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**POLICY HANDBOOK  
FOR MSU FACULTY 1968**



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FOR FACULTY

MICHIGAN STATE UNIVERSITY  
EAST LANSING      1968



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## **Foreword**

This *Policy Handbook* 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 guide to you in your affiliation with MSU.

# 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 pioneer land-grant college, 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, one-fourth of their time. 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 that grew into separate colleges of engineering (1885), of home economics (1896), of veterinary medicine (1909), and of business administration (1925) were only the beginning. In 1922 and 1924, formation of the divisions of applied science and liberal arts — combined in 1944 — opened further fields of specialization. Today, these are included in the Colleges of Arts and Letters, Natural Science, and Social Science. The College of Education, begun as a department in 1908, was established in 1952, and the nation's first College of Communication Arts was opened in 1955. The new College of Human Medicine admitted its first students in 1966. New courses and the growing interest in college training increased the enrollment from 500 at the end of the 1890s to more than 5,000 at the end of the 1930s, and to 16,000 by 1949. Present enrollment is more than 39,000 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 forma-

tion of Justin Morrill College, the first of three small residentially based colleges within the larger university. The other two, James Madison College and Lyman Briggs College, opened in 1967.

Michigan State University has a selective admissions policy. More than 80 per cent of its new freshmen come from the top quarter of their high school graduating classes. Also, there are special programs to identify and recruit the severely disadvantaged from all ethnic backgrounds.

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 is still a major concern as Michigan State University continues its efforts to keep pace with the increasing demand for educational opportunities. Of particular interest is the development of a science complex which includes new buildings for Chemistry, Biochemistry, Pesticide Research, the Cyclotron, Abrams Planetarium and the MSU/Atomic Energy Commission Plant Research Laboratories. Nine academic-residence halls are part of the largest on-campus housing program in America. Other major construction projects include a new administration building and an addition to the library.

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, American Council on Education, and the North Central Association of Colleges and Secondary Schools.

*Enrollment* — 39,000 students (the nation's 11th largest university in enrollment).

*Plant, Equipment and Campus* — \$309,574,911 — total at-cost value of land, completed buildings and equipment, and partially completed construction as of June 30, 1967. More than 5,000 acres at East Lansing, including 2,010 in existing or planned campus development, the remainder devoted to agricultural research and other uses.

## Faculty and Staff

All figures are based on full-time positions.

### *Instructional Programs*

Professors .....	626
Associate Professors .....	407
Assistant Professors .....	507
Instructors .....	261
Assistant Instructors and Lecturers .....	156
Other Academic Staff .....	107
<b>TOTAL</b> .....	<b>2,064</b>

### *Research Grants and Others*

Professors .....	47
Associate Professors .....	39
Assistant Professors .....	74
Instructors .....	45
Others .....	148
<b>TOTAL</b> .....	<b>353</b>

### *Extension*

Professors .....	29
Associate Professors .....	28
Assistant Professors .....	24
Instructors and Others .....	10
Field Staff .....	259
<b>TOTAL</b> .....	<b>350</b>

### *Experiment Station*

Professors .....	70
Associate Professors .....	30
Assistant Professors .....	38
Instructors and Others .....	13
<b>TOTAL</b> .....	<b>151</b>

Total Faculty .....	2,918
Administrative-Professional .....	450
Clerical-Technical .....	1,800
Labor .....	2,775

# 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 from the offices of the deans.

It is the policy of the Board for all University personnel to take up with the President, through their respective deans, all official business scheduled to come before the Board.

## The Faculty

The regular faculty of the University consists of the President, Provost and all persons appointed under the rules of tenure and 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 specified in the "Bylaws of the Faculty" adopted by the Board of Trustees, July 11, 1968. Briefly, the faculty organization consists of the faculties of the various departments and the colleges as well as the all-university bodies known as the Academic Council and the Academic Senate. The faculty of each college has jurisdiction over its own internal academic affairs. Each has an elective College Advisory Council. The faculty members holding appointments with the rank of professor, associate professor, assistant professor, or instructor are the voting faculty on internal matters in both the college and the department.

Legislative powers of the University faculty are vested in the Academic Senate and the Academic Council. The Academic Senate is composed of professors, associate professors, and assistant professors of the regular faculty of the University. The Senate acts upon matters reported from either the Academic Council or the Steering Committee of the Faculty. It meets once in fall term, once in spring term, and at the call of the President or the Academic Council. A convocation of the University faculty is held each winter term, on the evening of the Monday nearest February 12 (Founders' Day), to receive from the President a message on the state of the University.

The Academic Council is composed of the Elected Faculty Council, the Appointed Council of deans, certain *ex officio* members, and three student representatives (two undergraduates and one graduate). To the Elected Faculty Council, which includes the President, Provost, and members of the Steering Committee of the Faculty, each college elects one or more members. The Secretary of the Faculties serves the Senate and the councils. The Academic Council acts for and on behalf of the Senate and advises the President on all matters of educational policy. The Academic Steering Committee, composed of five members elected by the Senate, after open hearings prepares the agenda for meetings of the Senate and the councils. Academic Council meetings are open; Elected Faculty Council and Senate meetings are closed.

College faculties elect the members of each University faculty standing committee. The President appoints faculty members to faculty-student committees from nominations by the Committee on Committees.

### **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.

# Academic Personnel Policies

## Appointment Period

Faculty appointments, except for special temporary ones, are on either a 10-month or 12-month basis. In either case the salary is paid in 12 equal installments on the last day of each month.

Teaching faculty members on a 10-month basis teach three terms, usually the fall, winter and spring terms, and generally are free to use the other two months as they wish. If they teach the summer term, in addition to fall, winter and spring terms, they are compensated additionally on a percentage basis of their previous year's salary (three percent for each week of full-time teaching with a maximum of 10 weeks). No TIAA-CREF contributions are made on this pay. Separate checks are issued for summer work.

Members of the faculty appointed on a 10-month basis are expected to report in the fall for any departmental meetings before registration and continue through commencement and the reporting of grades in the spring term.

Faculty members with year-round responsibilities are appointed on a 12-month basis with an annual vacation of one calendar month (21 working days). No additional compensation is made for summer work, whether it be research, extension or teaching.

## Appointments in the Tenure System \*

Recommendations for faculty appointments originate in the department and are reviewed successively by the dean, the Provost and the President who make the final recommendation to the Board of Trustees for action.

Appointments to the ranks of professor, associate professor, assistant professor, and instructor normally are made under the provisions of the Michigan State University tenure system. Note: Since the *Operating Principles* of the tenure system specify how the appointment periods are calculated and the policies for the review of appointments, the appointment forms should *not* list an ending date.

### *Physical Examination*

Every new faculty member is required to have a complete physical examination before the approval of his appointment by the Board of Trustees. The examination is given at the Olin Memorial Health Center on the campus; or if the potential faculty member is unable to be in East Lansing for the examination, arrangements may be made through the Secretary's Office to have the examination made by his personal physician.

\* See page 9, Temporary Appointments not in the Tenure System.

