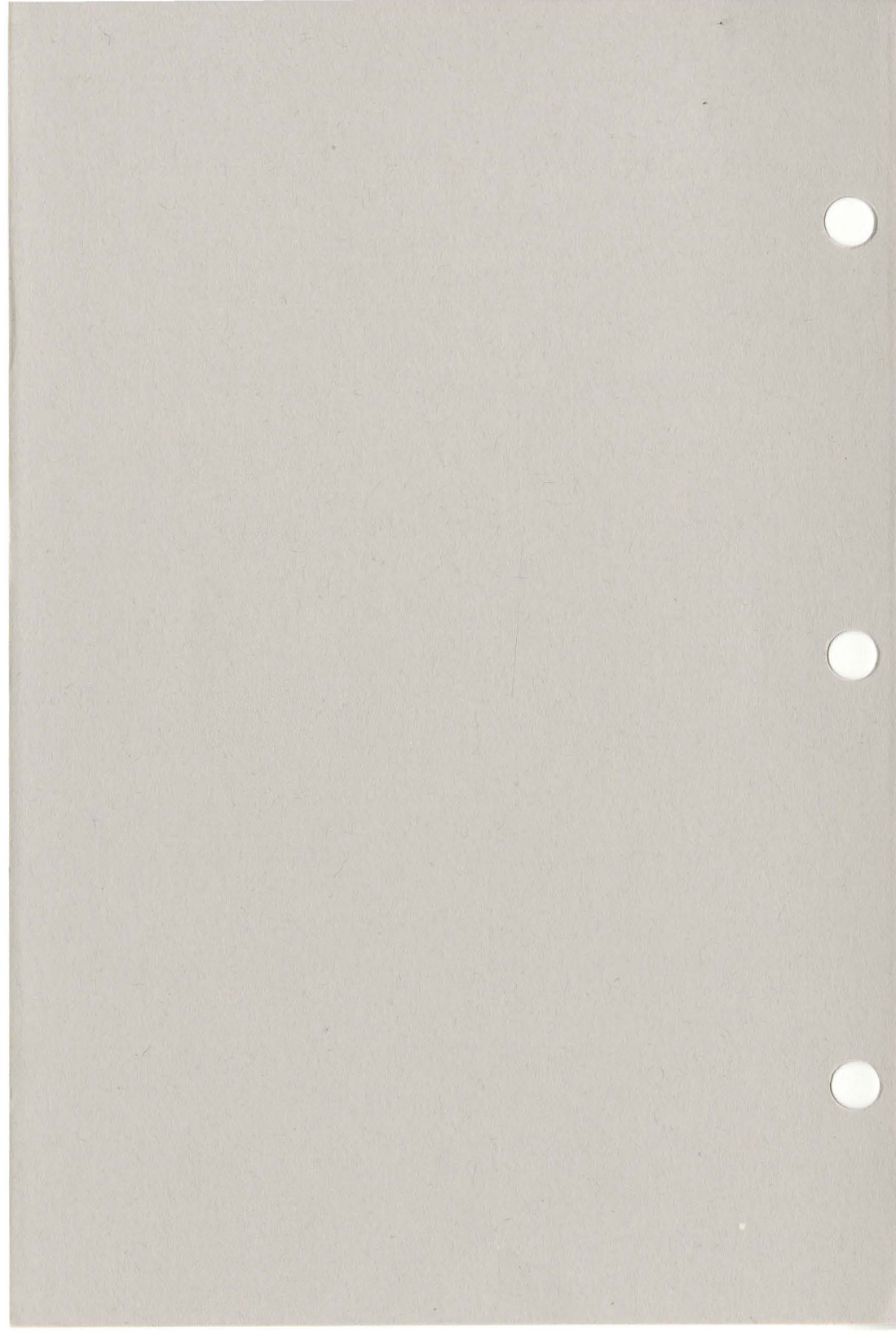




**FACULTY
HANDBOOK
MICHIGAN STATE
UNIVERSITY
East Lansing**



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Foreword

The *Faculty Handbook* provides information to help you as a faculty member of Michigan State University. You will find most of the policies, regulations and procedures of the University either contained here in their entirety or referred to. Those which are not totally included because of their length or because they are peripheral to the faculty mission can be found in other University publications. The following documents are found in departmental offices and can be referred to there:

- Bylaws of the Board of Trustees
- Bylaws for Academic Governance
- MSU Facts Book
- The University Catalog
 - Academic Programs
 - Descriptions of Courses
- Graduate Study
- Faculty and Staff Directory
- Student Directory
- Bylaws of the Board of Trustees
- Bylaws for Academic Governance
- Ordinances
- Faculty and Staff Benefits
- Student Handbook
- Traffic Regulations
- Travel Regulations
- Manual of Business Procedures
- Academic and Administrative Calendar
- Map of the Campus

Wherever possible, dates of adoption and sources have been included for University policies and regulations. It is intended that the *Faculty Handbook* will be updated by the addition of supplements or the substitution of revised pages in the future. New pages and supplements for all faculty will be delivered through departmental offices. It will be the responsibility of the department chairperson to maintain an updated copy to which faculty may refer.

The responsibility for distributing information about changes rests with the Office of the Provost. Questions regarding content should first be addressed to your departmental chairperson or the director of your school.

I. MSU IN FOCUS

Brief Facts About MSU

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

Member. Association of American Universities; American Council on Education; National Association of Colleges and Secondary Schools; National Association of State Universities and Land-Grant Colleges.

Accreditation. The University is accredited by the recognized regional association, the North Central Association of Colleges and Secondary Schools. Individual colleges, schools and programs are recognized by the various accrediting agencies in their respective fields.

Enrollment. 44,940 on the East Lansing Campus and 2,376 in Regional Centers and off-campus extension credit programs (Fall 1980). MSU ranks among the nation's largest institutions of higher education in full-time enrollments.

Faculty and Staff. 3,432 total faculty and other academic staff, 1,112 administrative-professionals, 265 supervisory, 2,318 clerical-technical employees, 1,707 labor and other employees (Fall 1980).

Plant, Equipment and Campus. The University property at East Lansing totals approximately 5,100 acres, of which some 2,000 acres are in existing or planned campus development. The remaining 3,100 acres of cleared and forested lands are devoted to research uses and include four tracts designated as natural areas: Sanford, Red Cedar, Bear Lake, and Sycamore Creek. Buildings and structures number 383 on campus and housing areas: 113 in the academic area, 27 residence halls, 219 apartment buildings, and 24 multi-purpose temporary buildings.

History

When Michigan State University—then the Agricultural College of the State of Michigan—opened its doors in 1857, two years after its establishment by the Michigan legislature February 12, 1855, 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 the first state institution in the nation was founded to incorporate science and practice in the education of farmers and workers in education and industry. Michigan State University is the pioneer land-grant institution. As similar agricultural colleges were generated in other states by the Morrill Act of 1862, they drew upon the graduates of the College and educational innovations developed at East Lansing.

As students preparing for occupations other than agriculture sought the advantages of college training, the institution adapted to their needs. Curricula in engineering (1885), in home economics (1896), in veterinary medicine (1909), and in business administration (1925) were only the beginning. Established in 1922 and 1924 respectively, the divisions of applied science and liberal arts—which were combined in 1944—opened further fields of inquiry.

During this early period of rapid growth, specialization accelerated and general education lost its emphasis in the curriculum. To counter this trend, the Basic College, later named University College, was organized in 1944 to provide a general education thrust for the curriculum. In 1979 the decision was made to maintain these general education functions by redistributing the University College departments among the Colleges of Arts and Letters, Social Science and Natural Science.

Following World War II, the University grew dramatically from an enrollment of 3,800 in 1944 to 17,184 as it celebrated its centennial in 1955. The Colleges of Education (1952) and Communications Arts and Sciences (1955) were established in this period. In 1956, a Dean of International Studies was named and in 1962 the Colleges of Natural Science, Social Science and Arts and Letters were organized as separate academic units and replaced the College of Science and Arts.

The undergraduate academic program was strengthened in 1957 with the establishment of the Honors College and in 1965 with the formation of the first residential semi-autonomous unit, Justin Morrill College. (In 1979 this college became Justin Morrill Inter-College Programs and a constituent unit of the Colleges of Arts and Letters, Natural Science and Social Science.) Two other small residential

colleges within the larger University, Lyman Briggs and James Madison, were established in 1967. That year the total MSU enrollment reached 42,050.

The College of Human Medicine admitted its first students to a two-year program in 1966 and became a four-year program in 1969. The College of Osteopathic Medicine began its first class in 1971-72 and was the first state-supported medical college of this type.

The most recent additions to the University's organization were the College of Urban Development in 1973 and the College of Nursing in 1980. In 1978, to meet the needs of non-traditional students, a Dean of Lifelong Education Programs was appointed as the University began reorganization of its continuing education programs.

The Present

Today, anticipating the general decline in traditional college-age population, the University faces new challenges. Among these are the extension of the University and its academic programs to larger numbers of people in the state, nation and world. It has established a Center for Urban Affairs to develop academic, research and action programs relevant to the problems of urban communities, and Equal Opportunity Programs to make the University an equal opportunity/affirmative action institution. An Antidiscrimination Judicial Board implements the University's antidiscrimination policy. The University's commitment to increase women and minority enrollments in both undergraduate and graduate levels continues.

Michigan State University has a selective admissions policy. Seventy-five percent of its freshmen come from the top thirty percent of their high school graduating classes. The University has a Developmental Admissions Program to provide opportunity for disadvantaged students. Students come to Michigan State University from every section of Michigan, every state in the nation, and 84 foreign countries. Among the faculty are distinguished scholars and educators whose names and scholarly activities are known throughout the world.

From its beginnings as a land-grant college, Michigan State has grown in stature and size to its present respected role in American higher education as a modern graduate and research institution. Throughout its history the University has dedicated itself to the dual goals of service to the people of Michigan and the world in the land-grant tradition and to academic excellence in teaching and research.

In 1980, Michigan State University has the largest undergraduate student body in the state, is a premier land-grant institution, and is a member of the Association of American Universities (AAU).

II. ORGANIZATION

Board of Trustees

The Constitution of the State of Michigan provides that the Board of Trustees shall have general supervision and direction of the University. The eight members are elected from the state at large for a term of eight years, two being elected each even-numbered year. The president of the University is appointed by the Board and by constitutional provision is the presiding officer of the Board.

Generally, the Board meets monthly. As provided by Michigan law, meetings are open to the public except for limited closed sessions. Items requiring Board action are due in the President's or Provost's office about three weeks before each Board meeting. (See the Academic and Administrative Calendar for specific meeting dates.)

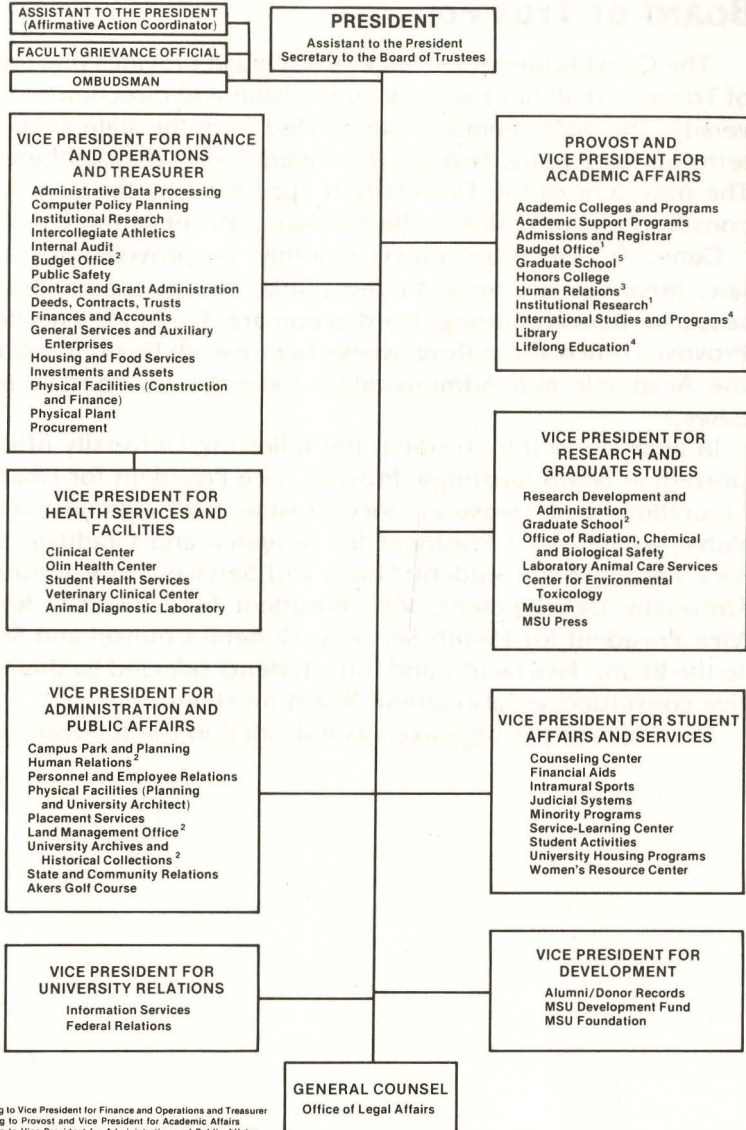
In addition to the president the following University officers are present at Board meetings: Provost, Vice President for Finance and Operations and Treasurer, Vice President for Administration and Public Affairs, Vice President for Research and Graduate Studies, Vice President for Student Affairs and Services, Vice President for University Development, Vice President for University Relations, Vice President for Health Services, General Counsel and Secretary to the Board. Five faculty and four students selected by their respective constituencies also attend Board meetings.

