Building

Cafeteria: Monday through Friday, 11:15 a.m. to 1:15 p.m. and 5 to 7 p.m.; Saturday, 11:30 a.m. to 1 p.m. and 5 to 7 p.m.; Sunday, 12 noon to 2 p.m.

Grill: Monday through Thursday, 7:15 a.m. to 11 p.m.; Friday and Saturday, 7:00 a.m. to 12:30 p.m.; Sunday, 10 a.m. to 11 p.m.

International Center

Crossroads Cafeteria: 7:30 a.m. to 4:00 p.m., Monday through Friday.

Kellogg Center

State Room: Monday through Saturday, 7 to 10 a.m., 11:30 to 2 p.m. and 5:30 to 8 p.m.; Sunday, 8 to 11:15 a.m. and 12:15 to 6 p.m.

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

Owen Graduate Center

Cafeteria-Coffee Shop: Monday through Saturday, 7 a.m. to 11 p.m.; Sunday, 8 a.m. to 11 p.m.

Woodland Dining Room: Monday through Saturday, 5:30 to 7 p.m.; Sunday, 12 noon to 2 p.m.

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.

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

Alpha Chi Sigma, chemistry; Alpha Delta Sigma, advertising; Alpha Delta Theta, medical technology; Alpha Epsilon Rho, radio; Alpha Kappa Delta, sociology; Alpha Kappa Psi, business administration; Alpha Lambda Delta, freshman women; Alpha Phi Omega, campus service; Alpha Phi Sigma, police administration; Alpha Zeta, agriculture; Beta Alpha Sigma, landscape architecture; Beta Beta Beta, zoology; Beta Gamma Sigma, commerce; Blue Key, men's student leadership; Chi Epsilon, civil engineering.

Delta Omicron, music; Delta Phi Delta, art; Delta Phi Epsilon, foreign service; Delta Psi Kappa, physical education; Delta Sigma Pi, business; Delta Sigma Rho, speech; Eta Kappa Nu, electrical engineering; Gamma Alpha Chi, women's advertising; Kappa Delta Pi, education; Mortar Board, junior women's honorary; Omicron Nu, home economics; Phi Alpha Theta, history; Phi Delta Kappa, men's education; Phi Epsilon Kappa, men's physical education; Phi Eta Sigma, freshman men; Phi Gamma Nu, commerce; Phi Kappa Phi, scholarship; Phi Lambda Tau, engineering; Phi Mu Alpha, music; Phi Zeta, veterinary medicine.

Pi Alpha Xi, floriculture; Pi Beta Lambda, business education; Pi Kappa Gamma, packaging; Pi Mu Epsilon, mathematics; Pi Omega Pi, business education; Pi Sigma Alpha, political science; Pi Sigma Epsilon, food distribution; Pi Tau Sigma, mechanical engineering; Psi Chi, psychology; Sigma Delta Chi, journalism; Sigma Delta Pi, Spanish; Sigma Gamma Epsilon, geography and geology; Sigma Lambda Chi, residential building; Sigma Phi Delta, engineering; Sigma Pi Eta, hotel and restaurant; Sigma Pi Sigma, physics; 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. They include:

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.

QUONSET COOPERATIVE NURSERY

The Quonset Cooperative Nursery School is operated for the children of Michigan State University faculty and staff. It provides mornings (9-11:30) sessions on Monday, Wednesday, and alternate Fridays, or Tuesday, Thursday, and alternate Fridays for children 2½ to 5, grouped according to age. It meets in quonsets 12 and

13 located at the corner of Willow Lane and Harrison Road and its school calendar coincides with that of the University. It is a state licensed nursery school with qualified teachers and is a member of the Michigan Council of Cooperative Nurseries. Qualified persons interested in enrolling are invited to call the school at 355-2147.

RECREATION

Recreational facilities for faculty members are sponsored by the University.

Season tickets for all home Michigan State University athletic events may be purchased through the athletic ticket office, 355-1610.

Faculty may purchase season tickets for the Lecture-Concert series through the ticket office in the Student Union, 355-3361. Each year some of the world's most famous musical and dramatic artists and groups are presented in this series.

The University Theatre of the Department of Speech presents a series of plays during the year. Season tickets for these productions are sold at the beginning of each academic year, and a limited number of individual tickets are available approximately two weeks before each performance at the Fairchild Theatre ticket office, 355-0148. The Department also sponsors a season of plays during the summer session in the Summer Circle arena theatre. For information call 355-6690.

Intramural sport activities and facilities are available to men and women of the faculty at designated hours to be announced at the beginning of each quarter.

The Student Union building offers recreational facilities of many varieties for faculty members as well as students. A bowling alley, billiard room, music room, browsing room, and the U.N. Lounge are available in the Union. The Union Building also maintains a barber shop.

SOCIAL ACTIVITIES

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

The Faculty Women's Association maintains a meeting room and lounge on the third floor of the Union.

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 faculty members:

- a) 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.
- b) A full-time faculty member not enrolled in credit courses may enroll in a course as an "audit" without charge with the approval of the department chairman and Dean of the college in which the

course is offered. Approval of the Registrar's office is also necessary. Faculty members enrolled in credit courses desiring to "audit" courses must sign up through their academic advisers and the courses must appear on their enrollment cards.

- c) Under certain conditions, leaves of absence are granted to enable faculty members to carry on their studies with full or part salary. Further details appear on pages 9-12 of this book.

Brief Facts

ABOUT GREATER LANSING

Accommodations — Seven hotels with 1,254 rooms. 32 motels with 765 units.

Altitude — 863 feet above sea level.

Area — 29 square miles.

Banks — Five major banks in Greater Lansing Area.

Church — 195 churches representing 33 denominations.

Climate — Mean temperature, 69° summer, 25° winter. Average rain-fall, 31.08 inches.

Communication — One daily and six weekly newspapers. Five radio stations, including WKAR on the Michigan State University campus. Two television stations, including WMSB on the Michigan State University campus.

Education — Lansing has 47 public schools with a total enrollment of 27,566 students; a Community College with 1,934 students; and 11 parochial schools with 5,500 students. The Michigan School for the Blind has 270 students.

Employment — 1964 average for the metropolitan area: total non-farm 110,000; industrial, 30,300; unemployment, 2,600.

Entertainment — \$5 million Civic Center building, seven public golf courses, 80 parks, 46 playgrounds, two public swimming pools, nine theaters including four drive-ins.

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.

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

Medical — Five hospitals with a total of 1,052 beds.

<i>Population</i>	Lansing	E. Lansing	Metro. Area*
1940	78,753	5,839	191,411
1950	92,129	20,325	244,159
1960	113,058	30,198	299,300

*Includes Ingham, Eaton, and Clinton counties.

Tax Rate — Lansing, 1964, \$58.53 per \$1,000 assessed valuation; East Lansing, \$65.00; Meridian Township, \$55.72.

Transportation — United and North Central airlines, Capital City Airport. Local bus line and four area bus lines. Three railroads: Chesapeake and Ohio, Grand Trunk, and New York Central.

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