## *The Tenure System*

A *professor* "has tenure" (appointment for an indefinite period without a terminal date) from the date of the original appointment at that rank.

An *associate professor* who has not served previously at Michigan State University is appointed for a probationary period of two years. If he is reappointed, tenure will be granted.

An *assistant professor* who has not served previously at Michigan State University is appointed for a probationary period of three years. He may be reappointed for an additional probationary period of three years. If he is reappointed a second time at that rank, tenure will be granted. If at any time during these two three-year periods he is promoted to the rank of associate professor, tenure will be granted.

An *instructor* is appointed initially for a two-year probationary period. This appointment may be followed by a second two-year probationary period and by an additional probationary period of three years, after which, if he is not promoted to the rank of assistant professor, the appointment is terminated unless a special one-year extension may be made upon approval of the Faculty Committee on Tenure, the dean, and the Provost and the President.

If during these three probationary appointment periods as an instructor, promotion to the rank of assistant professor is made, the appointment period as an assistant professor will be for:

- a) Two years if he has served as an instructor for one year, or for one year if he has served as an instructor for two years. If he is reappointed at the assistant professor rank, the appointment will be for three years. After this three-year period, if he is reappointed, tenure will be granted.
- b) Three years if he has served as an instructor for three years or more. If he is reappointed, tenure will be granted.

## *Operating Principles of the Tenure System*

- a) Appointment periods are calculated from September 1 of the year in which the appointment is effective.
- b) A faculty member granted a leave of absence will have his appointment period extended appropriately.
- c) Faculty members serving abroad with one of Michigan State University's projects are treated for tenure action as if they were serving the University on campus except that:
  - 1) A faculty member without tenure whose initial appointment to Michigan State University is to an overseas assignment of six months or more will have his appointment period under the tenure system extended by a period equal to the duration of his overseas assignment.

- 2) Any other faculty member without tenure who serves abroad on a Michigan State University project may have his appointment period under the tenure system similarly extended only with the concurrence in writing of the faculty member involved and the department chairman, his dean and the President. Such agreement should be reached prior to departure for the overseas assignment.
- d) A faculty member who is not to be recommended for reappointment by his department chairman and dean must be so notified in writing by the department chairman by December 15 preceding the expiration of his appointment.
- e) If a faculty member who was recommended by his department chairman and dean is not reappointed, and/or if proper notification, as stated in d), is not given, an extension of one year is automatic, and the faculty member shall consider this arrangement as official notification of separation from the University at the end of the one-year extension.
- f) Non-citizens of the United States may be appointed within the tenure system; however, they are not to be given indefinite appointments (tenure) unless they have signified their intention of, and have moved in the direction of, acquiring citizenship.
- g) Questions about the interpretation of the tenure regulations, or about the solution of tenure problems arising from situations not specifically covered in these regulations, are referred to the Faculty Committee on Tenure. The Committee after thorough study submits its recommendations to the President or other appropriate administrative officer or body. In every case the final decision rests with the Board of Trustees.

## **Tenure Action and Promotion**

Recommendations for actions under the tenure system and for promotions in rank are made in the department and reviewed successively by the dean, the Provost and the President who make the final recommendation to the Board of Trustees for action. Since extensive information is needed to make an adequate evaluation of the productivity of each faculty member to be recommended for reappointment, tenure, or promotion, a comprehensive form has been developed which provides space for reporting activities; viz., instruction — undergraduate, graduate, academic advising; research — creative and scholarly; public services — extension and/or continuing education; international program assignments — committee and administrative services; and other evidence of merit. No one person is required or expected to become involved in every activity. Sample copies of the form are available in the Provost's Office.

Information for tenure system actions is gathered in the early part of fall term for final action by the Board of Trustees in November or December.

Information for promotions is collected early in the winter term for final action by the Board of Trustees in its March or April meeting.

## **Resignations**

The procedures under Michigan State University's tenure system bind the University to give adequate notice to faculty members before their appointments are terminated. To protect the University in its efforts to find satisfactory replacements, it is expected that faculty members planning to resign will in every case give at least 90 days notice to the department chairman or dean.

## **Dismissal of Faculty with Tenure**

Faculty members with tenure may be dismissed for gross violation of professional ethics or incompetence. The Board of Trustees approved (March 16, 1967) the procedures for consideration of dismissal of faculty members with tenure which were recommended by the Academic Council and the Faculty Committee on Tenure. These procedures provide for "due process." Complete copies of the procedures and definitions have been distributed to all departments and deans' offices; additional copies are available from the Provost's Office.

## **Temporary Appointments not in the Tenure System**

Visiting and temporary staff members may be appointed for specific periods of time with the academic titles of professor, associate professor, assistant professor, and instructor outside of the tenure system. The titles research associate, lecturer, and assistant instructor are also used for temporary year-to-year or shorter period appointments. Note: The appointment forms for all temporary appointments must include the beginning and ending dates.

## **Academic Freedom**

Michigan State University adheres to the principles of academic freedom with correlative responsibilities as set forth in the following statement adopted by the American Association of University Professors, the Association of American Colleges, and other organizations.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

## **To Go on the Payroll**

- a) The following forms must be filed with the Payroll Division of the University Business Office before a new faculty member can be put on the University payroll.

- 1) *Oath Card*

Provisions of Act 23 of the Public Acts of 1935 as amended require as a condition of employment in Michigan educational institutions supported by public funds that all faculty members who are citizens of the United States take and subscribe to the following oath or affirmation:

*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 my position according to the best of my ability.*

A notary public is available in the University Business Office to notarize the oath as required by the law. The law further provides that the requirements of the oath shall not be construed as prohibiting public educational institutions from employing for limited periods faculty members who are citizens of foreign countries. Non-citizens are required to complete the oath card indicating the country of citizenship and type of visa. While a non-citizen is not specifically required to take the oath or affirmation, most do so since it has reference to the conduct and performance of duties in their positions in the University rather than to renunciation of allegiance to the government of which they are subjects.

## 2) *Personnel Record Form*

The Personnel Record Form requires that the Social Security number be furnished. Note: Foreign nationals are required to obtain and furnish Social Security numbers to be used for payroll identification numbers, even though some (those who present F or J visas) may be exempt from provisions of the Social Security Act.

## 3) *Employee Withholding Exemption Certificate (Form W-4)*

The W-4 form authorizes the University to recognize the appropriate exemptions when calculating the appropriate withholding taxes.

- b) New faculty members should at the same time complete the appropriate forms in the Staff Benefits Division of the University Business Office to participate in such programs as group life insurance, hospital and medical insurance, accident insurance, disability insurance, and retirement annuity benefits with Teachers Insurance and Annuity Association of America (TIAA) and the College Retirement Equities Fund (CREF). These programs are described briefly in the Benefits section of this booklet and additional information is available in the Staff Benefits Division of the University Business Office.

## **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 day preceding Christmas Day and New Year's Day.

## **Vacations**

All 12-month faculty members are granted a yearly vacation 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 chairman 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.