The University is organized as indicated in the following chart:



ADMINISTRATIVE ORGANIZATION

OCTOBER 1980



- 1 Jointly reporting to Vice President for Finance and Operations and Treasurer
- 2 Jointly reporting to Provost and Vice President for Academic Affairs
- 3 Jointly reporting to Vice President for Administration and Public Affairs
- 4 Jointly reporting to President
- 5 Jointly reporting to Vice President for Research and Graduate Studies

Academic Organization

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

PROVOST STAFF

1. Associate Provost
 - a. Computer Center
 - b. Educational Development Program
 - c. Honors College
 - d. Instructional Media Center
 - e. Office of Institutional Research
 - f. Summer Programs
2. Assistant Provost for Undergraduate Education
 - a. Office of Programs for Handicapper Students
 - b. Supportive Students
 - c. Upward Bound
 - d. Undergraduate Admissions
 - e. Undergraduate University Division
3. Assistant Provost for General Academic Administration
 - a. Aerospace Studies
 - b. Commencement
 - c. Faculty Seminars
 - d. Learning and Evaluation Services
 - e. Military Science
 - f. Manager for Performing Arts
 - g. Registrar
 - h. Secretary for Academic Governance
4. Assistant Provost for Health Programs
5. Assistant Provost for Academic Personnel Administration
6. Department of Human Relations (jointly with Vice President for Administration and Public Affairs)
7. National Superconducting Cyclotron Laboratory

A. College of Agriculture and Natural Resources

1. Department of Agricultural Economics
2. Department of Agricultural Engineering
3. Department of Animal Sciences
4. Department of Biochemistry (jointly with Colleges of Human Medicine, Natural Science, and Osteopathic Medicine)
5. Department of Botany and Plant Pathology (jointly with College of Natural Science)
6. Department of Crop and Soil Sciences
7. Department of Dairy Science
8. Department of Entomology (jointly with College of Natural Science)
9. Department of Fisheries and Wildlife
10. Department of Food Science and Human Nutrition (jointly with College of Human Ecology)
11. Department of Forestry
12. Department of Horticulture
13. School of Packaging
14. Department of Park and Recreation Resources
15. Department of Resource Development
16. MSU-DOE Plant Research Laboratory (jointly with College of Natural Science)
17. Agriculture and Natural Resources Education Institute
18. Institute of Agricultural Technology
19. Institute of International Agriculture (jointly with International Studies and Programs)
20. Kellogg Biological Station (jointly with College of Natural Science)
21. Land Management Office (jointly with Vice President for Administration and Public Affairs)
22. Pesticide Research Center (jointly with College of Natural Science)
23. Institute for Water Research (jointly with College of Natural Science)

B. College of Arts and Letters

1. Department of American Thought and Language
2. Department of Art
 - a. Kresge Art Gallery
3. Department of English
4. Department of German and Russian
5. Department of History
6. Department of Humanities

7. Department of Linguistics and Oriental and African Languages
8. Department of Music
9. Department of Philosophy
10. Department of Religious Studies
11. Department of Romance and Classical Languages
12. Department of Theatre
13. Justin Morrill Inter-College Programs (jointly with Colleges of Natural Science and Social Science)
14. Centennial Review
15. English Language Center
16. Humanities Research Center
17. Canadian-American Studies Committee (jointly with International Studies)
18. Russian and East European Studies Program (jointly with International Studies and Programs)
19. Lecture-Concert Series

C. College of Business and Graduate School of Business Administration

1. Department of Accounting and Financial Administration
2. Department of Business Law and Office Administration
3. Department of Economics
4. Department of Management
5. Department of Marketing and Transportation Administration
6. School of Hotel, Restaurant, and Institutional Management
7. Advanced Management Program
8. Executive Development Programs
9. Division of Research
 - a. Bureau of Business and Economic Research
 - b. Institute of Public Utilities

D. College of Communication Arts and Sciences

1. Department of Advertising
2. Department of Audiology and Speech Sciences
3. Department of Communication
4. Department of Telecommunication
5. School of Journalism

E. College of Education

1. Department of Administration and Higher Education
2. Department of Counseling and Educational Psychology
3. Department of Elementary and Special Education

4. Department of Health, Physical Education and Recreation
5. Department of Secondary Education and Curriculum
6. School of Advanced Studies in Education
7. School of Teacher Education
 - a. Division of Student Teaching and Professional Development
8. Institute for International Studies in Education (jointly with International Studies and Programs)
9. Institute for Research on Teaching
10. Science and Mathematics Teaching Center (jointly with College of Natural Science)
11. University Center for International Rehabilitation (jointly with the College of Osteopathic Medicine)

F. College of Engineering

1. Division of Engineering Research
2. Department of Chemical Engineering
3. Department of Civil and Sanitary Engineering
4. Department of Computer Science
5. Department of Electrical Engineering and Systems Science
6. Department of Mechanical Engineering
7. Department of Metallurgy, Mechanics, and Materials Science

G. College of Human Ecology

1. Department of Family and Child Ecology
2. Department of Food Science and Human Nutrition (jointly with College of Agriculture and Natural Resources)
3. Department of Human Environment and Design
4. Institute for Family and Child Study

H. College of Human Medicine

1. Department of Anatomy (jointly with Colleges of Osteopathic Medicine and Veterinary Medicine)
2. Department of Anthropology (jointly with Colleges of Osteopathic Medicine and Social Science)
3. Department of Biochemistry (jointly with Colleges of Agriculture and Natural Resources, Natural Science and Osteopathic Medicine)
4. Department of Biophysics (jointly with Colleges of Natural Science and Osteopathic Medicine)
5. Department of Community Health Science (jointly with College of Osteopathic Medicine)
6. Department of Family Practice

7. Department of Medicine
8. Department of Microbiology and Public Health (jointly with Colleges of Natural Science, Osteopathic Medicine, and Veterinary Medicine)
9. Department of Obstetrics, Gynecology and Reproductive Biology
10. Department of Pathology (jointly with Colleges of Osteopathic Medicine and Veterinary Medicine)
11. Department of Pediatrics and Human Development
12. Department of Pharmacology and Toxicology (jointly with Colleges of Osteopathic Medicine and Veterinary Medicine)
13. Department of Physiology (jointly with Colleges of Natural Science, Osteopathic Medicine and Veterinary Medicine)
14. Department of Psychiatry (jointly with College of Osteopathic Medicine)
15. Department of Psychology (jointly with Colleges of Osteopathic Medicine and Social Science)
16. Department of Radiology (jointly with College of Osteopathic Medicine)
17. Department of Sociology (jointly with Colleges of Osteopathic Medicine and Social Science)
18. Department of Surgery
19. Department of Zoology (jointly with Colleges of Natural Science and Osteopathic Medicine)
20. School of Medical Technology (jointly with College of Osteopathic Medicine)
21. Office of Medical Education Research and Development (jointly with College of Osteopathic Medicine)

I. James Madison College

J. Lyman Briggs College

K. College of Natural Science

1. Department of Astronomy and Astrophysics
2. Department of Biochemistry (jointly with Colleges of Agriculture and Natural Resources, Human Medicine, and Osteopathic Medicine)
3. Department of Biophysics (jointly with Colleges of Human Medicine and Osteopathic Medicine)
4. Department of Botany and Plant Pathology (jointly with College of Agriculture and Natural Resources)
5. Department of Chemistry

6. Department of Entomology (jointly with College of Agriculture and Natural Resources)
7. Department of Geology
8. Department of Mathematics
9. Department of Microbiology and Public Health (jointly with Colleges of Human Medicine, Osteopathic Medicine and Veterinary Medicine)
10. Department of Natural Science
11. Department of Physics
12. Department of Physiology (jointly with Colleges of Human Medicine, Osteopathic Medicine, and Veterinary Medicine)
13. Department of Statistics and Probability
14. Department of Zoology (jointly with Colleges of Human Medicine and Osteopathic Medicine)
15. Abrams Planetarium
16. Biological Science Program
17. Justin Morrill Inter-College Programs (jointly with Colleges of Arts and Letters and Social Science)
18. Biology Research Center
19. Kellogg Biological Station (jointly with College of Agriculture and Natural Resources)
20. MSU-DOE Plant Research Laboratory (jointly with College of Agriculture and Natural Resources)
21. Pesticide Research Center (jointly with the College of Agriculture and Natural Resources)
22. Science and Mathematics Teaching Center (jointly with College of Education)
23. Institute for Water Research (jointly with College of Agriculture and Natural Resources)

L. College of Nursing

M. College of Osteopathic Medicine

1. Department of Anatomy (jointly with Colleges of Human Medicine and Veterinary Medicine)
2. Department of Anthropology (jointly with Colleges of Human Medicine and Social Science)
3. Department of Biochemistry (jointly with Colleges of Agriculture and Natural Resources, Human Medicine, and Natural Science)
4. Department of Biomechanics
5. Department of Biophysics (jointly with Colleges of Human Medicine and Natural Science)

6. Department of Community Health Science (jointly with College of Human Medicine)
7. Department of Family Medicine
8. Department of Internal Medicine
9. Department of Microbiology and Public Health (jointly with Colleges of Human Medicine, Natural Science, and Veterinary Medicine)
10. Department of Osteopathic Medicine
11. Department of Pathology (jointly with Colleges of Human Medicine and Veterinary Medicine)
12. Department of Pediatrics
13. Department of Pharmacology and Toxicology (jointly with Colleges of Human Medicine and Veterinary Medicine)
14. Department of Physiology (jointly with Colleges of Human Medicine and Veterinary Medicine, and Natural Science)
15. Department of Psychiatry (jointly with College of Human Medicine)
16. Department of Psychology (jointly with Colleges of Human Medicine and Social Science)
17. Department of Radiology (jointly with College of Human Medicine)
18. Department of Sociology (jointly with Colleges of Human Medicine and Social Science)
19. Department of Zoology (jointly with Colleges of Human Medicine and Natural Science)
20. School of Medical Technology (jointly with College of Human Medicine)
21. Office of Medical Education Research and Development (jointly with College of Human Medicine)
22. University Center for International Rehabilitation (jointly with the College of Education)

N. College of Social Science

1. Department of Anthropology (jointly with Colleges of Human Medicine and Osteopathic Medicine)
2. Department of Geography
3. Department of Political Science
4. Department of Psychology (jointly with Colleges of Human Medicine and Osteopathic Medicine)
5. Department of Racial and Ethnic Studies (jointly with College of Urban Development)
6. Department of Social Science

7. Department of Sociology (jointly with Colleges of Human Medicine and Osteopathic Medicine)
8. School of Criminal Justice
9. School of Labor and Industrial Relations
10. School of Social Work
11. School of Urban Planning and Landscape Architecture
12. Justin Morrill Inter-College Programs (jointly with Colleges of Arts and Letters and Natural Science)
13. Multidisciplinary Major Programs
14. Social Science Research Bureau

O. College of Urban Development

1. Department of Racial and Ethnic Studies (jointly with College of Social Science)
2. Department of Urban and Metropolitan Studies
3. Center for Urban Affairs

P. College of Veterinary Medicine

1. Department of Anatomy (jointly with Colleges of Human Medicine and Osteopathic Medicine)
2. Department of Microbiology and Public Health (jointly with Colleges of Human Medicine, Osteopathic Medicine and Natural Science)
3. Department of Pathology (jointly with Colleges of Human Medicine and Osteopathic Medicine)
4. Department of Pharmacology and Toxicology (jointly with Colleges of Human Medicine and Osteopathic Medicine)
5. Department of Physiology (jointly with Colleges of Human Medicine, Osteopathic Medicine and Natural Science)
6. Department of Large Animal Surgery and Medicine
7. Department of Small Animal Surgery and Medicine
8. Animal Health Diagnostic Laboratory
9. Veterinary Clinical Center

Q. The Graduate School (jointly with Vice President for Research and Graduate Studies)

R. Lifelong Education Programs (jointly with the Office of the President)

1. Evening College
2. Institute for Community Development
3. Office of International Extension
 - a. Office of Overseas Study
 - b. Graduate Education Overseas
 - c. World Affairs Citizen Education

4. Office of University Conferences and Institutes
5. Office of External Courses and Programs
 - a. University of the Air
 - b. Pewabic Pottery
6. Instructional and Public Television
7. Radio Broadcasting
8. Highway Traffic Safety Center
9. Special Programs
 - a. Insurance Education Programs
 - b. Nursing Home Administrators Programs
 - c. Supervisory Management in Water/Wastewater Field
 - d. Graduate Assistants and Interns
10. Regional Centers
 - a. East
 - b. North
 - c. South-Central
 - d. Southeast
 - e. Southwest
 - f. Upper Peninsula
 - g. West
11. Office of Operations Research and Analytical Studies
12. Business Services
 - a. Business Offices
 - b. Departmental Services
 - c. Cashier and Registration
13. Office of Information Services
- S. International Studies and Programs** (jointly with the Office of the President)
 1. Foreign Students/Scholars Office
 2. Institute for Comparative and Area Studies
 - a. African Studies Center
 - b. Asian Studies Center
 - c. Canadian-American Studies Committee (jointly with the College of Arts and Letters)
 - d. Latin American Studies Center
 - e. Middle East Studies Committee
 - f. Russian and East European Studies Program (jointly with the College of Arts and Letters)
 3. Institute of International Agriculture (jointly with the College of Agriculture and Natural Resources)
 4. Institute for International Studies in Education (jointly with the College of Education)

T. Libraries

1. University Archives and Historical Collections

Academic Governance

Preamble

The Constitution of the State of Michigan confers on the Board of Trustees the responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research and public service. The Board of Trustees exercises final authority and responsibility for University governance within the bounds fixed by the State Constitution.

