



FACULTY FACTS

A POLICY HANDBOOK FOR MSU FACULTY

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A POLICY HANDBOOK FOR FACULTY 1966
MICHIGAN STATE UNIVERSITY, EAST LANSING

STORY TELLING

BY THE AUTHOR OF "THE STORY OF THE LITTLE BOY WHO WAS AFRAID OF THE DARK"

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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.

MSU in Focus

When Michigan State University — then Agricultural College of the State of Michigan — 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. The new two-year College of Human Medicine admitted its first students in September, 1966. 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 35,000 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 the establishment of the Honors College and in 1965 with the formation of the new semi-autonomous Justin S. Morrill 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 time as Michigan State University continues its efforts to keep pace with the expanding demand for educational opportunities. Of particular interest now is the development of a scientific center and adjacent academic residence halls. New buildings include the Chemistry and Biochemistry buildings, MSU/AEC Plant Research Laboratory, Cyclotron Laboratory, Abrams Planetarium, and four new dormitories: Fee, Akers, Holmes and Hubbard. Numerous other buildings are planned for this area.

Students at Michigan State come from every section of Michigan, every state in the nation, and 80 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 — Association of American Universities, National Association of State Universities and Land Grant Colleges; National Commission on Accrediting, and the North Central Association of Colleges and Secondary Schools.

Enrollment — 35,580 students (today ranks among the nation's first 10 universities in enrollment).

Plant, Equipment and Campus — \$248,000,000 — total at-cost value of land, completed buildings and equipment, and partially completed construction as of June 30, 1965. 4,900 acres at East Lansing, including 1,515 in campus and housing areas; 490 in planned campus, and the balance in agricultural research.

Faculty and Staff

Instructional Program

Professors	444
Associate Professors	330
Assistant Professors	368
Instructors	243
Assistant Instructors and Lecturers	193
Total	1,578

<i>Research</i>	<i>Experiment Station</i>	<i>Research Grants</i>	<i>Total</i>
Professors	52	32	84
Associate Professors	45	32	77
Assistant Professors	35	53	88
Instructors	5	32	37
Research Associates	5	50	55
Assistant Instructors	9	59	68
Total	151	258	409

Extension

Professors	21
Associate Professors	26
Assistant Professors	32
Instructors and Others	9
Total	88

Extension Administration and Field Staff

Administration and Division Staff	18
County Extension Agents, 4-H	60
County Extension Directors	78
County Extension Agents	49
County Extension Agents, Home Economics	64
Marketing Agents	17
Other Field Staff	5
Total	291
Administrative-Professional	379
Clerical-Technical	1,609
Labor	2,500

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 except August. Items requiring Board action are due in the President's or Provost's office by Monday of the week preceding the Board meeting. Blanks for use in recommending terminations, appointments and leaves may be obtained in the Dean's 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 ("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. Aca-

ademic 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 five faculty members elected by the Academic Senate. 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 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

Individuals may be offered employment at the University even though they have immediate relatives already on the University payroll.

The employment of relatives in the same department should be discouraged, but in certain instances exceptions will be approved. Under no circumstances will an employee be placed under the direct supervision or control of a 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, Friday following Thanksgiving, Christmas, and the half-day preceding Christmas Day and New Year's Day.

Instructional Rating Reports

As an aid in collecting information which will be helpful in the improvement of learning, Student Instructional Rating Reports are used. Regulations governing their use were adopted by the faculty January 20, 1949. They provide that:

- a) All new faculty members will use the Student Instructional

Rating Reports in at least one course each term for at least one year.

- b) Full-time faculty members who have been with the University more than one year will use the Rating Reports in at least one course each year.
- c) Graduate Assistants will use the Rating Reports in every course each term. Graduate Assistants will confer with their supervisor or department chairman regarding the rating results.
- d) Results of ratings are considered the personal property of all faculty except graduate assistants and are to be used as the individual faculty member sees fit.

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, 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 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. This does not mean approval for private practice of the staff in Human and Veterinary Medicine.

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 University, 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, members of a local school board, or holders 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 for any purpose whatsoever on the campus without written permission from the Secretary of the Board of Trustees.