## **Leaves of Absence**

Leaves of absence, with or without pay, for study, research or other professional reasons may be granted to faculty members under certain conditions. Sick leaves and leaves for military service may also be granted. Recommendations for leaves of absence originate in the department and must be reviewed successively by the dean, the Provost and the President who make the final recommendation to the Board of Trustees for action.

Leaves of absence, other than for sickness or for military service, shall not be granted unless satisfactory arrangements are made in advance to:

- a) Fulfill obligations to graduate students whose programs or theses are being directed by the faculty member.
- b) Fulfill obligations to committee assignments.
- c) Carry on the instruction, research, extension and administrative duties of the faculty member.

### *Sabbatical 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 in the best interests of the University.
- 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 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).
- g) A sabbatical leave shall not be granted to faculty members after the age of 63. (See Retirement Program in the Benefits section of this booklet.)

#### 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 six months.
  - 3) Three terms with a 50 percent reduction in the 10-month salary. (Payments distributed over 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 six 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.

### *Leaves of Absence Without Pay*

Such leaves may be granted with the recommendation of the department chairman and dean. Specific dates for the leave must be specified in the request and should be made as far in advance as possible, so that neither instruction nor research programs will be interrupted. Such leaves usually do not extend beyond one year.

### *Military Service Leaves*

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.

#### *Sick Leaves*

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 to the Board of Trustees is required unless the absence extends over a period longer than a month.

If the absence exceeds a month, a request should be made through the department chairman, dean, and Provost and President to the Board of Trustees for a sick leave covering the period of absence. Ordinarily, sick leave may be extended to as much as six months without a reduction in salary. If the sick leave is extended beyond six months, the salary after the first six months will usually be at a reduced rate. For sickness which requires absence of more than one year, it is expected that the individual will be removed from the payroll or will be placed on disability retirement. See Disability Insurance in the Benefits section of this booklet.

### **Faculty Retirement**

Michigan State University provides a retirement program for its faculty members with the Teachers Insurance and Annuity Association of America (TIAA) and its companion organization, the College Retirement Equities Fund (CREF).

Since July 1, 1958 all new members when eligible participate in the TIAA plan. This plan is financed by a five percent contribution from the participant's salary and a ten percent contribution by the University.

Before July 1, 1958 the University had its own non-contributory retirement plan. When faculty members changed to the TIAA plan, the years of service under the University retirement plan were "frozen," and provision was made for calculating the pension under this system on the basis of the salary level just before the time of retirement.

Information on eligibility for, and the options available under, the TIAA plan and the University's non-contributory retirement plan may be obtained from the Staff Benefits Division of the University Business Office.

#### *Retirement Policy*

The present faculty retirement policy adopted by the Board of Trustees on February 17, 1962 as amended May 16, 1963 provides:

- a) Retirement of all faculty members is optional on the first day of July following attainment of age 65, and 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 be able to pass a physical examination given in the University Health Center, and must be rendering effective service to the University.
- b) Faculty members with 15 years of service\* at this University may serve their final year before retirement on a consultantship basis with agreed-upon duties provided there were no compensated leaves\*\* in the five years immediately prior to retirement. Recommendation for such consultantship must be made by the department chairman and dean. The salary must be provided for in the department budget.
- c) 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:
  - 1) request one-year terminal leave followed by retirement, or
  - 2) continue active service without terminal leave to age 70 with assignment to new responsibilities. Salary may be adjusted to a level commensurate with the new duties.
- d) A retired faculty member may be re-employed, usually for part-time service on a term-to-term or a year-to-year basis. Salary will be determined at the time of appointment for such service and will be in addition to the approved retirement pension from the University's non-contributory retirement plan.
- e) For faculty members who have participated in the University's non-contributory retirement plan, there are two other provisions:
  - 1) An option of retirement based on 25 years of service. However, in calculating the amount of the retirement pension the years of service credit are decreased by the number of years the individual lacks of attaining age 65.
  - 2) A disability provision for faculty members who may become disabled after 15 years of service. Details of this provision may be obtained from the Staff Benefits Division of the University Business Office.

### *Emeritus Title*

Members of the faculty and academic administrative staff with academic title who retire for age under the retirement program are

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\* Includes activities of interest to and support by the University regardless of the sources of financial support.

\*\* Sabbatical leaves are not granted after the age of 63.

granted the title "Emeritus" in addition to the academic title at the time of retirement.

Persons with the emeritus title are entitled to attend Academic Senate meetings without vote, to march in Academic processions such as at commencement, to receive the *Staff Bulletin*, to avail themselves of the libraries and other facilities, to receive on request a faculty vehicle parking permit (without charge), to represent the University on appointment at academic ceremonies of other institutions, and in general to take part in the social and ceremonial functions of the University.

## **University Travel**

The travel regulations which became effective July 1, 1967 provide the basis for travel authorization and reimbursement. In broad terms, travel may be authorized for the promotion of teaching, scholarship, research, and public service.

All travel must be duly approved and the appropriate forms executed prior to departure. The travel authorization forms must bear the signature of the traveler, the department chairman, the assistant dean or dean, and the Office of the Provost when required, and must state clearly the justification for the trip and the section of the travel regulations under which reimbursement is to be claimed. Complete information on travel is contained in a separate publication, *Travel Regulations*, available from the University Business Office.

### *Travel Outside the United States*

Authorization for travel outside the United States, except Canada, requires approval by the Office of the Provost after approval by the dean and prior to the beginning of the trip. No reimbursement will be made from general (state appropriated) funds for the cost of any portion of travel to meetings held outside the United States, except in nearby locations in Canada. Alaska, Hawaii, Puerto Rico and other outlying possessions are regarded as being outside the United States for the purpose of these travel regulations.

### *Use of University Vehicles*

A limited number of University-owned vehicles are available in the Motor Pool for use by qualified faculty members for travel on University business. Regulations for their use are in the *Travel Regulations* booklet.

In general, authorization for University vehicles for out-of-state trips will not be given, regardless of the nature of the funds, other than to places in Illinois, Indiana, Iowa, Minnesota, Ohio and Wisconsin or to places requiring more than one day of travel time each way (approximately 500 miles).

When the use of a University-owned vehicle is authorized, the department concerned should make request of the Motor Pool at least twenty-four hours before departure time.

#### *Insurance Coverage*

The University carries liability and property damage insurance that covers the University and drivers of University-owned vehicles. Drivers of privately owned vehicles used on University business are *not* protected by liability and property damage insurance carried by the University. As a part of the staff benefits program, the University carries a group travel accident insurance policy. See the Benefits section of this booklet and the separate publication, *Travel Accident Insurance Plan*, distributed by the University Business Office for the amount of coverage and the provisions.

### **Graduate Study by Faculty Members**

The following policies govern advanced study at MSU by faculty members:

- a) A faculty member with the rank of assistant professor or higher may not earn an advanced degree at Michigan State University. However, advanced work may be carried on a non-degree basis.
- b) Full-time faculty members may carry an average of four credits a term with a maximum of 12 credits for three terms. Fees are based on the number of credits carried.
- c) A full-time faculty member may enroll in credit courses as a visitor with the approval of the chairman of the department offering the course and the chairman of the faculty member's department. No charge is made.