In exercising its responsibility the Board delegates to the president, and through that person to the officers of the University and the faculty appropriate authority and jurisdiction over matters for which they are accountable to the Board. In other cases, for example faculty recruitment, promotion and tenure, the Board does not delegate but instead looks to the faculty and the officers for recommendations. The specific powers delegated to the faculty are detailed in the Bylaws of the Board of Trustees.

The Board also has declared it will give due consideration to the opinions of students on matters directly related to their interest.

It is important to specify the manner and process by which the faculty and students develop and communicate their views to the provost, the president and the Board. The Bylaws for Academic Governance adopted in September, 1978, provide for participation of faculty and students in the development of policy on academic matters.

The Faculty

The faculty of the University is defined in the Bylaws of Academic Governance as follows:

The "regular faculty" of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the "regular faculty".

The "temporary faculty" of Michigan State University shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure. ¹

The faculty of the University is organized into units—most commonly departments but also schools, institutes, etc. Each department and unit is attached organizationally to at least one college; however, organizational attachment of units to two or more colleges is very common at MSU. The faculty of each college and unit has jurisdiction over its own internal academic affairs within University policy. Each college has an elective Advisory Council and each unit has an advisory committee. Faculty members holding appointments with the academic rank of professor, associate professor, assistant professor, or instructor constitute the voting faculty on internal matters in both the college and the department, and voting rights may be extended by unit bylaws to include temporary faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors or adjunct faculty. Non-college faculty also participate in the governance system with a similar set of rights and responsibilities.

¹ Michigan State University Bylaws for Academic Governance 1978, paragraphs 1.1.1.1. and 1.1.1.2.

Academic Senate

The voting membership of the Academic Senate is composed of the regular faculty except for the president and the provost. Honorary faculty (visiting professors and professors emeriti) are members with voice but without vote. The Academic Senate acts on revisions to the *Bylaws for Academic Governance*, issues raised by the Academic Council, issues raised by the faculty, or other significantly important educational issues the Senate itself wishes to consider. The Academic Senate also serves as a forum for dissemination of ideas and information between the faculty and the administration. The Academic Senate meets by call of the president, by call of the Steering Committee and at least once each year in the fall quarter. The agenda for Senate meetings is prepared by the Steering Committee in consultation with the president and the provost. A convocation of University faculty is held each winter term on a date announced annually, to receive from the president a message on the state of the University.¹

Academic Council

The Academic Council is composed of the Faculty Council, the Appointed Council, the Student Council, designated members of the Academic Council standing committees, the Steering Committee, the president, the provost, and designated ex officio members. Ex officio members are the Vice President for Student Affairs and Services, the Vice President for Research and Graduate Studies, the Assistant Provost for Undergraduate Education, the Dean of Students, the Faculty Grievance Official, and the Ombudsman. There are three sub-groups in the Academic Council. The Faculty Council is composed of the faculty representatives from the colleges, faculty representatives from the non-college faculty, the faculty members of the Steering Committee, faculty chairpersons of Academic Council standing committees, the president and the provost. The Appointed Council is composed of all deans of academic programs, the directors of the Honors College and Library, the president and the provost. The Student Council is composed of the student representatives, the student members of the Steering Committee, student chairpersons of the Academic Council standing committees, the president, the Vice President for Student Affairs and Services and the provost.¹

¹ The Secretary for Academic Governance is secretary to the Academic Senate, the Academic Council, the Faculty Council and the Student Council. The Office of the Secretary provides staff support to the Academic Council and its committees, supervises elections to the Academic Council and its committees, and provides assistance to colleges and departments in the preparation and interpretation of unit bylaws for academic governance. The Office of the Secretary is located in Room 10, Linton Hall (355-2337).

The functions of the Academic Council are to consider and act upon all matters brought before the group by the Steering Committee, the president, and the provost, and to provide a forum for the dissemination of information and exchange of views regarding University policy. Consultation upon matters related to the general welfare of the University is provided by the Academic Council. The president, or in the president's absence, the provost, presides at meetings of the Academic Council. The Secretary for Academic Governance is the secretary of the Academic Council. The Academic Council must meet at least once each month during the academic year and more often at the call of the president or Steering Committee. The agenda is prepared by the Steering Committee, in consultation with the president or the provost, thereby providing the vehicle through which individual faculty members, students or faculty-student groups and other organizations may initiate action. Before each regularly scheduled meeting of the Academic Senate or the Academic Council, the Steering Committee holds a public meeting open to any faculty or student member at which suggestions for agenda items are heard. The Steering Committee announces this meeting in the State News and the MSU Faculty Newsbulletin.

Most of the issues debated by the Academic Council are considered by its various standing committees. The University Committees on Academic Environment, Academic Governance, Academic Policy, Curriculum, Faculty Affairs, Faculty Tenure, Student Affairs and the University Graduate Council. For information about composition, procedures and functions of the various standing committees see Section 4 of the *Bylaws for Academic Governance 1978*. Faculty and student members of the standing committees of the Academic Council are selected in accordance with the procedures specified in the *Bylaws for Academic Governance 1978*.

Bylaws are an integral component of the governance system adopted in each academic unit. These documents provide for faculty consultation and advisement in the units and describe important tenure and promotion procedures.

III. UNIVERSITY POLICIES

Equal Opportunity and Non-Discrimination

Michigan State University is committed to the principles of equal opportunity, non-discrimination and affirmative action. University programs, activities and facilities are available to all without regard to race, color, sex, religion, creed, national origin, political persuasion, sexual preference, marital status, handicap or age. The University is an Affirmative Action, Equal Opportunity Employer.

In carrying out this commitment, the University is guided by the policies adopted by the Board of Trustees and by applicable federal and state laws and regulations. Among these are:

- Executive Orders 11246 and 11375 prohibiting discrimination on the basis of race, color, religion, national origin or sex by institutions with federal contracts of over \$10,000.
- Title IX of the Higher Education Amendments of 1972 prohibiting discrimination against students and employees on the basis of sex.
- Titles VI and VII of the Civil Rights Act of 1964 (as amended) prohibiting discrimination in the provision of services and employment on the basis of race, color, religion, national origin or sex.
- Equal Pay Act of 1963 (as amended) prohibiting discrimination in salaries on the basis of sex.
- Titles VII and VIII of the Public Health Service Act prohibiting discrimination in the admission of students in health personnel training programs on the basis of sex.
- Secs. 503 and 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap in any program or activity receiving federal financial assistance and requiring affirmative action in the employment of the handicapped.
- Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 requiring affirmative action in the employment of disabled and Vietnam-era veterans.
- Michigan Civil Rights Act of 1977 prohibiting discriminatory practices, policies and customs.

The Board of Trustees has directed the establishment of the Anti-Discrimination Judicial Board to serve as its internal mechanism for the receipt, consideration, and resolution of complaints of alleged acts of discrimination against individuals occurring within the University.

A booklet, "Human Rights, The University's Commitment" has been prepared to provide background, to list in detail the Board of Trustee policies regarding equal opportunity and to answer many questions relating to human rights. It is available from the Office of the President or from the Department of Human Relations. Individuals who believe their rights have been abridged or that they have been discriminated against in violation of any applicable law or regulation may contact the Department of Human Relations, telephone 353-3922.

The responsibility for overall coordination, monitoring and information dissemination about the University's program of equal opportunity, non-discrimination and affirmative action is assigned to the Office of the President, telephone 353-5097.

Academic Freedom

Michigan State University adheres to the principles of academic freedom with correlative responsibilities as stated by the American Association of University Professors, the Association of American Colleges and other organizations:

1. The teacher¹ is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The teacher is entitled to freedom in the classroom in discussing his or her subject, but should be careful not to introduce into teaching controversial matter which has no relation to the 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.
3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, the teacher should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As a person of learning and an educational officer, the teacher should remember that the public may judge one's profession and institution by one's utterances. Hence, the teacher 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 or she is not an institutional spokesperson.²

¹ The word "teacher" as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.

² "Academic Freedom and Tenure—1940 Statement of Principles and Interpretive Comments", AAUP Bulletin, Summer 1974, pp.269-272.

Academic Personnel Policies

Appointments

Regular

Regular faculty are appointed in the tenure system on an annual basis with either a nine or twelve month duty assignment. In either case, salary is paid in twelve equal installments on the last day of each month.¹

Regular faculty members appointed on an academic year basis are assigned duties for the fall, winter and spring terms, i.e., during the period September 16 through June 15.

Temporary

Visiting and temporary staff members are appointed outside the tenure system on an annual basis with nine or twelve month duty assignments, or for shorter periods, with the academic titles of professor, associate professor, assistant professor, instructor, librarian and specialist. The titles of research associate, lecturer, and assistant instructor are also for temporary appointments of one year or less.

All temporary appointments have a specific termination date. The University has no obligation to provide reappointment or extension of a temporary appointment beyond the ending date. If reappointment is made, negotiation of the conditions of reappointment must originate with the basic administrative unit (department, school, institute, residential college, or other comparable academic unit.)

Summer Session

Faculty members appointed on an academic year basis may be assigned teaching duties for the summer term in addition to fall, winter and spring terms. If so, they are compensated additionally at the rate of three percent of their previous year's salary for each week of full-time teaching for a maximum of ten weeks. (No TIAA-CREF contributions are made on this pay.). Faculty members appointed on an academic year basis may teach the summer quarter in exchange for one of the other quarters providing:

1. the summer teaching is done before the term off;
2. the teaching and academic advising program of the department is not disadvantaged and
3. a Memorandum of Understanding is completed and signed in

¹ Approved by Board of Trustees, March 16, 1944.

advance by the faculty member, chairperson, dean, and provost.

Faculty members serving on the Academic Council or on standing committees of the Academic Council are expected to be available fall, winter and spring terms unless specific alternative arrangements have been approved.

Emeritus

Members of the faculty and administrative staff with academic rank who leave the University at retirement are granted certain privileges and the title "emeritus". The designation "emeritus" is appended to the rank held at retirement, e.g. professor emeritus, dean emeritus.

Persons with the emeritus title are entitled to attend Academic Senate meetings without vote, to march in academic processions such as commencement, to receive the *MSU News-Bulletin*, to avail themselves of the libraries, be selected to receive on application a faculty vehicle permit, 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. (See section on Retirement Benefits.)

Physical Examination

New tenure system faculty members are required to have a complete physical examination before the approval of their appointment by the Board of Trustees. The examination is given at the Michigan State University 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 Office of the Secretary of the Board of Trustees to have the examination made by the potential member's personal physician.

The Tenure System

The following policy was approved by the Board of Trustees on May 15, 1952.

The Board of Trustees in approving this statement of tenure policy does so in good faith with the intent to comply fully with it. It must, however, reserve the right to deviate from these terms if conditions beyond its control, such as abrupt declines in enrollment, drastic loss of income or conditions that result in the drastic curtailment or abandonment of programs or activities, make it necessary to do so.

Preamble: The purpose of tenure is to assure the University staff academic freedom and security and to protect the best interests of the University. Tenure shall not be considered to protect any person from the loss of his/her position as a result of gross misconduct such as violation of professional ethics or refusal to perform reasonable assigned duties, incompetence, voluntary withdrawal or actions which are inimical to the interests of the University.¹

¹ Tenure of Appointment at Michigan State University, approved by the Board of Trustees May 15, 1952. The final sentence has been amended here from the language of the Dismissal Procedure adopted by the Board on June 23, 1977. (See Dismissal of Tenured Faculty for Cause.)

Granting Tenure

A faculty member who enters the University at the rank of *professor* in a tenure stream position is granted tenure (appointment for an indefinite period without a terminal date) from the date of appointment at that rank.

An *associate professor* who has not served previously at Michigan State University is appointed for a probationary period of three years. If an associate professor is re-appointed, tenure is granted.

An *assistant professor* who has not served previously at Michigan State University is appointed for a probationary period of three years. Reappointment for an additional probationary period of three years is possible. If an assistant professor is appointed beyond the two probationary periods, tenure is granted. If at any time during these two probationary periods an assistant professor is promoted to the rank of associate professor, tenure is 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. If not then promoted to the rank of assistant professor, that person is ineligible for an additional reappointment unless a special one-year extension is granted. An extension requires approval of the University Committee on Faculty Tenure, the dean, 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:

1. Two years after service as an instructor for one year, or for one year after service as an instructor for two years. If reappointed at the assistant professor rank, the appointment will be for three years. If an assistant professor is reappointed after this three-year period, tenure is granted.
2. Three years after service as an instructor for three years or more. Upon reappointment, tenure is granted.

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.