Student Cheating

The Academic Council has adopted the following set of principles on cheating:

- 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 adviser 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.

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-around 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 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 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-1d 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 are 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. (Applicable to vehicles assigned to departments and those in the motor pool.)

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 a physical examination 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 Staff Benefits Division 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 Staff Benefits 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 31 days of the date of appointment in order to avoid the requirement of proving insurability.

Premiums are paid by payroll deduction in advance of premium period.

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 10-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 Staff Benefits Division, University Business Office.

Disability Pensions

The University non-contributory retirement plan carries a disability provision for faculty members who may become disabled after 15 years of service. Details of this benefit may be found in a separate pamphlet describing retirement obtainable at the Staff Benefits 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 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

Sick pay is excludable from income up to \$100 per week even though it has been reported as a part of earned income on the W-2 form. At the present time, no exclusion is recognized for the first 30 calendar days of absence for illness or injury. Deduction of any amount of sick pay on the income tax report should be accompanied by a letter from the University Business Office certifying the dates of absence from work. This information should be furnished to the Business Office by the Department chairman.

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 Deferral on Compensation Applied to Purchase Annuities" available at the Staff Benefits 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

Instructional Media Center

Among the important learning resources available to faculty members are those to be found in the Instructional Media Center. Films, graphics, closed-circuit television, 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, 5-9621.

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 building.

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.

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 Fee 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, 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 organizations.

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 extends 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, Fee 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, and Continuing Education Service.

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.

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 established policies. 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 done so 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 5-2221. If the subject concerns non-police safety problems such as radiation, sanitation, fire prevention, or industrial accidents, call 5-2208.

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. See procedures for field trips in *Manual of Business Procedures*.

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 5-9550.

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 5-8303.

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, 5-5090, Monday through Friday, 8:00 a.m.-5:00 p.m.; and ED 2-6571 evenings and weekends. Rates for rooms are \$8.50 for single occupancy and \$13.00 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 1,300,000 volumes, including United States and United Nations documents and titles available in the various microforms. Current periodical subscriptions total more than 12,000 titles.

The Reference Library is the central information spot for all of the University Libraries. Reference librarians provide bibliographic assistance, aid readers with the use of the public catalog, fulfill inter-library loan requests, answer reference questions, and accept requests for delivery of materials to faculty offices.

Curriculum related materials can be placed in assigned reading collections to assure a wider circulation of the materials. Handling of materials for these collections is done by the reference librarians.

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 drive-up book return at the west entrance of the museum parking lot.

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. Some periodicals and books are restricted to building use only, while others circulate for three-day periods to graduate student and faculty members.

Over a hundred carrels are available to faculty members engaged in research. The applications for carrels should be made to the Assistant Director.

The University Libraries contain several small collections of materials devoted to specific needs. For example, the Special Collections has been established to provide better care for the libraries' rare books; the microform collection contains micro-reproductions of materials not available in book form; the Continuing Education Library contains several thousand state and municipal documents; U.S., U.N., and foreign government documents are available through the bibliographies in the Documents Library; and popular current fiction is in the Browsing Room in the Union building.

Lost and Found

The campus "lost and found" service is maintained in the check-room on the main concourse of the Union building. Call 5-3497. Hours 8 a.m. to 4:30 p.m., Monday through Friday.

Maintenance Calls

Physical Plant Service: The Physical Plant Maintenance Department (dial 5-1716) is open daily for all maintenance calls pertaining to buildings and/or utilities from 8:00 a.m. to 4:45 p.m. For emergency maintenance service from 4:45 p.m. to 8:00 a.m. daily and all day on Saturdays, Sundays, and holidays, please dial "0".

Married Housing: For maintenance service in Married Housing areas, call 5-9550 from 8:00 a.m. to 5:00 p.m.; from 5:00 p.m. to midnight, call 5-9557; for emergencies after midnight, dial "0".