### **Research Support**

#### *All-University Research Fund*

Grants from this fund 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\**

### BASIC POLICIES

The recognized educational objectives of Michigan State University include, as equally important goals, the discovery of new knowledge through fundamental research and the dissemination of existing knowledge. The increasingly complex relationships among universities, government and industry call for more intensive attention to standards of procedure and conduct in government-sponsored research and industry-sponsored research carried on at universities. Standards must be respectful of the purposes, needs and integrity of the universities and the rightful claims of the public interest; thus it is incumbent upon the academic community to be mindful of conflict-of-interest situations which may arise in these growing involvements of the University.

### GENERAL STATEMENT — SPONSORED RESEARCH

The University encourages faculty members and students to engage in research, including that sponsored by such outside agencies as foundations, professional associations, government, and private industry. For it is only through continued and expanding research activity that the excellence of teaching programs can be maintained and improved, and the function of the University as a contributor to the storehouse of knowledge fulfilled. Important reciprocal benefits from sponsored research accrue to the University and to sponsoring agencies if the basic purposes and functions of each are duly respected.

### GENERAL STATEMENT — CONSULTING RELATIONSHIPS

Through consulting relationships with government and industry the faculty can provide both with an invaluable resource of expertise and assistance in the transfer of technical knowledge and skill, and at the same time serve the interests of research and education in the University. Such relationships are desirable, but require cognizance of the basic differences of purposes and functions of sponsoring agencies and the University.

### MAJOR GUIDELINES IN INTERRELATING SPONSORED RESEARCH PROJECTS AND CONSULTING RELATIONSHIPS TO GOVERNMENT AND BUSINESS

- a) Science advanced through the creativity of scholars working either singly or in groups, and research projects proposed and developed by the faculty and consistent with the University's goals will be encouraged.
- b) Sponsoring agencies frequently have rather specific purposes, and some may even specify problems for which research support is available. The University, through the Office of Re-

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\* Statement approved by the Graduate Council May 15, 1967.

search Development, will make such opportunities known appropriately within the University. However, faculty will be encouraged to participate only if the projects are considered consistent with their research interests and aspirations.

- c) Sponsored research projects should, whenever possible, include the provision that new and promising leads of inquiry should be encouraged and fruitless lines be discontinued.
- d) Sponsored research should be consistent with the policies and plans of the department(s) of the college(s) in which the research will be conducted. The research should be directed by faculty within established units of the University such as departments, schools, centers, bureaus and institutes. Cooperative programs cutting across academic units are also encouraged.
- e) Research projects should be managed so as to avoid disruption of established research and teaching programs of the institution, for example:
  - 1) Sponsored research should be accepted only if appropriate space and facilities are available.
  - 2) Provisions should be made for continuity of support in order to stabilize required staff.
- f) Reports to sponsoring agencies should be consistent with the requirements of the project. They should be submitted promptly to avoid unprofitable expenditures of time and energy on the part of the sponsoring agency and the researcher. Payment to the University on fixed price contracts is contingent upon submission of reports which, if not forthcoming, may result in "freezing" large sums of University funds in support of such research. Rapidly changing and unforeseen research directions may make frequent reporting desirable.
- g) In seeking or accepting support for research, care should be exercised to insure compatibility with the functions and purposes of research at a university. Routine testing as an end in itself is considered incompatible with the purposes of university research.
- h) The University should retain for its scholars the right of first publication. The imposition of restriction on publication of research results is incompatible with the basic concept of an educational institution. Exigencies of national defense may at times make exceptions to this policy necessary. 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.
- i) The University should make a continuous effort to see that its own members are provided with sufficient information on the

overall cost of research and other financial matters concerning grants and contracts so as to minimize internal misconceptions that arise with regard to justifiable allowances for indirect costs.

- j) The entire cost of sponsored research should be carefully determined; if grants or contracts are accepted which do not cover the direct and indirect costs, the institution should itself provide the additional financial support with the full recognition that it is making a contribution to the cost of the work.
- k) Research proposals should include in their budgets provisions for special costs for services such as computer operations, electron microscopy, and shop fabrications.
- l) Research projects should conform to established University policy on patent rights.

Complementary to its policy on Consultant Work for Pay, the University endorses the joint statement of the Council of the American Association of University Professors and the American Council on Education entitled "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities" published in the *AAUP Journal*, January 1965.

### **Consultant Work for Pay**

A full-time faculty member may do a limited amount of outside consulting work for pay under the following provisions:

- a) Prior permission of the department chairman and dean must be obtained if the work is done during the months of regular employment.
- b) Such work must not interfere with the faculty member's normal University duties, including those non-classroom responsibilities expected of all faculty members.
- c) The consulting work must be related to the faculty member's normal University duties and must contribute to the effectiveness of his regular academic work.
- d) The total amount of time expended by the faculty member on outside activities for pay must not exceed an aggregate of two working days a month.
- e) Equipment, supplies, materials or clerical services of the University may not be used in the furtherance of outside consulting work for pay.
- f) If consulting 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.
- g) If, in the opinion of the dean, the outside consulting work interferes with the regular University duties of the faculty member, the appointment of the faculty member in the University may be changed to a part-time basis.

Each dean is required to maintain a record in his office of all consultative services of the academic personnel in his college or administrative division.

This policy does not give approval for private practice for the faculty members in the Colleges of Human Medicine and Veterinary Medicine.

## **Patents**

The Vice President for Research Development is in charge of patent affairs at Michigan State University. His office is the point of contact for individuals, agencies, and organizations interested in patents related to inventions developed at the University.

## **Textbook Publication**

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 prepared by a faculty member without the use of University resources and not prepared for the purpose stated above may submit the manuscript to the MSU Press or to a commercial publisher at the author's discretion.

## **Teaching Materials Developed with University Resources**

A policy statement on special teaching materials developed with University resources by MSU faculty and staff is available in the Provost's Office.

## **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.”

## **Participation in Partisan Political Activities**

As citizens, the faculty members of Michigan State University have the same rights and responsibilities of free speech, thought, and action as all citizens of the United States. Their position, however, imposes special obligations, such as emphasizing that 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.

## **Faculty Awards**

### *Distinguished Faculty Awards*

Distinguished Faculty Awards are made to six members of the faculty at the Annual Faculty Convocation held in the evening on or about February 12, Founders Day. The MSU Alumni Association provides one thousand dollars for each award winner.

Nominations for the Distinguished Faculty Awards are solicited from faculty members, student organizations, and alumni, the latter being carried out with the cooperation of the MSU Alumni Association. The nominations are based on teaching; advising; research; publications; art exhibitions; concert performances; committee work; public service including extension, continuing education and work with government agencies; or a combination of these activities. Administrative excellence and length of service may not be used as the sole criteria for nomination. However, nominees usually have at least five years of service at Michigan State University.