1. The terms and conditions of employment shall be provided in writing to the faculty member at the time of initial appointment. These terms should include:

- a. The time period covered by the appointment.
 - b. Salary provision
 - c. The general expectations in regard to the professional responsibilities of the person being appointed.
 - d. Conditions other than the appointee's performance of his/her responsibilities that would make a further appointment inadvisable.
2. The chairperson of the unit recommending the appointment shall deliver in writing to the non-tenured faculty member at the time of appointment a copy of the bylaws of the unit which specifies that administrative unit's procedures for action on the status of non-tenured faculty.¹ (See section on Non-Tenured Faculty in the Tenure System.)

¹ Approved by the Academic Council, May 4, 1971, and by the Board of Trustees, May 21, 1971.

Operating Principles of The Tenure System

1. Appointment periods for tenure purposes are calculated from September 1 of the calendar year in which the appointment is effective.
2. A faculty member granted a leave of absence will have the appointment period extended appropriately.
3. 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:
 - a. A faculty member without tenure whose initial appointment to Michigan State University is to an overseas assignment of six months or more will have the appointment period under the tenure system extended by a period equal to the duration of the overseas assignment.
 - b. Any other faculty member without tenure who serves abroad on a Michigan State University project may have the appointment period under the tenure system extended similarly only with the concurrence in writing of the faculty member involved and the department chairperson, the dean, the provost, and the president. Such agreement must be reached prior to departure for the overseas assignment.
4. A faculty member who is not to be recommended for reappointment by the department chairperson and dean must be so notified in writing by the department chairperson by December 15 preceding the expiration of the appointment. Copies of the notification are to be sent to the dean and provost. Upon written request of the faculty member, the administrative unit making the decision shall transmit in writing the reasons for not recommending further appointment.
5. If a faculty member who was recommended by the department chairperson and dean is not reappointed, and/or if proper notification, as stated in 4., 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.
6. A faculty member may not be transferred out of the tenure system during or immediately after an appointment under the tenure system, except as approved by the University Committee on Faculty Tenure upon written petition of both the faculty member and the department. Subsequent appointment in the tenure system requires approval of the University Committee on Faculty Tenure.

7. Foreign nationals (non-citizens of the United States) may be appointed within the tenure system; however, they are not to be given indefinite appointment with tenure unless they have signified their intention of, and have moved in the direction of, acquiring citizenship. Canadian citizens may be exempt from this regulation and upon specific approval by the Board of Trustees, other exemptions may be made.
8. 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 University Committee on Faculty Tenure. The Committee after thorough study submits its recommendations to the president, the provost or other appropriate administrative officer or body.

Tenure Action and Promotion

Recommendations for actions under the tenure system and for promotions in rank are made in the department according to unit, college and university bylaws, policies and procedures and are reviewed successively by the dean, the provost and the president, who makes the final recommendation to the Board of Trustees for action. Since extensive information is needed to make an adequate evaluation of the performance of each faculty member to be recommended for reappointment, tenure, or promotion, a comprehensive form has been developed which provides space for reporting activities such as instruction—undergraduate, and 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. The expectations for each individual are dependent on the individual's particular assignment and the missions of the unit. Sample copies of the form are available in the Office of the Assistant Provost for Academic Personnel Administration, 438 Administration Building, telephone 353-5300.

Appointment, Reappointment, Tenure, and Promotion Recommendations

The following statement is sent annually by the Office of the Provost to deans, directors, and chairpersons on the occasion of reappointment, promotion, and tenure decision recommendations. It is reviewed annually and advice is requested from the University Committee on Faculty Affairs and the University Committee on Faculty Tenure. Any changes will be sent to deans, directors, and chairpersons to incorporate into departmental and unit copies of the Handbook and for distribution to the faculty.

MSU is a premier Land-Grant University and an AAU University. MSU aspires to improve continuously and this requires that academic personnel decisions must build a progressively stronger faculty. This process begins with vigorous, effective recruitment and selection of new faculty, followed by systematic encouragement and facilitation of the professional growth of these faculty members, followed by the application of demanding standards when reappointment, tenure, and promotion recommendations are formulated. Our policies, procedures, criteria, and decisions on recruitment, reappointment, award of tenure, promotions and salary increases must be guided by the aspirations we hold for MSU. The academic quality of MSU will be determined in large measure by these decisions.

Recommendations for appointment, reappointment, tenure, and promotion are initiated by evaluation at the unit level, including peer review. All involved in these deliberations must apply high standards of performance. Chairpersons and directors make the unit level recommendations. Unit level recommendations are subject to review and approval or disapproval at the college and University levels. Recommendations are to be based on explicit unit criteria that are consistent with college and University policies.

As provided in the *1978 Bylaws for Academic Governance*, the chairperson/director is to receive advice from the faculty as ascribed in the unit bylaws. Each department, school, and comparable unit is required to have procedures and criteria that are clearly formulated and relevant on which to evaluate the performance of faculty members. The *1978 Bylaws for Academic Governance* includes the following statement that is of fundamental importance.

The chairperson or director has a special obligation to build a department or school strong in scholarship, teaching capacity, and public service. (2.1.2.1.)

The chairperson or director makes his/her judgment taking into

consideration peer evaluations, supporting data and information, the personnel needs of the unit, and any other relevant factors. The chairperson or director is responsible as an individual for the recommendations he/she makes.

Unit criteria for appointment, reappointment, tenure, promotion, and salary increases must serve the objective of improving academic strength and quality, taking account of the mission of the department, college, and the University. Deans review independently each recommendation and approve or disapprove, taking into account unit, college, and University criteria and other factors such as quality, progress, resources, program needs, percent of tenured personnel in the unit, and any other relevant University policies.

The Office of the Provost will review recommendations for reappointment, awards of tenure, and promotions primarily in terms of the evidence for the individual's effectiveness in performance of academic duties.

In addition, the following elements will be considered. (Order is not necessarily indicative of priority or weight of these elements.):

1. In each case, evidence of consistent and persistent professional improvement and effectiveness at MSU of sufficient duration to serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the individual's academic career.
2. Standards of the college and department for recommendations of appointments, reappointments, awards of tenure, and promotion.
3. Progress of the unit in improving its overall quality.
4. Progress on affirmative action plans.
5. Actual and potential external competition for employment in the Big Ten or institutions of at least comparable quality.
6. The history of salary increases awarded the individual relative to others.
7. Fiscal constraints.
8. The extent to which program commitments require the continuation of faculty (relevant primarily for decisions on reappointments and awards of tenure).
9. The proportion of the faculty in the University, the college, and the department (school) tenured and the age distribution of the faculty tenured (relevant primarily for decisions on reappointments and awards of tenure).

Each dean or director is asked to insure that unit administrators in their college make clear to the concerned faculty the procedures and criteria that will be used in making tenure system

reappointment and promotion recommendations. Forms for Recommendation—Tenure System Reappointment Action or Promotion outline many of the activities that are relevant to decisions on promotion and reappointment. Academic administrators are to be selective in making reappointment and tenure and promotion recommendations. The achievement and performance level required should be competitive for faculties of Association of American Universities (AAU) and leading land-grant universities.

1. Reappointment with award of tenure: Each tenure recommendation should be based on a record of sustained, outstanding achievements in teaching, research and other creative activities, and/or service.
 - a. For the assistant professor who has established such a record, the tenure recommendation is effective upon reappointment after two or more cumulated probationary appointments in the tenure system, if the individual is reappointed again.
 - b. For the faculty member appointed initially as associate professor in the tenure system who has established such a record, the tenure recommendation is effective upon reappointment after one three-year probationary appointment, if the individual is reappointed.
2. A recommendation for promotion from assistant professor to associate professor in the tenure system should be based on several years (usually a minimum of five) of sustained, outstanding achievements in teaching, research or other creative activities, and/or service as assistant professor.
3. A recommendation for promotion from associate professor to professor should be based on several years (usually a minimum of five) of sustained, outstanding achievements at the associate professor level. The reasons for a minimum period of time are:
 - a. To provide a firm basis in actual performance for predicting long-term, high quality professional effectiveness, and
 - b. To provide a firm basis in actual performance for University endorsement of the individual as an expert of national stature.

Where there is any doubt about a reappointment, tenure, or promotion recommendation, the unit and college should be mindful of the University's continuing objective to improve our faculty. The dean is to explore carefully each recommendation to insure that it is well grounded and fully justified.

Non-Tenured Faculty in the Tenure System

The following policy was approved by the Board of Trustees on April 17, 1970.

Recommendations for actions affecting the appointment, reappointment or promotion of faculty members under the tenure system must be in accord with the provisions of the tenure system.

At the level of the basic administrative unit, judgments on non-tenured faculty with respect to professional competence (including teaching ability), academic potential, and the needs of the department are made by the responsible administrator after consultation with the tenured faculty and/ or other duly constituted group specified in the bylaws of that basic administrative unit. Recommendations for reappointment, tenure, or promotion are reviewed successively by the dean, the provost and the president, who makes the final recommendation to the Board of Trustees for action.

Each basic administrative unit shall base its judgments on criteria and procedures that are clearly formulated, objective and relevant. These criteria and procedures shall be known to all members of the basic administrative unit. If appropriate, the responsible administrator may supplement information required for these judgments by consulting with representative non-tenured faculty, students and/or qualified individuals outside the basic administrative unit. Review procedures shall be described in its bylaws and shall include a means by which the faculty member is evaluated and informed annually of his/her progress. These bylaws shall provide for a designated group to make recommendations with respect to reappointment, tenure, or promotion. Procedures shall also exist by which the faculty member may confer with this sub-group before a decision is made in his/her case.

Decision not to reappoint a non-tenured faculty member does not necessarily imply that the faculty member has failed to meet the standards of the University with respect to academic competence and/or professional integrity. This decision may be contingent, wholly or in part, upon the availability of salary funds and/or departmental needs. The decision not to reappoint a non-tenured faculty member does not require action by the Board of Trustees. In the case of a non-tenured faculty member within the tenure system, notification is required as set forth in the section entitled Operating Principles of the Tenure System above. Such decision is made at the level of the basic administrative unit. Upon written request of the faculty member, the administrator of the basic administrative unit making the decision shall transmit in writing the reasons for the decision.

If a non-tenured faculty member believes that the decision not to reappoint has been made in a manner which is at variance with the established evaluation procedures, he/she may initiate an appeal in accordance with the Faculty Grievance Procedure.

When reason arises to consider dismissal of a non-tenured faculty member before the expiration of his/her term of appointment, the procedures to be followed shall be identical with those established for the dismissal of a tenured faculty member.¹

¹ The revised policy, 'Dismissal Procedures for Tenured Faculty for Cause,' was approved by the Board of Trustees on June 23, 1977.

Continuous Appointment and Ranks for Librarian Positions

The following policy was approved by the Board of Trustees on June 23, 1977.

The Board of Trustees of Michigan State University (in recognition of the essential contributions of librarians to academic programs) will appoint librarians at four professional levels and will award, upon recommendation of the Director of Libraries and the provost, continuous appointment to those librarians who exhibit strong evidence of the capacity for sustained professional growth.

Continuous appointment as used in this statement assures a librarian that she/he will not be dismissed due to capricious action by the Library administration nor will dismissal be used as a restraint on a librarian's exercise of academic freedom or other rights as an American citizen. As in the tenure system, continuous appointment does not guarantee employment if positions are not funded, if there are gross violations of University or Library policies, if the librarian refuses to perform reasonable assigned duties or fails to fulfill contractual obligations, or if the librarian is no longer capable of satisfactory performance in his or her professional capacity at the University.

Dismissal of librarians on continuous appointment will follow procedures similar to those for dismissal of tenured faculty, with assurance of due process, as approved by the Board of Trustees. Dismissal of librarians not on continuous appointment but prior to the expiration of the current term of appointment shall parallel those established for dismissal of librarians on continuous appointment.

A Librarian I is appointed initially for a probationary period that expires on the third June 30th following the date of the appointment. This appointment may be followed by a second two-year period. After this four to five year period, if the librarian is reappointed, continuous appointment will be granted.

If during the probationary appointment periods as Librarian I, the librarian is approved for a change of position to the rank of Librarian II, the appointment will be for two years. After this two-year period, if the candidate is reappointed, continuous appointment will be granted.

A Librarian II who has not served previously at Michigan State University is appointed for a probationary period that expires on the third June 30 following the date of the appointment. The candidate may be reappointed for an additional period of two years. If the librarian is reappointed a second time at that rank, continuous appointment will be granted. If at any time during the initial ap-

pointment period the librarian is approved for a change of position to the rank of Librarian III, the appointment will be for two years. If after this two-year period the candidate is reappointed, continuous appointment will be granted. If at any time during the second probationary period the librarian is approved for a change of position to the rank of Librarian III, continuous appointment will be granted.

A Librarian III who has not served previously at Michigan State University is appointed to a probationary period that expires on the third June 30th following the date of the appointment. If the librarian is reappointed or approved for a change of position to the rank of Librarian IV, continuous appointment will be granted.

A Librarian IV will be on continuous appointment basis from the date of the original appointment at that rank.¹

Procedures for the implementation of this policy are available in the Office of the Library.

¹ Approved by the Board of Trustees on June 23, 1977.

Specialists

Statement on specialist position is in process of development.

Payroll Procedures

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

1. **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.
2. **EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATE (FORM W-4).** The W-4 form authorizes the University to recognize the appropriate exemptions when calculating withholding taxes.
3. New faculty members should at the same time complete the appropriate forms in the Staff Benefits 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 Insurance and Retirement Benefits section of this handbook and in additional information which is available from the Staff Benefits Division, 140 Nisbet Building.