Grounds Maintenance: The Grounds Maintenance Department (dial 5-7750) is open daily for all maintenance calls pertaining to grounds maintenance service from 7:30 a.m. to 4:30 p.m. For emergency maintenance service from 4:30 p.m. to 7:30 a.m. daily and all day on Saturdays, Sundays and holidays, please dial "0".

Messenger Service

Michigan State University maintains a messenger and mailing service which provides a means of distributing official University communications on campus. Stops are made in all main departmental offices where Faculty and Staff may call for and leave mail for campus distribution. Also, off campus mail is picked up twice daily and taken to the mail room where it is metered with the correct postage and mailed from the East Lansing Post Office.

Examples of communications that are distributed on campus are: Notices of faculty meetings or other University department sponsored affairs or programs, communications from one department of the University to another, and memorandums from one individual to another when pertaining to University business. Those that cannot be distributed are: Requests for contributions (except Community Chest), sales or collections by campus organizations, notices of political meetings, organization meetings (except meetings of learned and professional societies), church announcements, etc. Interdepartmental re-use envelopes, available in two sizes from General Stores, should be used for on campus communications.

Printing and Mimeographing

The University Mimeograph & Printing Service, second floor of Central Services building, telephone 5-6610, produces illustrated brochures, manuals, reports, forms, maps, catalog envelopes, announcements, and related items, including official University stationery, by offset printing, letterpress, stencil duplication, and copier systems. Offset equipment includes presses up to 17x22 sheet size, a 20x24 darkroom camera and complete equipment for metal and paper photo offset plates. An efficient stencil duplicating section, plus small rotary letterpresses used only to print stationery, round out pressroom equipment. Copier service, both Xerox 914 and 3M System A-09, is available not only to departments but also to individuals on a cash basis. Stencils and paper offset masters typed or drawn on by departments will be run. Other low-budget duplicating is available either through the A-09 or automated offset. Stencil copy too complex for hand preparation is produced economically

on the Gestefax, an electronic scanner which prepares a special stencil that can be run 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 cutting, drilling, collating, back striping of saddle- and side-stitched books, round cornering, perforating, and folding. Charges are on a cost of operation basis; see MSU Manual of Business Procedures, Section Mi, for details.

Publications

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.

Format magazine is published five times each year for faculty, staff and their families. It is distributed by mail to the homes of all employees. It is edited and produced by the University Editor's office under the direction of an advisory committee.

MSU News Highlights is published the week in advance of each meeting of the Board of Trustees. News items concerning the University are included, as well as personal items concerning the activities and accomplishments of faculty members. It is produced by the University Editor and distributed to faculty by the office of the Provost.

Bylaws of the Board of Trustees of Michigan State University are available in printed form from the Office of the Secretary, Administration Building.

Ordinances of Michigan State University are available from the Department of Public Safety.

Smoking

The following regulations have been approved by the Board of Trustees:

- 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.

Telephone and Address Changes

It is very important to yourself and to the University that changes in telephone number and address (both home and on campus) be reported promptly. This information is vital to the Payroll Office, Telephone Center, and various other areas on campus. The correct procedure for reporting such change information is as follows:

Obtain an Address Change Card (IBM card # MSU 717) from your main department office. Fill in your name, social security number, and only the change you are making, and return the card to your main department office. It is the responsibility of the main department office to forward the card to the Data Processing Department, where the change information will be processed and distributed to the various areas requiring such change information.

These updating procedures are carried on throughout the year and should not be confused with the annual updating of telephone and address records which the Registrar's Office performs each year in July and August.

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. A nominal parking fee may be paid in cash or by payroll deduction. Registered vehicles may be parked in legal parking spaces on campus except in those 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 Road. Office hours are 9:30 a.m. to 5:30 p.m., Monday through 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 5-3464.

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. The gallery is open to the public daily from 9 a.m. to 12 noon and 1 to 5 p.m., Tuesday evenings 7 to 9 p.m., and Saturday and Sunday 2 to 5 p.m.

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 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 5-2370.

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 5-7748 or 5-7681.

Planetarium

The Abrams Planetarium is an unusual facility, providing excellent family educational programs on the universe. Monthly scheduling is followed, with programs planned Friday through Sunday weekly. It is advisable to secure tickets in advance. A black-light gallery is also featured in the building.