### *MSU Teacher-Scholar Awards*

Teacher-Scholar Awards are made to six members of the faculty from the ranks of instructor and assistant professor who in their brief careers have earned the respect of students and colleagues for their devotion to and skill in undergraduate teaching. The essential purpose of the awards, beyond bringing recognition to the best of

the young teachers at MSU, is to assist them in undertaking significant studies over the summer months of the award year. Each award carries a stipend of \$1500.

Nominations are made by department chairmen after consultation with an appropriate committee of senior colleagues. No department may make more than two nominations. *At large* nominations are also invited from an appropriate student organization.

To be considered for an MSU Teacher-Scholar Award, the faculty member must hold the rank of instructor or assistant professor and, at the beginning of the award period, must have served on the faculty for at least three terms, but no more than five academic years. Nominees will ordinarily be 35 years of age or younger. Nominees for a Teacher-Scholar Award must be willing to permit a member of the award committee to visit their classrooms. Committee visitation is a part of the total evaluation procedure only for those nominees who, after preliminary screening, seem most promising.

#### *MSU Excellence-In-Teaching Citations for Graduate Teaching Assistants*

MSU Excellence-In-Teaching Citations are made to six graduate teaching assistants who have distinguished themselves by the care they have given and the skill they have shown in meeting their classroom responsibilities. The essential purpose of the citations is to bring University-wide recognition to the best of the graduate teaching assistants and by so doing to underline the qualitative contribution which these young professionals are making to the undergraduate program. Each award carries a stipend of \$250.

Nominations are made by the chairman of the department in which the teaching assistant's instructional responsibilities have been discharged. When this is not the department in which he is a candidate for a degree, the chairman of the degree department must endorse the nomination. In every instance the nomination must be accompanied by a letter of recommendation from the faculty member who has supervisory responsibility for the graduate teaching assistant. Individual departments will ordinarily make a single nomination each year, but the larger departments may make as many as three. *At large* nominations are also invited from an appropriate student organization.

To be nominated for an MSU Excellence-In-Teaching Citation the teaching assistant must have held at least a half-time graduate teaching assistantship for a minimum of two terms at the time of nomination. In addition he must have assumed a significant measure of responsibility for the conduct of undergraduate courses, whether in lecture, recitation or laboratory sections. Special tutorial or seminar teaching will also be recognized by the citations committee.

## **Questionnaires**

In order to insure consistency in the reporting of data to state and federal agencies and to other colleges and universities, it is requested that all questionnaires requiring data for the entire University be referred to the Office of Institutional Research. This office will consider whether the data are readily available and whether they should be released to the inquiring agent. Data requests or questionnaires relating primarily to a sub-unit of the University may be filled out by that sub-unit, but any items which require all-University data should be cleared with OIR. Although the office is not always in possession of the necessary data, referral to the appropriate office or person can be made, or, in cases where justifiable, arrangements may be made to collect the data.

## **Solicitation of Funds**

Canvassing, peddling, or soliciting are forbidden on the grounds and in the buildings of the University. Collections among faculty and other staff members are approved by the University only for the United Fund and the Campus Chest, a student charitable activity.

Members of the faculty are requested to refrain from taking orders for or selling any kind of tickets or merchandise, or soliciting funds for any purpose on campus without written approval from the Office of the Secretary of the University.

## **Employment of 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.

# Instructional Information

## The Academic Program

The *Michigan State University Catalog*, available in the Office of the Registrar, contains information important to all faculty members, particularly new ones. The statement by President Hannah, WE BELIEVE, gives the basic educational philosophy of the University. The section entitled, THE ACADEMIC PROGRAM, assists one to understand the breadth of the programs of study and the organizational structure of the University for instruction. The UNDERGRADUATE EDUCATION section states the academic requirements and policies related to undergraduate study; the GRADUATE EDUCATION section has reference specifically to graduate study. The GENERAL INFORMATION section provides information relating to all levels of programs such as costs, attendance, examinations, grading system, integrity of scholarship and grades. Information about the campus, student housing, campus activities, and student organizations and services is also included in the GENERAL INFORMATION section. The requirements for programs in the individual colleges at both the undergraduate and graduate levels are given in the section THE COLLEGES AND PROGRAMS OF STUDY. The listings of individual courses in each department or school are given in the section, DESCRIPTIONS OF COURSES.

The *Schedule of Courses and Academic Handbook* is published before the beginning of each term and is available in the Office of the Registrar. It provides current information on the University calendar, registration procedures, general academic regulations, the days and hours that each class section meets, and the schedule for final examinations.

## Academic Advisement, Enrollment, Registration, and Counseling

On January 20, 1966, the Educational Policies Committee distributed a statement entitled "Policy Recommendations on Academic Advising." It included the following definitions:

### *Academic Advisement*

Academic advisement is a continuing process in which a student and a faculty member discuss possible options; first, in the student's total educational program; second, in specific curricular fields; and third, in potential careers, in order that the student may make more intelligent choices.

### *Enrollment*

Enrollment is a student responsibility in selecting courses for a term schedule from a student's academic plan previously developed, but continually reviewed with the adviser.

### *Registration*

Registration is a mechanical process directed by the Office of the Registrar to admit students to courses, to allot students to specific class sections, assess fees, and to prepare records for staff use.

### *Counseling*

Counseling is a service available from the Counseling Center to help students adjust to social and personal problems encountered while enrolled in the University, and to identify potential occupational choices.

The statement also included three policy recommendations. These recommendations, as approved by the Academic Council on February 8, 1966, were as follows:

- a) Each college and/or department shall develop a system of advisement of students within the context of the structure of the college and/or department consistent with the following:
  - 1) Academic advising is a responsibility of faculty, but the division of responsibility (e.g., relative emphasis on graduate vs. undergraduate advising, number of advisees per faculty member, etc.) should be determined through mutual agreement between faculty and dean and/or department chairman in each college and/or department.
  - 2) Excellence and effort in advising are to be recognized by chairmen and deans, as well as by the Provost, as an integral part of the faculty member's assignment.
  - 3) Procedural provisions are to be made at the departmental and college level for the availability of academic advisers at times in addition to those scheduled for enrollment and registration.
- b) Students are responsible for studying and knowing University, college, and department requirements as stated in the catalog. They shall also prepare tentative academic plans for review by their academic advisers.
- c) With efficient use of faculty and student time as prime considerations, the Registrar should continue to develop improvements in the registration procedures, schedule pre-enrollment as late in the term as practical, and consult operations specialists for assistance in the mechanics of registration.

A memorandum, dated December 1966, that gives a statement on academic advising for each college, is available from the Provost's Office. It also includes statements on Foreign Student Advising, Enrollment and Registration, and the Counseling Center.

## **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 supervisors or department chairmen 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.

## **Integrity of Scholarship and Grades**

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.

If any instance of academic dishonesty is discovered by an instructor, it is his responsibility to take appropriate action. Depending on his judgment of the particular case, he may give a failing grade to the student on the assignment or for the course.

In instances where only a failing grade in a course is given for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.