Identification Cards

All full-time members of the faculty are encouraged to obtain identification cards. Similar identification cards can be issued to spouses upon request. The identification cards are useful for campus privileges.

To obtain an ID card, the faculty member and spouse should secure authorization cards from the faculty member's administrative unit. These should be presented at the ID Card Office, 80 Administration Building, where photographs are taken.

Leave Policies

Leaves of absence, with or without pay, may be granted to faculty members. Recommendations for leaves of absence originate in the department, school or comparable unit and must be reviewed successively by the dean, the provost and the president, who makes the final recommendation to the Board of Trustees for action. Leaves usually do not extend beyond one year.

Leaves of absence, other than for sickness or for military service, are not granted automatically but are intended for the mutual benefit of the University and the faculty member. **Leaves will not be granted unless satisfactory arrangements are made in advance to:**

1. carry on the instruction, research, extension and administrative duties of the faculty member,
2. fulfill obligations to graduate students whose programs or theses are being directed by the faculty member and
3. fulfill obligations to committee assignments.

Specific dates for the leave must be specified in the request and should be made as far in advance as possible.

Sabbatical Leaves of Absence

General Policy

1. 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.
2. **A sabbatical 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.
3. Within 30 days after returning from sabbatical leave, a concise written report, not to exceed one page in length, is to be submitted to the department chairperson who will transmit the report with comments to the dean for transmittal to the provost. This report will become a part of the faculty member's permanent file. Departments or colleges may require more extensive reports.

Eligibility

1. Only faculty members with tenure shall be eligible for sabbatical leaves.

2. A sabbatical leave shall not be granted until the faculty member has 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.
3. Years of service shall count from the date of full time appointment, or from the ending date of the previous sabbatical leave. However, all leaves of absence shall be excluded in determining years of service for a sabbatical leave.
4. The length of leaves shall not be extended on the basis of more than six years of service since the previously compensated leave.
5. Appropriate applications for a full year of leave (with reduced pay) shall have precedence over shorter term leaves (with full pay).

Types of Sabbatical Leaves

1. For faculty on academic year appointments, sabbatical leaves are of three types:
 - a. One term with no reduction in pay.
 - b. Two terms with a fifty percent reduction in pay for six months.
 - c. Three terms with a fifty percent reduction in the academic year salary. (Payments distributed over 12 months.)
2. For faculty on annual appointments:
 - a. Up to six months with no reduction in pay.
 - b. Twelve months with a fifty percent reduction in pay.
3. For deans, directors, departmental chairpersons, and other administrative officers:
 - a. Three months once in every three years with full pay, but only after three years of administrative service. The annual vacation of 22 working days is to be included in the period of leave.
 - b. In exceptional cases, section 2., 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, or from the date of full time appointment including at least three years in administrative positions without compensated leaves.

Conditions

1. Recipients of sabbatical leaves are permitted to receive money for approved study or research without prejudice to

their receipt of income from Michigan State University, provided that the total remuneration from all sources does not exceed that from Michigan State University. The sabbatical leave may not be used to accept paid employment during the period of the leave.

2. 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.
3. A recipient of a sabbatical leave of absence is obligated to return to Michigan State University for the following year. Requests for leaves without pay immediately following a sabbatical leave will not be approved. If a leave with no pay is to be recommended, it should precede the sabbatical leave.

Departmental Adjustments

1. 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.
2. 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.
3. Sabbatical leaves shall not be granted to several members of a department concurrently if the efficiency of instruction, research and service programs will be impaired.

Leaves of Absence Without Pay

Leaves of absence without pay may be granted with the recommendation of the department chairperson 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.

Faculty members should make arrangements with the Staff Benefits Division for prepayment of their benefit programs.

Military Service Leaves

The University cooperates fully with faculty members taking part in the reserve program of the military forces which calls for active duty training annually with the National Guard, Officers' Reserve Corps, or similar U.S. military organizations.

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

When a member of the faculty enters the armed forces, it is the policy of the University to grant, on request, a leave of absence to cover the term of service.

Medical Leaves

Short-Term Disability

Faculty and academic staff members who are appointed on a full time basis¹ are eligible for up to six months of paid leave if health problems prevent the individual from working. It is the responsibility of the individual faculty or staff member to promptly notify the department chairperson, director, or immediate supervisor of absence due to illness or disability.

If other members of the faculty assume the duties of the individual on a temporary basis without additional cost to the University, no formal report of the absence beyond the dean or director of the major academic unit is required during a four week period.

If the absence extends or is expected to extend beyond four weeks, a leave of absence beginning with the first day of absence should be requested by the individual or if the individual is unable to make the request, by the department chairperson or director,

¹ Short-Term Medical Leave also applies to part-time faculty and academic staff members appointed for 50 percent or more time for nine months or more.

through the office of the dean to the provost for reporting to the president and Board of Trustees.

Long-Term Disability

If disability of a faculty or academic staff member appointed on a full-time basis extends or is likely to extend beyond six months, the Staff Benefits Division should be contacted for information on applying for benefits under the Long-Term Disability plan and Social Security.

Short-Term Leave of Absence-Maternity

Absence due to temporary illness or disability caused by or contributed to by pregnancy, childbirth and/or recovery is covered by the short term medical leave of absence policy stated above.

Guidelines and Procedures

1. A pregnant faculty or academic staff member is expected to remain on active status as long as she is able to perform the duties of her position without harm to her well-being or that of the unborn and that she return as soon as her health permits after the birth of the child.
2. Upon a request by the pregnant faculty or academic staff member and presentation of a statement from her physician giving the projected delivery date, a leave of absence with pay will be granted without additional medical certification for a period up to four weeks before the projected delivery date and six weeks following the birth.
3. Leave of absence in excess of the four weeks prior to the projected delivery date or the six weeks after the birth requires a statement of medical need from the attending physician.

In all cases, the faculty or academic staff member is expected to make suitable arrangements, in advance whenever possible, with the chairperson or director of the academic unit.

Leave for purposes relating to child rearing is not to be confused with medical leave of absence relating to pregnancy and child birth. Leave for child rearing may be either annual leave (vacation) or leave without pay. Suitable arrangements are to be made in advance with the chairperson or director of the academic unit.

Vacation Leave

The University provides vacation leave to regular and temporary faculty and to Board appointed academic staff members who are appointed on an annual basis under the following conditions:

Eligibility

1. Regular and temporary faculty and academic staff members holding appointments on an annual basis, with more than six months service, are eligible for annual vacation leaves. Regular and temporary faculty and academic staff holding academic year appointments are not eligible for vacation leave.
2. Regular faculty and academic staff members holding appointments on an annual basis receive annual vacation leave equivalent to one month (22 working days) in twelve months. Proportional allowances are granted to appointees with more than six months of service but less than twelve. The individual's appointment date is used in determining eligibility for vacation.
3. Part-time faculty and academic staff members holding appointments for fifty percent or more time on a twelve-month basis receive vacation on a proportional basis.
4. Vacation must be taken during the annual appointment period (i.e. during the twelve month appointment period).
5. Vacation leave may not exceed one month (22 working days) in twelve months and is not cumulative.
6. Any supplementary employment during the annual vacation leave is contrary to University policy.

Scheduling

Each department is responsible for scheduling vacations in order not to interfere with the operation of the department and to insure that each staff member receives the appropriate vacation allowance during the appointment period. Although the scheduling preference of faculty and academic staff should be considered, vacations have to be scheduled to meet the instructional and research requirements of the department. Units that experience "slack" or "down" periods may require that vacations be taken during these times (e.g., December recess, summer recess, etc.). When practical, staff members should be informed of such requirements in advance.

Pay in Lieu of Vacation

Actual time off from work during the appointment period must be

taken in order to receive compensation for vacation time. Payment in lieu of vacation may be approved for only in case of retirement or termination for any cause (resignation, death, etc.)

Pay in lieu of vacation shall not exceed payment for one month less vacation time used during the twelve month period. Neither vacation time nor pay in lieu of vacation can be granted prior to eligibility for vacation allowance.

Transfers

Unused vacation allowance not exceeding one month will be transferred with a staff member when the staff member transfers from one position, budget or operating unit to another. If a staff member is transferred from an instructional staff appointment to a professional, administrative, or other type of appointment, a transfer of the balance based on one month less actual vacation days used during the past twelve months will be made.

Each department, school, or other administrative unit is responsible for scheduling vacation time off for staff members, maintaining vacation usage records, and if a staff member transfers to another unit, for notifying the staff member of unused vacation time in writing. A copy of the notification must be sent to the staff member's new unit.

Holidays

The University observes six legal holidays by closing offices and dismissing classes. They are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. In addition, the Friday following Thanksgiving Day, and as stipulated by the University based on the calendar, the working days preceding or following Christmas Day and New Year's Day are granted as holidays.

Retirement

Eligibility Policy

The University retirement plan is described in the section entitled Insurance and Retirement Benefits. Michigan State University's faculty retirement policy provides:

1. The normal age for retirement of faculty members is 65, but is optional on the first day of the term following attainment of age 62 with 15 years of continuous full-time service or after 25 years of continuous full-time service at any age. Retirement is compulsory on the first day of July following attainment of age 70.
2. Faculty members with 15 years of continuous full time service¹ at this University may serve their final year before retirement on a terminal consultantship basis with agreed-upon duties involving at least a one half time assignment provided there were no compensated leaves² in the five years immediately prior to retirement. Recommendation for such consultantship must be made by the department chairperson and dean. The salary must be provided by the department. In applying for a terminal year consultantship, the faculty member must submit a letter outlining the proposed duties during the period. At the end of the consultantship period, a report on the accomplishments is to be submitted to the provost through the department chairperson and dean. Forms for requesting terminal consultantships and retirement are available in the Staff Benefits Division, 140 Nisbet Building. Terminal year consultantships must be completed no later than the first day of July following attainment of age 70.
3. Administrative officials, including deans, directors, and department chairpersons will be relieved of administrative responsibilities on the first day of July following attainment of the age of 65 unless specific exception is made by the Board of Trustees. When relieved of administrative responsibility, they may:
 - a. request a one-year terminal leave followed by retirement, provided there were no compensated leaves³ in the five years immediately prior to retirement, or

¹ Includes activities of interest to and support by the University regardless of the sources of financial support.

² Sabbatical leaves are not granted to be effective after attainment of age 63.

³ Ibid.

- b. 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.

Note: Normally, the option of a one-year terminal leave with pay can be made only at this time. Individuals currently serving as administrators who satisfy the eligibility requirements for optional retirement (see 1. above) may receive approval for terminal leaves before age 65. However, administrative officials who are also members of the faculty may qualify to serve their final year before retirement on a terminal consultantship basis if they meet the conditions stated in 2. above.

4. 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 retirement plan.

Resignations

The procedures under Michigan State University's tenure system bind the University to give adequate notice to faculty members if they are not to be reappointed. 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 ninety days notice in writing to the department chairperson or dean.

Faculty members leaving the University should contact the Staff Benefits Division, 140 Nisbet Building, for information concerning the possible extension and conversion privileges of their Staff Benefits Programs.

Dismissal of Tenured Faculty for Cause

The following policy was approved by the Board of Trustees on June 24, 1977.

A tenured faculty member may be dismissed: (1) for gross misconduct (described in Appendix I), or (2) for incompetence. Gross misconduct or incompetence must be determined under the rules of academic due process by a representative body of the faculty member's peers. The procedures described below shall be followed before the president submits a dismissal recommendation to the Board of Trustees for final action.

I. Preliminary Conference

When reason arises to consider dismissal of a tenured faculty member, the appropriate administrative officer, or officers, shall arrange a personal conference or conferences. The difficulty may be resolved by mutual consent at this point. If the faculty member is asked to resign and declines, formal action may be initiated under the procedures herein stated. No formal charges shall be made until after the faculty member has been informed that such charges are to be made and has been given an opportunity to meet with the administrative officer who plans to make the charges. In cases in which the faculty member is not in the United States or is otherwise not available for a personal meeting, the requirement of this section will be met by a telephone discussion and/or correspondence with a reasonable opportunity to respond.

II. Initiation of Formal Proceedings

- A. The administrator of a unit in which an affected faculty member is employed (e.g., department chairperson, dean or director) shall recommend to the provost, through the appropriate administrative channels, that formal proceedings be initiated.
- B. The provost shall notify the president before proceedings are initiated. The faculty member may be relieved from any or all academic duties during the proceedings at the discretion of the president if recommended by the provost. Such relief of duties shall be without loss of compensation.
- C. Formal proceedings shall be deemed initiated when the provost files with the president and with the chairperson of the University Committee on Faculty Tenure a written statement of explicit charges against the affected faculty member. The statement shall contain: 1) The nature of the charges; 2) the names of the witnesses, insofar as known, who will testify in

- support of the specific allegations; 3) the nature of the testimony likely to be presented by each of these witnesses.
- D. The charge shall be heard by the Hearing Committee, which shall consist of those elected faculty members of the University Committee on Faculty Tenure who are serving on the committee at the time the formal proceedings are initiated. The chairperson and the secretary of the Hearing Committee shall be elected by the Hearing Committee from among its own numbers at a meeting specially convened for this purpose by the chairperson of the University Committee on Faculty Tenure who, if an elected faculty member, is eligible for election. The Hearing Committee may, if either side is represented by legal counsel, solicit the advice of legal counsel for itself, to be paid for by the University. Either party to the proceedings may challenge for cause the appropriateness of individual members of the University Committee on Faculty Tenure serving on the Hearing Committee. Such challenges shall be decided by majority vote of the Hearing Committee, exclusive of the member being challenged. Either party may exercise one (1) peremptory challenge.
- E. The chairperson of the Hearing Committee shall promptly give notice by registered mail to the affected faculty member stating the explicit charge against him or her. The written notice to the faculty member shall contain: 1) the nature of the charges; 2) the names of the witnesses, insofar as known, who will testify in support of the specific allegations; 3) the nature of the testimony likely to be presented by each of these witnesses.