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. Services include diagnostic evaluations and psychological treatment. (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 students on class days Monday through Friday of the fall, winter, spring, and summer terms. It reports campus, area, and world news.

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 5-4730; men's program, 5-5250.

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, Sundays, and holidays, and \$1.50 per 18 and \$1.00 per 9 on weekdays. 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 5-2380.

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 a.m. 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.

Ice Arena

Grill: 7:30 a.m. to 4 p.m. Monday through Friday.

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 admin-

istration; 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 about 60 social fraternities and sororities represented at Michigan State.

Quonset Cooperative Nursery

The Quonset Cooperative Nursery School is operated for the children of faculty and staff. Its teachers and facilities are state certified, and it is a member of the Michigan Council of Cooperative Nurseries. The Quonset School is open to children age 3 (by December 1 each year) to 5. The children are grouped according to age, and meet in morning or afternoon sessions, two to three times per week. Parents participate in three or four class sessions

per term. The school calendar coincides with that of the University. Further information can be obtained by requesting the school's telephone number from the University Operator (5-1855).

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, 5-1610.

Faculty may purchase season tickets for the Lecture-Concert series through the ticket office in the Student Union, 5-3361. 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, 5-0148. The Department also sponsors a season of plays during the summer session in the Summer Circle arena theatre. For information call 5-6690.

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

The Michigan State University Faculty Club is open for membership to all faculty and administrative-professional people on the campus. At the present time club rooms are maintained on the third floor of the Union building, where cafeteria luncheons are available four days each week and recreational facilities are provided. On Tuesdays the Faculty Club has a luncheon program with entertainment. Planning is underway for new Faculty Club facilities adjacent to the campus.

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 7-9 of this book.

Brief Facts About Greater Lansing

Accommodations — Seven hotels with 1,254 rooms, 36 motels with 1,045 units.

Altitude — 863 feet.

Banks — Five.

Churches — 211, representing 33 denominations.

Climate — Mean temperature, 69° summer, 25° winter. Average rainfall, 31.08 inches.

Communication — Two daily and seven weekly newspapers. Six radio stations, including WKAR and WKAR-FM on the campus. Two television stations, including WMSB (10) on the campus.

Education — Michigan State University, Lansing Community College, Great Lakes Bible College, Lansing Business University, 58 public schools, 13 parochial schools, Michigan School for the Blind and Michigan Boys' Training School.

Employment — 1965 average for the tri-county area: Non-farm 115,700; industrial 36,800; unemployment 1.8 per cent.

Entertainment — \$5 million Civic Center building, nine public golf courses, 87 parks, 46 playgrounds, two public swimming pools, 11 theatres (including five drive-ins).

History — Lansing was named for Chancellor John Lansing, with early settlers coming from Lansing, N. Y.; it became the state capital in 1847, and was incorporated in 1859.

Industries — 209 in Ingham County, 85 metal manufacturing and 124 non-metal.

Hospitals — Five hospitals with 1,318 beds.

<i>Population —</i>	<i>Lansing</i>	<i>East Lansing</i>	<i>Metro. Area</i>
1940	78,753	5,839	191,411
1950	92,129	20,325	244,159
1960	113,058	30,198	299,300
1965 (est.)	120,023	30,208	314,300

Tax Rates — Per \$1,000 of assessed valuation: Lansing \$60.65, East Lansing \$72.10, Meridian Township (Okemos school district) \$57.80.

Transportation — United and North Central Airlines at Capital City Airport, local bus service, four area bus lines, and campus bus line. Three railroads: Chesapeake and Ohio, Grand Trunk, and New York Central. I-96, US-127, US-27, M-99, M-78 and M-43.

Major Payrolls —

General Motors (Oldsmobile, Fisher Body)	\$162,438,100
Michigan State University	58,556,619
State of Michigan	54,307,679
Motor Wheel (Goodyear)	20,000,000
White Motors (Reo)	15,083,962
Lansing Public Schools	14,592,000
Other	23,493,891
Total	\$348,472,251