The student who receives a failing grade based on a charge of academic dishonesty may appeal to the Student-Faculty Judiciary a judgment made by a department or a college. Academic Freedom Report. Article 4, section 3, 4, 2, b (3), page 17.

When in the judgment of the academic dean action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. Academic Freedom Report. Article 4, section 3, 4, 2, (2), page 16.

In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his departmental chairman and to the student's academic dean. The dean will then refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. Academic Freedom Report. Article 4, section 3, 4, 2, (2), page 16.

### **Academic Freedom for Students**

The document, *Academic Freedom for Students at Michigan State University*, was prepared by the Faculty Committee on Student Affairs and successively approved by the Academic Council, Academic Senate, and finally by the Board of Trustees at its March 16, 1967 meeting. The report establishes guidelines to identify rights and duties of students in regard to conduct, academic pursuits, the keeping of records, and publications. It provides for structures and procedures for the formulation of regulations governing student conduct, for the interpretation and amendment of the guidelines, for "due process" in the adjudication of student disciplinary cases, and for channeling to the faculty and administration student complaints and concerns in the academic area. Copies of the full report are available in the Provost's Office.

### **Guest Speakers Policy**

It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and, therefore, are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available. Therefore, registered student organizations are encouraged to invite speakers to the campus subject only to the following provisions:

- a) The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.

- b) Sponsorship must be by a student organization which has been registered under the general regulations approved by the appropriate University authorities.
- c) For purposes of preserving a record of all such public meetings and/or coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must 1) make all arrangements for reservation of space with the appropriate University officials, and 2) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting; the form is to be certified by the signature of the appropriate officer of the organization and the faculty adviser. All rules for administration of requests from registered student organizations must conform to the "General Policy" stated above. It shall be the responsibility of the Director of the Student Activities Division to certify that all appropriate steps have been taken before the event is officially scheduled.
- d) Any student organization violating the provisions of this by-law is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.
- e) Public announcements concerning the speaker shall contain statements that clearly and accurately identify him.
- f) At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.

### **Student Representation on Faculty Committees**

The "Bylaws of the Faculty" adopted by the Board of Trustees, July 11, 1968, provides for student participation in the Academic Council and certain faculty standing committees by specifying that the following faculty groups have student representatives:

#### *Academic Council*

Two undergraduate students are selected by the Associated Students of Michigan State University (ASMSU), and one graduate student is selected under procedures developed and approved by the Graduate office and the Graduate Council. The student representatives are non-voting members.

#### *Faculty Standing Committees*

The Educational Policies Committee, the International Projects Committee, the Library Committee, the Student Affairs Committee, and the University Curriculum Committee have one undergraduate student representative and one graduate student representative each.

The undergraduate student representatives are selected by ASMSU. The graduate student representatives are selected by procedures developed and approved by the Graduate Office and the Graduate Council. The student representatives are non-voting members.

### **Advisers to Student Organizations**

More than 200 organizations on the campus enlist undergraduate members, and one of the assignments faculty members receive is to serve as advisers to these groups. The groups include honoraries, professional organizations, religious groups, recreational clubs, as well as academic interest area, political, social, and service organizations. Serving as an adviser is one of the ways that faculty members can work personally and closely with students, and faculty members generally find the experience highly rewarding.

Complete listings of the organizations are available from the Dean of Student's Office.

### **Participation in Commencement**

All faculty members are invited to participate in commencement ceremonies at the end of fall, winter, and spring terms. By action of the Academic Senate, 500 faculty members are expected to participate in the June commencement and 300 in each of the other two terms. The Commencement Committee, using the distribution of Academic Senate members as a guide, prepares and distributes college and departmental quotas to meet the required number. Deans and department heads are responsible for meeting these quotas.

# 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. No application for life insurance may be made more than thirty-one days after the date the faculty member becomes eligible.

<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

The Travel Accident Insurance program is designed to provide special insurance to all University faculty members while traveling on University business. This insurance is provided in recognition of the hazards involved in the normal course of travel for the University. Michigan State University provides this insurance at no cost to faculty members.

The amount of insurance in force would be paid as follows:

- 1) In the event of accidental death, the principal amount, \$50,000.
- 2) For loss of any two members, the principal amount, \$50,000.
- 3) For loss of any one member, one-half the principal amount, \$25,000.
- 4) For permanent and total disability, the principal sum, \$50,000.

## Accident Insurance Protection

The University offers accident coverage on a 24-hour basis, 365 days a year for Accidental Death and Dismemberment and Permanent Total Disability. It covers accidents occurring in the course of business or pleasure.

You may purchase coverage in indemnities ranging from \$10,000 to \$50,000 in increments of \$5,000.00. All premiums are made by monthly payroll deductions.

The amount of insurance in force would be paid as follows:

- 1) In the event of accidental death, the principal amount.
- 2) For loss of any two members, the principal amount.
- 3) For loss of any one member, one-half the principal amount.
- 4) For permanent and total disability, the principal amount.

The application for coverage must be made within 60 days of the faculty member's appointment. Persons on leave without pay are required to contact the Staff Benefits Division to arrange for payment of this insurance.

### **Long Term Disability**

The program provides a monthly income if you become so disabled by sickness or injury that you can no longer work for your living. The Long Term Disability Plan guarantees you 60 percent of your first \$1,000 of monthly rate of basic earnings plus 40 percent of the excess over \$1,000 to a maximum guaranteed payment of \$1,000 per month.

In addition the program will pay your contributions (5%) and the University's contribution (10%) to TIAA-CREF or whatever is necessary to fund the University Pension Plan.

New faculty members must enroll within the first 60 days of their appointment. Premiums are in advance of coverage and are by payroll deduction. Faculty members on leave without pay lasting less than two months must contact the Staff Benefits Division to arrange for prepayment of the insurance.

### **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 re-

quires 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. Persons on leave without pay are required to contact the Staff Benefits Division to arrange for payment of their insurance.

## **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.

## **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.

## **Retirement 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.
- 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 five percent contribution from the participant and a ten 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 three-fourths 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.

## **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 requirements and regulations may be obtained from the Payroll Division of the University Business Office, and general information on Social Security benefits may be obtained from the Staff Benefits Division or from the local Social Security office.

## **Sick Pay**

Sick pay may be excluded from income up to \$100 per week for income tax purposes even though it has been reported as a part of earned income on the W-2 form. Deduction of any amount of sick pay on the income tax return 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 University 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 Deferment on Compensation Applied to Purchase Annuities" available at the Staff Benefits Division, University Business Office.

### **Workmen's Compensation**

All University faculty members are covered under the State Workmen's Compensation Act. Any employment injury is to be reported to one's immediate superior who will send the injured faculty member to Olin Health Center. In an emergency the faculty member should go directly to Olin Health Center and ask his immediate superior or department chairman to follow the emergency visit with the appropriate authorization form.

Treatment at a local hospital for an employment injury is not covered by the hospitalization insurance of the injured and any hospitalization insurance claim indicating the condition arose out of and in the course of an individual's employment would not be paid for by the insurance carrier.