III. The Hearing

- A. Service on the Hearing Committee shall be a high priority University responsibility for the duration of the hearing. The University administration shall assure that administrators of affected units take all reasonable measures to reduce the Hearing Committee members' other responsibilities. The Secretary for Academic Governance shall make available to the chairperson of the Hearing Committee, secretarial and clerical assistance as required. A full stenographic record and tape recording shall be made of the hearing.
- B. The chairperson of the Hearing Committee shall request the presence of any witness or the delivery of any University document germane to the hearing. In fulfilling these requests, the appropriate administrative officers will cooperate.

- C. The chairperson of the Hearing Committee shall schedule the Hearing within a reasonable time after the affected faculty member receives notification of the charges against him or her, due consideration being given to the fact that the faculty member needs a reasonable length of time for the preparation of a defense.
- D. The Hearing shall be closed except that the Hearing Committee may decide that hearing sessions are to be open if this is requested by the affected faculty member. The committee shall hear the views of both parties on the question and shall determine in deliberative session whether the sessions are to be open or closed. The chairperson of the Hearing Committee may, however, in the interest of orderly and equitable proceedings, rule that a given session or portion of a session be closed.
- E. The chairperson of the Hearing Committee shall be in full charge of the Hearing which shall be conducted according to the procedures stipulated in Appendix II.
- F. Only those members who have been present at all sessions in which evidence has been presented or arguments have been heard shall have the right to vote. An exception to this attendance requirement shall be made by the chairperson of the Hearing Committee for a member who has missed, for good cause, no more than one session and who has certified to the satisfaction of the chairperson that he/she has listened to a tape recording of the proceedings which were missed, or has read an official transcript thereof. Exception to the attendance requirement may also be made by unanimous consent of the parties to the hearing.
- G. The provost (or his/her representative), his/her advisor or legal counsel, (if any) and the unit administrator bringing the charges shall be present at all sessions of the Hearing Committee in which evidence is presented or arguments are heard, and may 1) present evidence, 2) call, examine and cross-examine witnesses, and 3) examine all documentary evidence received by the Hearing Committee. The burden of proof shall rest with the person who makes the charges.
- H. The affected faculty member and his/her advisor or legal counsel (if any) have the right to be present at all sessions of the Hearing Committee when evidence is presented or arguments are heard, and may 1) present evidence, 2) call, examine and cross-examine witnesses, and 3) examine all documentary evidence received by the Hearing Committee. If

the affected faculty member and his/her advisor or legal counsel choose not to exercise the right to be present, the chairperson at his/her discretion may conduct hearing sessions in the absence of the affected faculty member.

IV. Processing the Record and Rendering Judgment

- A. Within a reasonable time following the adjournment of the Hearing, the Hearing Committee shall prepare a written report which shall contain its findings of fact and its recommendations. A written report which recommends dismissal of a tenured faculty member for cause shall state that the charges made against the affected member are clear and convincing. Any member of the Hearing Committee or any group of members may file a minority report which shall become a part of the Hearing Committee report.
- B. The Hearing Committee shall send its report to the president, the provost, the affected faculty member and the unit administrator bringing the charges. The chairperson of the Hearing Committee shall file in the Office of the Provost: 1) the Hearing Committee Report, 2) a complete file of the case, and 3) tape recordings and transcripts of the hearings. The complete record of the Hearing shall be held for review in the Provost's Office, and shall be available to the president, the provost, the affected faculty member and the unit administrator bringing the charges, for their review, in a place designated by the provost. A correct copy of the complete transcripts of the hearings shall be sent to the affected faculty member.
- C. If a majority of the voting members of the Hearing Committee recommends that the faculty member shall be retained without special conditions, the matter is resolved with the filing of the Hearing Committee Report. In any other event, the following procedures apply in this sequence:
 1. The provost, the affected faculty member and the administrator of the unit may, within ten working days after receiving the notification stipulated in section IV, paragraph B, review the record and file written comments with the chairperson of the Hearing Committee and the president.
 2. The president, within a reasonable time, will review the case and report in writing his/her preliminary response to the chairperson of the Hearing Committee, the provost and the affected faculty member.

3. The affected faculty member, the provost or the Hearing Committee, through its chairperson, may, within ten days after receiving the president's preliminary response in writing, submit to the president written comments with respect to that response.
4. After consideration of the president's preliminary response, if the president and the Hearing Committee concur in retaining the faculty member without special conditions, the matter shall terminate at this point.
5. If either the president or the Hearing Committee recommends dismissal, or retention with special conditions, the Hearing Committee Report, the recommendations of the president, and any written comments on the president's recommendation by the Hearing Committee, through its chairperson, or by the affected faculty member, shall be submitted by the president to the Board of Trustees for action. The complete record of the case shall be made available to the Board of Trustees.

V. Publicity

For the protection of academic due process and of all concerned parties, public statements about the case shall be avoided as far as possible. Any announcements of the final decision shall include a statement of the Hearing Committee's recommendation. In the interest of truth and fairness, the Hearing Committee, through its chairperson, may release the complete record of the Hearing, or excerpts therefrom.

Appendix I

Among the functions of a university is the establishment of a proper intellectual integrity among the faculty, between the faculty and the students, and between the faculty and the national and international academic community. Professional ethics demand that this relationship of mind to mind not be impaired by actions of members of the faculty. The advocacy of unpopular causes, public discussion of controversial issues, or other such intellectual causes, shall not be considered as violations of professional ethics.

Gross misconduct may be found in:

- a) Violations of Professional ethics, to wit:
 - 1) Intellectual dishonesty, e.g. plagiarism or falsified research data.
 - 2) Use of professional authority to exploit others, e.g. sexual advances to a student or solicitation or a reward for favorable personnel actions.

- 3) Other such actions which impair the intellectual integrity for which the University strives.
- b) Refusal to perform reasonable assigned duties.

Appendix II

Academic due process is the guiding principle in the conduct of a hearing under these procedures. Academic due process with respect to a hearing means assuring that a faculty member being dismissed has an opportunity for a hearing before peers; for the right of counsel if desired; for the right to present evidence and to cross-examine; and for decision on the record of the hearing. In addition, academic due process requires an adequate statement of the charges, a reasonable time to prepare a defense and the right of the faculty member to appeal to the president the Hearing Committee's judgment. Academic due process is followed in internal institutional hearings and is separate and distinct from the due process of law.

Procedure for the Hearing

1. The chairperson of the Hearing Committee shall be in full charge of the Hearing.
2. The Hearing Committee secretary shall read the specification of charges against the faculty member.
3. The chairperson of the Hearing Committee shall request the faculty member's plea.
4. The provost (or his/her representative) and the unit administrator bringing the charges (or his/her legal counsel) shall present testimony to support the charges. The affected faculty member and his/her advisor or legal counsel have the right to cross-examine all witnesses. The Hearing Committee should withhold questions until both of the above processes are completed.
5. The affected faculty member or his/her advisory or legal counsel shall present testimony to refute the charges. The provost (or a representative) and the unit administrator or his/her legal counsel have the right to cross-examine witnesses. The Hearing Committee should withhold questions until both the above processes are completed.
6. The provost (or his/her representative) and the unit administrator or his/her legal counsel shall summarize the case.
7. The affected faculty member or his/her advisor or legal counsel shall summarize the case.
8. The chairperson of the Hearing Committee shall dismiss all persons except those members of the Hearing Committee

who have not been a part of the presentation for or against the affected faculty member.

9. The Hearing Committee shall deliberate to determine its recommendations.¹

Identical procedures are provided for dismissal of non-tenured faculty prior to expiration of the term of appointment.

¹ The revised policy, "Dismissal Procedures for Tenured Faculty for Cause", was approved by the Board of Trustees on June 23, 1977. The policy on non-tenured faculty was approved by the Board of Trustees on April 17, 1970.

Nepotism Policy

The following policy was approved by the Board of Trustees on May 21, 1971.

Standards for employment and promotion at Michigan State University shall consist of ability, qualifications for the position and performance. Relationship to another individual employed by the University shall not constitute a bar to hiring or promotion; provided however, that no employee shall be assigned to a unit or department under direct supervision or control of a relative. Employment of relatives in the same unit or department or under the same supervisor is authorized only with the **prior written approval** of the head of the unit or department and the Office of the Provost or the Office of the Vice President for Administration and Public Affairs as appropriate.¹

Jury Duty

The University recognizes the civic responsibility of faculty members to serve jury duty and makes provision for them to perform such duty without loss of pay.

The University will compensate the faculty member called to jury duty for the difference between the pay received from the court and the normal faculty take-home pay. The faculty member's fringe benefits will continue. The faculty member must notify his/her department chairperson of the call to jury duty as soon as it is received and must provide proof of the jury duty pay to the payroll department. The faculty member is expected to report for regular University duty when temporarily excused from attendance at court.

Full cooperation is expected between the faculty member, unit administrator and department(s) involved to insure minimal disruption in the instructional and service responsibilities of the unit.

¹ Approved by Board of Trustees, May 21, 1971.

Study at MSU by Faculty Members

1. No MSU faculty member with the rank of professor, associate professor, or assistant professor; or instructor in the tenure system may earn a doctoral degree at MSU. Any waiver of this regulation may be made only by agreement of the Graduate Council and the provost **prior** to the beginning of the program.
2. 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, in the same manner as for other students.
3. A full-time faculty member may enroll in credit courses as a visitor with prior approval from the chairperson of the department offering the course and from the faculty member's department chairperson. No charge is made.
4. This regulation removes the master's degree from the prohibition and it does not apply to the graduate-professional degrees: D.O., D.V.M., M.D.¹

¹ This policy was approved by the Academic Council on May 1, 1973. Policies and procedures were reaffirmed by the Graduate Council February 14, 1977, with the instruction that the dean of the Graduate School monitor programs of all faculty members pursuing MSU doctorates and notify any faculty members not in compliance.

Instruction

General Statement

This section provides a broad overview of policies and procedures relating to instructional activities, including the rights and responsibilities of both faculty and students. As noted in this section, additional information on instructional policies and procedures appears in the *MSU Catalog: Academic Programs and Descriptions of Courses*. Faculty are urged to consult these publications.

The Academic Program

The Michigan State University Catalog, available in the Office of the Registrar, is comprised of two separate volumes: *Academic Programs* and *Descriptions of Courses*.

The publication entitled *Academic Programs* describes programs of study and the structure of the University and is the primary source for University regulations and policies concerning instruction. The "Undergraduate Education" section states the academic requirements and policies concerning undergraduate study, the "Graduate Education" section refers specifically to graduate study. The "General Information" section provides information such as costs, attendance, examinations, grading system, integrity of scholarship and grades. Information about campus, student housing, campus activities, student organizations and services also is included. Admission and graduation requirements for programs in the individual colleges at both the undergraduate and graduate levels are described in the section "The Colleges and Programs of Study".

Descriptions of Courses provides information about the courses offered by the departments, schools and colleges.

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 enrollment and registration procedures, the schedule of courses and the schedule for final examinations. In addition, this publication provides selected updated information on courses, University regulations, the academic calendar, and administrative procedures.

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 the student's Academic Progress Plan previously developed but continually reviewed with the academic adviser.

Registration -Registration is a mechanical process directed by the Registrar's office to admit students to courses, to allot students to specific class sections, collect 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.¹

Several policy recommendations were approved by the Academic Council on February 8, 1966, among them:

Each 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 (for example, relative emphasis on graduate versus undergraduate advising, number of advisees per faculty member, etc.) should be determined through mutual agreement between faculty and deans and/or department chairpersons in each college and/or department.
2. Excellence and effort in advising are to be recognized by chairpersons and deans, as well as by the provost, as an integral part of a faculty member's assignment.
3. Procedural provisions are to be made at the departmental and college level for the availability of academic advisors at times

¹ "Policy Recommendations on Academic Advising", Educational Policies Committee, January 20, 1966.

in addition to those scheduled for enrollment and registration.¹

4. 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.
5. 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.

Procedures developed by the colleges for guidance of faculty involved in student advising are available in college offices.

The *Academic Programs* section of the MSU Catalog contains definitive information regarding academic advisement, enrollment, registration and counseling in the pages titled "Undergraduate Education."

¹ Academic Council, February 8, 1966.

Code of Teaching Responsibility

The Code which follows was approved by the Academic Senate on May 19, 1976.

The teaching responsibilities of instructional staff members (herein referred to as instructors) are among those many areas of University life which have for generations been a part of the unwritten code of academicians. The provisions of such a code are so reasonable to learned and humane individuals that it may appear redundant or unnecessary to state them. However, the University conceives them to be so important that performance by instructors in meeting the provisions of this code shall be taken into consideration in determining salary increases, tenure, and promotion.