If the injury arises out of and in the course of employment while away from the local area, it is satisfactory to obtain medical treatment with the cost being billed to the University. Upon receipt of such treatment, the accident form should be completed as required. See Manual for Business Procedures, Page EM 1. After taking care of the emergency treatment, the Workmen's Compensation Division, University Business Office, should be notified.

# Procedures

## **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**

The closing time for most buildings other than residence halls is 10:00 p.m., Monday through Friday. Some exceptions for more frequently used buildings are: Administration Building, 5:30 p.m.; Library and Union Building, 11:00 p.m.; and Student Services Building, 12 midnight. Building hours are posted on the doors of most University buildings.

University employees may work in their offices or laboratories beyond closing hours if they have authorized building keys and/or room keys to the areas occupied.

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.

## **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 to the public from teaching, research and extension personnel by way of press, radio, television and other mass media; editing and circulating bulletins and other publications; 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 Berkey Hall (Rm. 313) by the Department of Information Services for the benefit of all departments and colleges of the University. Graphic designers are available to create layouts and illustrations, and to do lettering and other types of art work. Charges are made to departments on a non-profit basis.

#### *Photo Lab*

Also included in the facilities of the Department of Information Services is the Photo Lab, located in Agriculture Hall. Designed to serve all departments of the University, the laboratory is equipped to handle all types of 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 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, fine arts, 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*

With both credit courses and informal educational and cultural programs for the people at large, the University extends its resources to Michigan and the nation through its television station, WMSB, a division of the Continuing Education Service and affiliate in the national system of noncommercial Public Television. Faculty members are invited to propose programs and participate in them as an acknowledged and significant part of their professional activity.

#### *University Editor's Office*

The University Editor's Office, Berkey Hall (Rm. 447), a unit of the Department of Information Services, coordinates and processes

all University publications except those of such units as the MSU 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:

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 the official booklet *Travel Regulations* dated July 1, 1967. 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 elsewhere 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 may obtain identification cards. Similar identification cards are issued to their spouses upon request. The cards are useful in establishing identity for such campus privileges as use of the library, Intramural Building, and golf course, and for admission to athletic events.

To obtain an ID card, the faculty member and spouse should secure authorization cards from his department. These are presented at the ID Card Office in the Administration Building, where the photographs are taken. Plastic name cards are available for library use, etc., upon departmental request. This service is available Monday through Friday from 8 a.m. to 12 noon and 1 to 5 p.m.

## **Instructional Media Center**

Among the important learning resources available to faculty members through the Instructional Development Service 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 the suggestion of appropriate techniques for effective use of pertinent learning resources. You are invited to call the Center for desired information or services at 3-3960.

## **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 \$10.50 for single occupancy and \$15.50 for double. All guest rooms are complete with twin beds, circulating ice water, full bath, four-channel radio, and color television.

## **Library Facilities**

The Michigan State University Library consists of more than 1,300,000 volumes, including depository for United States and United Nations and Canadian documents and titles available in the various microforms. Current periodical subscriptions total more than 19,000 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. These collections are supervised by the undergraduate librarian.

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 will be a drive-up book return at the south side of 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. Some periodicals and books are restricted to building use only, while others circulate for three-day periods to graduate students and faculty members.

Over a hundred carrels are available to faculty members engaged in research. The application for carrels should be made to the Associate 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., Canadian 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 checkroom 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 3-1760) is open daily for all maintenance calls pertaining to building and/or utilities from 8:00 a.m. to 4:30 p.m. For emergency maintenance service from 4:30 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 United Fund), 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 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. A stencil duplicating section plus small rotary letterpresses used only to print stationery, and a rubber-platemaking press round out pressroom equipment. Copier service is available not only to departments but also to individuals on a cash basis. Stencils and paper offset masters, typed or drawn in the departments, will be run. Other low-budget duplicating is available through the automated offset. Stencil copy too complex for hand preparation is produced economically on 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 fully automated gathering and stapling units which, with other industry-grade bindery machinery, offers University departments a convenient source for wire-stitched binding, paper cutting, drilling, collating, back stripping 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. The Printing Service is closed from 12 noon until 1 p.m.

## **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 tele-

phone 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.

## **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.

## **Smoking**

The following regulations have been approved by the Board of Trustees: (University Ordinance, Section 32.00)

- 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 offices on campus. The correct procedure for reporting such change information is as follows:

Obtain a Directory Address Card (IBM card # MSU 716) from your main department office. Fill out a complete address. (Incomplete addresses will not be processed.) Return the card to your department office. It is the responsibility of that office to forward the card to the Data Processing Department, where the changes will be processed and distributed to the various campus offices that require this information.

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

## **Vehicle Registration**

Faculty members shall register their motor vehicles at the Vehicle Office, Quonset 103. Each person registering a vehicle will receive on request 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. It is suggested that each registrant carefully review the publication, "Faculty, Staff and Visitors Parking Regulations."

# Opportunities

## Credit Union

The Credit Union is a non-profit financial cooperative, owned by its members, serving the credit and savings needs of MSU employees. It is managed and operated by a professional, full-time staff and a Board of Directors elected from the membership. Income is distributed to members in the form of savings dividends and interest rebates on loans. Savings and loan protection insurance is provided to eligible members at no extra cost. Savings are protected by internal and external audits, yearly examinations by the State Banking Department, a \$1 million liability bond, statutory limitations on investments, and the Stabilization Services of the Michigan Credit Union League.

Any employee and member of his immediate family may join the Credit Union by paying a 25¢ fee and investing a minimum of \$5 in a Credit Union share. Membership entitles the employee and his family to all the services of the Credit Union. The office is located at 1019 Trowbridge Road. 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 Gallery 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. 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 the instrumental and choral organizations and by faculty members and students.

The Performing Arts Company 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 restriction is 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*

Michigan history, anthropology, full size habitat groups, a military hall, and a hall on Man and his Culture are only a few of the outstanding exhibits featured on the three floors of the MSU Museum. Hours are 9 a.m. to 5 p.m. weekdays, 1 p.m. to 5 p.m. on weekends. Admission is free.

### *Nursery School*

The Michigan State University Laboratory Preschool, which enrolls preschool children, is administered by the Family and Child Services 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 68 children, in four groups. They are selected to meet the educational and research objectives of the program. Applications for enrollment for 1969-70 will be accepted from November 1, 1968 through April 30, 1969.

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 5-7747 or 3-3717.

### *Planetarium*

The Abrams Planetarium is an unusual facility, providing excellent family educational programs on the universe. Monthly scheduling is followed, with weekly programs planned Friday through Sunday. Programs are offered by arrangement for elementary and secondary school groups and for university classes. There are weekend programs for the public. A black-light gallery and display hall are 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, antiquing, art, creative writing, German, hiking, international interests, knitting, swimming 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 \$2.50 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 Saturday evenings in the Women's Intramural Building and Friday evenings in the Men's Intramural Building, in the indoor and outdoor pools depending on the time of year. Children above a certain height or with swimming ability 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 13 years or above.

For further information on the women's program, telephone 5-4710; men's program, 5-5250.