1. Instructors are responsible for insuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors are also responsible for stating clearly to students in their classes the instructional objectives of each course at the beginning of each term. It is expected that the class activities will be directed toward the fulfillment of these objectives and that the bases upon which student performance is evaluated will be consistent with these objectives.
2. Instructors are responsible for informing students in their classes of the methods to be used in determining final course grades and of any special requirements of attendance which differ from the attendance policy of the University. Course grades will be determined by the instructor's assessment of each student's individual performance, judged by standards of academic achievement.
3. Examinations and other assignments submitted for grading during the term should be returned with sufficient promptness to enhance the learning experience. Unclaimed final examination answers will be retained by the instructor for at least one term so that they may be reviewed by students who desire to do so. Examination questions are an integral part of course materials, and the decision whether to allow their retention by students is the responsibility of the instructor. Term papers and other comparable projects are the property of students who prepare them. They should be returned to students who ask for them and those which are not returned should be retained by the instructor for at least one term. Instructors who desire to retain a copy for their own files

should state their intention to do so in order that students may prepare additional copies for themselves.

4. Instructors are expected to meet their classes regularly and at scheduled times. Instructors will notify their units if they are to be absent and if appropriate arrangements have not been made, so that suitable action may be taken by the unit if necessary.
5. Instructors of courses in which assistants are authorized to perform teaching or grading functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.
6. Instructors are expected to schedule and keep a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of prearranged appointments for students when there are schedule conflicts. The minimum number of office hours is to be agreed upon by the teaching unit, and specific times should be a matter of common knowledge.
7. Instructors who are responsible for academic advising are expected to be in their offices at appropriate hours during pre-enrollment and enrollment periods. Arrangements shall also be made for advising during registration.¹

Hearing Procedures

The procedures stated below were approved by the Academic Senate on May 18, 1977.

1. Students may register complaints regarding an instructor's failure to comply with the provisions of the Code of Teaching Responsibility directly with that instructor.
2. Students may also take complaints directly to chief administrators of teaching units or their designees.* If those persons are unable to resolve matters to the student's satisfaction, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.

¹ Passed by the Academic Senate, May 19, 1976

3. Complaints coming to the University Ombudsman* will be reported, in writing, to chief administrators of the teaching units involved when, in the Ombudsman's opinion, a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.
4. Students wishing to appeal a teaching unit action or recommendation may do so as outlined in Provisions 2.2.8.1. of the Academic Freedom Report.

* Note: Such complaints must normally be initiated no later than mid-term of the quarter following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the quarter following the one wherein alleged violations occurred.¹

¹ Passed by the Academic Senate, May 18, 1977

Abrogation of Faculty Responsibility

On recommendation of the Academic Council, the Board of Trustees accepted the following policy on September 20, 1970:

Any member of the instructional staff who fails to fulfill any provision of the approved Code of Teaching Responsibility shall be held accountable. The University will not make payment of wages and salaries to any person who, without proper cause, chooses to withhold any of the services for which he or she is employed.¹

It is obviously necessary that classes be met at the times and places scheduled and that individual faculty and graduate assistants render the services for which they received compensation from the University.

It is the responsibility of the department chairpersons, division directors, and deans to ensure that students are provided the instruction to which they are entitled. Unauthorized absences by instructors should be covered by other faculty where possible so that students will not lose valuable instruction time.

It is also the responsibility of department chairpersons and directors to report the precise details of any unauthorized faculty or graduate assistant absence from class. Such a report should be made to the dean of the college with a copy to the provost, and should include information as to the total load of the staff member, so that some estimate can be made of the percentage of service that has been withheld.

The University Committee on Faculty Affairs will be asked by the provost to conduct a hearing in each case and make recommendation for suitable University response for any individual thus abrogating teaching responsibilities.

¹ Board of Trustees, September 20, 1970.

Rights of Students to Receive Instruction

The Academic Council on May 12, 1970 approved a resolution which reaffirmed the Code of Teaching Responsibilities and the provisions of the report, "Academic Freedom for Students at Michigan State University." It reaffirmed:

1. The right of faculty members to conduct classes, and of students to participate in those classes, without interference or disruption.
2. The right of every student to a satisfactory fulfillment of the contract entered into at the beginning of the term.
3. The right of faculty members to dissent without jeopardizing their livelihood, and the right of students to dissent without jeopardizing their degree.
4. Freedom of conscience for all members of the academic community.
5. The Academic Council also requests its Educational Policies Committee (now University Committee on Academic Policy) to recommend policies regarding grades for students who absent themselves from classes in order to exercise the right to dissent.
6. If, as a result of death, illness, leave of absence, consultation or any other reason, an instructor is unable to provide for students the instruction for which they enrolled, it is the responsibility of the department, together with the college and the University, to provide every student with the "satisfactory fulfillment of the contract entered into at the beginning of the term."¹

¹ Academic Council, May 12, 1970

Student Instructional Rating System

The Student Instructional Rating System provides an opportunity for students to evaluate the instruction they receive in relation to (1) the provisions of the Code of Teaching Responsibility, and (2) the various instructional models in operation in the University. The purpose of this system is to provide student input toward assessing and improving course design and teaching performance. The University and individual departments are responsible for designing and administering their respective survey forms to obtain such evaluations. The results of these surveys are made available to the instructor and to persons involved in personnel decisions, but are not made public.

The revised Student Instructional Rating System Policy which follows was approved by the Academic Council on March 6, 1979:

Preamble

The principal objective of the Student Instructional Rating Policy is to secure information which is indispensable to implementation of the University's policy of providing its students with instruction of the highest quality. This information is put to two principal uses: (1) providing instructors and teaching units with an accurate account of student response to their instructional practices, to the end that classroom effectiveness be maintained at the highest level of excellence; and (2) providing teaching units with one kind of information to be considered in deciding on retention, promotion, salary, and tenure, to the end that effectiveness in instruction constitute an important criterion in evaluating the service to the University of members of the teaching faculty. In order to accomplish these objectives more fully, the following procedures are established to replace the provisions previously in effect.

1. Every teaching unit shall approve one or more common student rating instruments through its own channels of participation, in accordance with unit bylaws and customs of collegial decision making. Regardless of the type of instrument adopted, it must prominently display the following notation:

The Michigan State University **CODE OF TEACHING RESPONSIBILITY** holds all instructors to certain obligations with respect to, e.g., course content consistent with approved descriptions, timely statement of course objectives and grading criteria, regular class attendance, published office hours, and timely return of examinations and term papers. This Code is printed in full in the **SCHEDULE OF COURSES AND ACADEMIC HANDBOOK**. It includes specifics about complaint procedures available to students who believe that their instructors have violated the Code.

2. Each teaching unit shall make regular and systematic use of student instructional ratings as part of the unit's evaluation of instructional performance. Each teaching unit shall formulate and promulgate a comprehensive policy covering all aspects of student instructional rating procedures, and shall be responsible for implementing that policy within the framework of the provisions contained in this document. Students shall not be required or requested by faculty members to identify themselves on rating forms.
3. All instructors, regardless of rank, including graduate assistants, shall use unit-approved student instructional rating forms in all classes (every course, every section, every term). For team-teaching situations, units shall develop procedures consistent with the intent of these provisions.
4. Individual instructors may use other instruments to gather additional information.
5. Results of student instructional ratings shall be used in accordance with the following provisions:
 - a. Results shall be returned promptly to the instructor for information and assistance in improving course design and instruction.
 - b. Instructors shall have the opportunity to comment, orally and/or in writing, upon the ratings received. These comments shall be taken into account by persons or groups charged with making or advising on personnel decisions.
 - c. Results of student instructional ratings shall be systematically consulted, with due regard for strict confidentiality, in conjunction with other means for assessing individual effectiveness, according to the review criteria promulgated within each unit. Other means might include, e.g., classroom visits or consideration of course syllabi, assignments, and examinations.

6. Procedures for implementing the rating process and for utilizing the results shall be promulgated by each teaching unit, subject to the following provisions:
 - a. Duly promulgated unit procedures shall be filed in the offices of the appropriate dean and the provost, where they will be matters of public record.
 - b. Unit administrators are responsible for implementing in their units SIRS procedures which follow fully the requirements of this document.
 - c. Teaching units may have the required SIRS instruments administered by a person other than the instructor. If the unit does not administer the instruments, instructors are obligated to do so, and to return all results to unit offices within the time period specified in unit procedures.
 - d. At the time instruments are administered, students shall be informed who will have access to the results and how the results will be used.¹

Departments may choose to use the form available in the Scoring Office, 104 South Kedzie, telephone 355-1819.

¹Academic Council, March 6, 1979

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. (See General Student Regulation 4.00, Scholarship and Grades, for specific regulations.) 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 the instructor's responsibility to take appropriate action. Depending on the instructor's judgment of the particular case, a failing grade may be given to the student on the assignment or for the course.

In instances where 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 of a college. *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2b(3).

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 for Students at Michigan State University*, Article 4, Section 4.3.4.2a(2).

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 the departmental chairperson 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 for Students at Michigan State University*, Article 4, Section 4.3.4.2a(2).¹

¹ See Academic Programs General Information, General Procedures and Regulations.

Student Regulation on Scholarship and Grades

The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects that students will honor these principles and in so doing protect the integrity of the University grading system.

No student shall knowingly, without proper authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment to be given at a subsequent date.

No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.

No student shall, without proper authorization, knowingly allow any examination or assignment to be completed, in part or in total, for him or her by another person.

No student shall knowingly plagiarize or copy the work of another person and submit it as his or her own.¹

Ordinance on Examinations

The following ordinance has been approved by the Board of Trustees (University Ordinance 18.00)

No person or persons shall take, steal, or otherwise procure in any unauthorized manner any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University.

No person or persons shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given, at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University.

The unauthorized possession of any of the aforesaid writings shall be considered *prima facie* evidence of an attempt to violate the provisions of this section.

¹ See Academic Programs, General Information, General Procedures and Regulations.

Academic Freedom for Students

The original 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 established guidelines to identify rights and duties of students in regard to conduct, academic pursuits, the keeping of records, and publications. It provided for structures and procedures for the formulation of regulations governing student conduct, for the interpretations 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.

The original document has been amended four times. The revised addition incorporating all amendments as approved by the Board of Trustees is now available from the Student Activities Division, 101 Student Services Building, telephone 355-8288.

Graduate Student Rights and Responsibilities

Graduate Student Rights and Responsibilities is a document produced by a joint student-faculty committee that provides guidelines and procedures to govern the relationships between graduate students and the administration and faculty.

Student Records

Michigan State University complies fully with the letter and the spirit of the Federal Family Educational Rights and Privacy Act which governs access to, and confidentiality of, student records.

As a means of complying with this act, the University has developed detailed guidelines concerning Privacy and Release of Student Records. These are reproduced in *Academic Programs* in the section, General Information.

Freedom of Expression

The following policy was approved by the Board of Trustees on December 14, 1962.

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:

1. 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.
2. Sponsorship must be by a student organization which has been registered under the general regulations approved by the appropriate University authorities.
3. 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 (a) make all arrangements for reservation of space with the appropriate University officials, and (b) 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. All rules for administration or requests from registered student organizations must conform to the above provisions. It shall be the responsibility of the Director of the Division of Student Activities to certify that all appropriate steps have been taken before the event is officially scheduled.
4. Any student organization violating the provisions of this bylaw is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.

5. Public announcements shall contain statements that clearly and accurately identify the speaker.
6. At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.¹

¹ Passed by the Board of Trustees, December 14, 1962

Student Participation in Academic Governance

The Bylaws of the Faculty, 1968 provided for both undergraduate and graduate student participation in the Academic Council and certain faculty standing committees. In September, 1978, the Board of Trustees approved the Bylaws for Academic Governance, 1978, to replace the Bylaws of the Faculty, 1968 and the Bylaws for Academic Governance, 1975. These 1978 Bylaws provide for student participation in academic governance.

Each department, school, center, and institute that has academic responsibilities or whose work concerns either undergraduate or graduate students, and all colleges are charged to develop patterns for the significant involvement of its students in the decision making processes by which policy is formed. Each group is also required to define the extent of its student constituency. The students of such a constituency are responsible for selecting, according to patterns of their own choice, their representatives in the councils and committees to which they are party.

Advisors to Student Organizations

More than 400 organizations on the campus enlist student members, and faculty members may be asked to serve as advisors to a large number of these groups. The groups include honoraries, professional organizations, religious groups, and recreational clubs, as well as academic interest area, political, social and service organizations. Serving as an advisor 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 Student Activities Division, 101 Student Services, telephone 353-3860.

Threats to a Faculty Member

The following statement was developed and approved by the University Committee on Faculty Affairs, March 14, 1978.

It may happen on occasion that a faculty member is threatened by a student with harm as a result of some action such as a low grade or an adverse recommendation the faculty member has taken affecting the student. Since situations which might occasion such threats vary widely, as do the personalities of those who may make or receive the threat, it is difficult to prescribe any simple, generally appropriate response. However, the following suggestions may be helpful in dealing with such threats.

Any threat should be reported immediately and in writing to the department chairperson. If the threat creates a sense of urgency, it should also be reported at once to the Director of Public Safety, 355-2223.

The student should be made aware of others, such as the department chairperson or the Ombudsman, who could help in obtaining redress. At the time the threat is made, the faculty member should indicate a willingness to consider carefully what the student says. If the student's concern appears to be unjustified and the remedy being sought unreasonable, the faculty member should declare a willingness to consult with others before taking further action. Indiscriminate discussion of the incident is to be avoided.