The Forest Akers Golf Course includes an 18-hole course (West) and a 9-hole course (East) and a practice driving range. Season tickets for faculty are \$45.00 single and \$75.00 family. Faculty members, their wives and children (14 years and over and under 21) may use the West Course for \$1.50 or the East Course for \$1.00 any day of the week.

The Ice Arena in Demonstration Hall is open for skaters of all ages. There is a small fee. During the fall and winter there are group lessons for adults on Wednesday and Thursday nights. Toddler classes (age 2-6) are held Monday through Friday. Children's classes (age 5-15) are held on Saturday. Open skating some evenings and every Saturday and Sunday 3:00 to 5:00 during the regular skating season. Open skating during the summer season Thursday through Saturday evenings, Saturday and Sunday 3:00 to 5:00. Athletic events sometimes necessitate schedule changes. Schedules are available at ice rink office. 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 Saturday, 7:15 a.m. to 11 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 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 midnight; Sunday, 8 a.m. to midnight.

### *Ice Arena*

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

## **Honorary and Professional Organizations**

Honorary and professional societies and interest groups 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.

### *Honorary Organizations*

\*Alpha Lambda Delta, Freshmen Women's Scholastic; \*Alpha Phi Sigma, Police Administration; \*Alpha Zeta, Agriculture; \*Arnold Air Society, Sabre Air Command; \*Beta Alpha Psi, Accounting; \*Beta Beta Beta, Bio-Science; \*Beta Gamma Sigma, Business; \*Blue Key, Junior and Senior Men's Scholastic and Service; Circle Honorary, Women's Residence Halls; \*Delta Phi Epsilon, Foreign Service; \*Delta Psi Kappa, Women's Physical Education.

\*Delta Sigma Rho—Tau Kappa Alpha, Speech; Enzian Honorary, Men's Residence Halls; \*Eta Kappa Nu, Electrical Engineering; Excalibur, Senior Men's Honorary; Green Helmet, Sophomore Men's Scholastic; Green Splash, Women's Swimming; \*Kappa Delta Pi, Education; \*Mortar Board, Senior Women's Scholastic, Leadership, and Service; \*Omicron Delta Epsilon, Economics; \*Omicron Delta Kappa, Men's Scholastic and Leadership; \*Omicron Nu, Home Economics; Orchesis, Dance; \*Pershing Rifles, Military Science; \*Phi Alpha, Social Work; \*Phi Beta Kappa, Liberal Arts Scholastic; \*Phi Eta Sigma, Freshmen Men's Scholastic; \*Phi Kappa Phi, All-University Scholastic; \*Phi Lambda Tau, Engineering.

\*Phi Sigma Iota, Romance Languages; \*Pi Alpha Xi, Floriculture; Pi Kappa Gamma, Packaging; \*Pi Omega Pi, Business Education; \*Pi Tau Sigma, Engineering; \*Scabbard and Blade, Military Science; \*Sigma Gamma Epsilon, Earth Science; \*Sigma Lambda Chi, Building Construction; \*Sigma Pi Eta, Hotel Management; Sparta, Senior Men's Honorary; Tau Alpha Rho, Radio and Television; \*Tau Beta Pi, Engineering; Theta Alpha Phi, Theatre; Tower Guard, Sophomore Women's Scholastic and Service; \*Xi Sigma Pi, Forestry Education.

### *Professional Organizations and Professional Fraternities and Sororities*

Alpha Mu (Music Therapy Fraternity), American Foundrymen's Society, American Institute of Chemical Engineers, American Institute of Interior Designers, American Medical Association, American Society for Metals, American Society of Agricultural Engineers, American Society of Civil Engineers, American Society of Mechanical Engineers, American Society of Medical Technologists, American Veterinary Medical Association, Association for Computing Machinery, Cantilever (Homebuilding), Delta Omicron (Women's Music).

Gamma Theta Upsilon (Geography), Institute of Electric and Electronic Engineers, MSU Marketing Club — American Marketing Association, Phi Beta Lambda (Business Education), Phil Delta Kappa (Men's Education), Phi Gamma Nu (Women's Business and Economics), Pi Mu Epsilon (Mathematics), Sigma Alpha Eta (Speech

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\* National Affiliation

and Hearing Science), Sigma Alpha Iota (Women's Music), Sigma Delta Chi (Journalism), Society of Automotive Engineers, Student Association of Landscape Architects, Student Education Association, Theta Sigma Phi (Women's Journalism).

## **Cooperative Nursery**

The MSU Community Cooperative Nursery is operated for the children of faculty and staff members. The state-licensed school is now located at the corner of College and Jolly Road. Classes are offered on alternate weekday mornings for three-year-olds and on alternate weekday afternoons for four-year-olds. The three 11-week terms coincide with those of the University, beginning the week of Sept. 18. Further information may be obtained by calling 351-4722.

## **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 Performing Arts Company of the Department of Theatre 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. For information call 5-0148.

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

## **Faculty Club**

The Michigan State University Faculty Club is in the process of building a comprehensive new facility adjacent to the campus. It is scheduled for completion in the summer of 1969.

Membership is available to faculty members and persons holding board appointments at the administrative-professional level. Details on membership application are available from the officers of the Club, the Membership Committee, or by writing to the MSU Faculty Club, Michigan State University.

At present, club rooms are maintained on the third floor of the Union Building, where luncheon is served four days per week, and lounge and recreational facilities are available. Also, on Tuesdays, a luncheon program is available. Other activities are being organized as a transition to the use of the new facilities.

## **Brief Facts About Greater Lansing**

*Accommodations* — Forty-four hotels and motels with 2,500 rooms.

*Altitude* — 863 feet.

*Banks* — Five.

*Churches* — 168, representing 49 denominations.

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

*Communication* — Two daily and five weekly newspapers. Ten 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, 76 public schools, 11 parochial schools, Michigan School for the Blind, and Michigan Boys Training School.

*Employment* — Total labor force as of June 15, 1968: 150,900.

*Entertainment* — \$5 million Civic Center Building, ten public golf courses, 70 parks, 55 playgrounds, 2 public swimming pools, 15 theatres (including 4 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.

*Hospitals* — Four.

*Manufacturing Industries* — 310 in the Lansing Metropolitan (tri-county) area.

### *Major Payrolls*

Oldsmobile-Fisher (GM)	\$175,400,000
State of Michigan	80,297,000
Michigan State University	77,580,475
Motor Wheel (Goodyear)	35,000,000
White Motors Corp. (Diamond Reo)	16,800,000
Lansing Public Schools	21,726,000

*Population*

<i>Year</i>	<i>Lansing</i>	<i>East Lansing</i>	<i>Metro. Area</i>
1960	113,058	30,198	299,300
1965	120,023	30,208	314,300
1966	124,400	35,700	336,200
1967	125,100	35,500	340,600

*Tax Rates* — Per \$1,000 of assessed valuation (1967): Lansing, \$67.55; East Lansing, \$82.36; Meridian Township (Okemos school district), \$69.52.

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

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