Participation in Commencement

Commencement ceremonies are held at the end of each term with the exception of summer term. Separate ceremonies are held for graduate and for baccalaureate degrees. For the graduate commencement ceremony, department chairpersons and major professors or graduate student advisors having students as candidates for advanced degrees are requested to participate. For the baccalaureate degree program, 500 members of the faculty 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.

Academic Apparel

Faculty members are expected to provide their own academic apparel for use at commencement exercises and other ceremonies when such apparel is appropriate. University funds may not be used for the purchase or rental of academic apparel for faculty.

Religious Holidays

It has always been the policy of the University to permit students and faculty to observe those holidays set aside by their chosen religious faith.

The faculty and staff should be sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements **in advance** with their instructors. It is also the responsibility of those faculty who wish to be absent to make arrangements in advance with their chairpersons, who shall assume the responsibility for covering their classes.

To assist faculty and staff in determining when these requests might arise, many dates are listed in the Academic and Administrative Calendar which is distributed each fall to all faculty and staff members.

Credit by Examination

The credit-by-examination option is available to qualified students. Examination may take the form of course or laboratory projects, written or oral reports, evidence of satisfactory skill performance, etc. Enrollment is subject to the provisions detailed below.

Some courses are especially designated for credit by examination in the *Schedule of Courses* (sections numbered 999). Students who wish to avail themselves of this option must do so through the regular enrollment procedure.

The credit-by-examination option may also be made available in courses not so designated in the *Schedule of Courses*. Instructors will consider requests from interested students, and may recommend to the unit administrator the offering of an **ad hoc** credit-by-examination section to accommodate the needs of particular students. Following approval by the unit administrator, regular enrollment procedures apply.

PROVISIONS

1. The credit-by-examination system is designed to serve students who have the capability and discipline for independent learning. Students who are in academic difficulty should not use it.
2. Enrollment must be by approval of the department. Before approval is given, department offices and/or designated instructors will provide the student with a written statement of the materials and skills to be mastered, and the manner in which proficiency is to be demonstrated.
3. The credit-by-examination procedure is not intended, and should not be construed, as a tutorial system, or as a system comparable to regular class enrollment; students must not expect tutorial assistance from professors, and professors must not expect students to attend class.
4. Units should exclude from this option those courses in which class attendance and participation are an integral part of the instruction.
5. Academic standards shall be comparable to those applying to regular courses.
 - a. A failing grade should be reported to the Registrar in cases of failure to appear for the examination, or failure to demonstrate stipulated minimum proficiency. The I-incomplete and N symbols are inappropriate. Symbols for the postponement of a grade may be used in extraor-

dinary circumstances, providing appropriate documentation is placed in the record by the instructor and approved by the assistant dean.

- b. Credit-by-examination may not be employed as a means of repeating a course in which a low or failing grade was received, either through regular enrollment or by examination.
6. Implementation of the policy is the responsibility of unit administrators, deans, and the Assistant Provost for Undergraduate Education.

Independent Study

At Michigan State University, Independent Study is planned study, highly individualized, not addressable through any other course format, proposed in writing by the student on a standard form, accepted for supervision by a faculty member, and approved by the student's academic adviser and the teaching unit at the beginning of the term.

Independent Study should:

1. Consist of work not described in the University catalog in any other format;
2. Be taken under a course number commensurate with the student's class level, major field, and experience;
3. Relate to a subject for which the student has adequate preparation;
4. Be directed by a faculty member with whom there is periodic contact and consultation throughout the study;
5. Not exceed eight quarter hours of credit in a single academic term;
6. Not exceed 10 percent of the credits earned in a bachelor's program;
7. Be applied for on the form provided by the University, or any equivalent Departmental or College form.
8. Be approved on this form before the student registers for the course; registration should be completed by the end of the period for adding courses.

Postponement of Grading

When special or unusual circumstances occur, the instructor may postpone assignment of the student's final grade in a course by use of an I-Incomplete or DF-Deferred notation.

The I-Incomplete May be Given only When:

The student (a) has completed at least eight weeks of the term, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

Provided these conditions are met, the instructor electing to give an I-Incomplete files a **Report of I-Incomplete** at the time course grades are due. This report specifies what the student must do, and when, to remove the I-Incomplete. The department office gives a copy to the student, and retains a copy for at least one year.

The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than the middle of the student's next term in attendance if that term is within one calendar year following receipt of the I-Incomplete. Exception to this deadline; An instructor may submit, with the Report of I-Incomplete, an Administrative Action form stating that course structure necessitates delay of make-up grading until the end of the student's next term in attendance.

Failure to complete the required work by the due date will result in a grade of I/O.0 or I/N, depending on the grading system under which the student was enrolled. (A student who does not register for MSU classes subsequent to receipt of an I-Incomplete has one calendar year to complete the required work; after that, the I-Incomplete remains part of the student's academic record, and the course may be completed only by re-enrollment).

An extension of time for completion of the required work may be approved by the college offering the course only by means of an Administrative Action form documenting physician-certified illness or other extraordinary circumstances.

DF-Deferred- applies to the numerical, the CR-NC and P-N systems.

1. Given to graduate students who are doing satisfactory work but cannot complete it because of reasons acceptable to the instructor. The required work must be completed and a grade reported within two years in attendance. If not completed within the time limit, the DF-Deferred will be changed to DF/N. This rule does not apply to graduate thesis or dissertation work.

2. Given to undergraduate and graduate-professional students only in courses specifically approved by the University Committee on Curriculum. Courses that involve field experience or thesis work and courses in which work normally extends beyond one term are the types of courses normally considered. A final grade must be reported upon completion of the final course in the sequence or in the time approved for the completion of the work. If a final grade is not reported in these periods, the DF will be changed to DF/N.

Final Examination Policy

During the final week of each academic term all courses shall meet for one 2-hour period at the date and time listed in the *Schedule of Courses and Academic Handbook*. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course, instruction, or any other appropriate activity designed to advance the student's education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course. Exceptions to this paragraph may be approved by the department chairperson or in a college without departments, by the dean.

In the event that a final examination is deemed appropriate by an instructor, it may not be scheduled at any time other than the date and hour listed in the *Schedule of Courses and Academic Handbook*. Any deviations from the final examination schedule must be approved by the Undergraduate Committee of the Assistant Deans Group.

No student should be required to take more than two examinations during any one day of finals week. Students who have more than two examinations scheduled during a particular day during the final examination period may take their class schedule to the Academic Student Affairs Office in their college for assistance in arranging for an alternate time for one of the three examinations.

The final week schedule shall be systematically rotated so that the 2-hour period for each course (time slot) will be scheduled at a different time each term. This will also apply to common final examinations.

Faculty members shall schedule office hours during the final week (or in some other way attempt to make themselves accessible to their students) as they do in the other weeks of the term.

Common end of term examinations are scheduled in certain courses with several class sections. In case of a conflict in time between such an examination and a regularly scheduled course examination, the latter has priority. The department giving the common end of term examination must arrange for a make-up examination.

A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system; NC on the CR-NC system, or an N in case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no

control should notify the assistant deans of their colleges immediately.

For information on examinations other than end of the term, see the Undergraduate Education and Graduate Education sections of the catalog.

Remedial, Developmental or Preparatory Courses

The policy governing remedial-developmental-preparatory types of courses was established to protect the academic standards of Michigan State University degrees while at the same time reinforcing the University's commitment to assist students in remedying their academic deficiencies in fundamental skill areas. The policy serves to motivate students to overcome their deficiencies while ensuring that all students complete a minimum of 180 credits of college level work as a condition of graduation.

The five types of remedial-developmental-preparatory courses are:

Type I: Single courses designed to remedy deficiencies identified by MSU placement test scores. The removal of any such deficiencies, either by one retest or by passing the course, is required as a condition for graduation. Credits earned are included in all University computations except the total number required for graduation.

Type II: Course sequences designed to remedy deficiencies identified by MSU placement test scores. The removal of any such deficiencies, either by one retest or by passing the courses, is required as a condition for graduation. More than the usual number of contact hours may be required. Credits earned are included in all University computations except the total number required for graduation.

Type III: Courses designed to remedy deficiencies identified by MSU placement test scores. The removal of such deficiencies either by one retest or by passing the course is required only as a condition for entry into some degree programs, and is required as a condition for graduation only for students in those programs. More than the usual number of contact hours may be required. Credits earned are included in all University computations and are included in the total number required for graduation.

Type IV: Courses that students place into because of inadequate scores on MSU placement tests that identify relevant skill deficiencies, although they do not measure knowledge in the course material. The removal of skill deficiencies is not part of the course objectives. It is expected that students will be enrolled concurrently in Type I and/or Type II and/or Type III courses for purposes of remedying those deficiencies. More than the usual number of contact hours may be required. Credits earned are included in all University computations and are included in the total number required for graduation.

Type V: Courses that may be required by departments or colleges

for some students. The course may be designed either to prepare the student to handle the subject matter of a required entry level college course, or to improve his or her study skills or ability to make productive use of University offerings in general. More than the usual number of contact hours may be required. Credits earned are included in all University computations except the total required for graduation.

Remedial-developmental-preparatory courses may not carry numbers above the 100 level and may not be offered under variable content numbers.

The removal of academic deficiencies precluding graduation from Michigan State University, should have the highest priority in student program planning. Drops from such courses should not normally be processed except to facilitate transfer between sections. If a course overload requires that a student drop one or more courses in a specific term, courses in the regular program of studies shall be dropped in preference to those designed to remove deficiencies.

The University Committee on Curriculum controls the number of remedial-developmental-preparatory courses and assures conformity of such courses with existing policy.

Upon recommendation by the University Committee on Curriculum, the Academic Council approves remedial-developmental-preparatory courses by type. Such courses are identified by an Arabic numeral immediately following the three-digit course number.

Research and Creative Endeavor

General Statement

The search for new information and understanding is as important to the University as the transmission of existing knowledge and understanding. A number of programs, services and policies encourage faculty creative activities. Consistent with the land-grant philosophy, cooperative efforts in theoretical and applied research stimulate both disciplinary and interdisciplinary endeavors. The Office for Research Development facilitates such endeavors. Creativity in the arts as well as basic and applied research are faculty activities, expected and encouraged by the University.

Sponsored Research and Creative Endeavor

The academic governance structure and the Board of Trustees have approved the following general statement and guidelines concerning 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

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.

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

1. 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.
2. 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 Research 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.
3. Sponsored research projects should, whenever possible, include the provision that new and promising leads of inquiry should be encouraged and fruitless lines be discontinued.
4. Sponsored research projects should be consistent with the policies and missions of the department(s) and 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.
5. Research projects should be managed so as to avoid disruption of established research and teaching programs of the institution, for example:
 - a. Sponsored research should be accepted only if appropriate space and facilities are available.
 - b. As appropriate, provisions should be made for continuity of support in order to stabilize required staff.
6. 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.

7. In seeking or accepting support for research, care should be exercised to insure compatibility with the functions and purposes of research at the University. Routine testing as an end in itself is considered incompatible with the purposes of University research.
8. 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.
9. The University should make a continuous effort to see that its own members are provided with sufficient information on 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.
10. 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.
11. Research proposals should include in their budgets provisions for special costs for services such as computer operations, electron microscopy, publishing costs, and shop fabrications.
12. Research projects must conform to established University policy on patent rights. (See section on Patents)

13. Research projects which involve use of animals, human subjects or hazardous substances such as toxic compounds infectious agents, explosives, radioactive isotopes or recombinant DNA, etc. must conform to current University policies and guidelines. (Consult Office of Vice President for Research and Graduate Studies.)¹

¹ Statement approved by the Graduate Council May 15, 1967 and the Board of Trustees March 20, 1970.

Complementary to its policy with reference to "Additional Work for Pay" the University endorses the statement on conflict situations published in December, 1964, as a joint statement by 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." This section is reprinted below.

Conflict Situations

- a) **FAVORING OF OUTSIDE INTEREST.** When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between the Government-sponsored university research obligations and the outside interests and other obligations. Situations in or from which conflicts of interest may arise are the:
 - 1) Undertaking or orientation of the staff member's university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency;
 - 2) Purchase of major equipment, instruments, materials, or other items for University research from the private firm in which the staff member has the interest without disclosure of such interest;
 - 3) Transmission to the private firm or other use for personal gain of Government-sponsored work products; results, materials, records, or information that are not made generally available. (This would not necessarily preclude appropriate licensing arrangements for inventions, or consulting on the basis of Government-sponsored research results where there is significant additional work by the staff member independent of the Government-sponsored research);
 - 4) Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's Government-sponsored activities. (The term "privileged information" includes, but is not limited to, medical, personnel, or security records of individuals; anticipated material requirements or price actions; possi-

- ble new sites for Government operations; and knowledge of forthcoming programs or of official announcements);
- 5) Negotiation or influence upon the negotiation of contracts relating to the staff member's Government-sponsored research between the university and private organizations with which the staff member has consulting or other significant relationships;
 - 6) Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with a Government-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring Government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.
- b) *DISTRIBUTION OF EFFORT*. There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which the faculty member divides his/her effort among these various functions does not raise ethical questions unless the Government agency supporting the research is misled in its understanding of the amount of intellectual effort the faculty member is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions the faculty member performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his/her effort to the Government-sponsored research, or the faculty member agrees to assume responsibility in relation to such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of the involvement is to be expected. Each university, therefore, should—through joint consultation of administration and faculty—develop procedures to assure that proposals are responsibly made and complied with.
- c) *CONSULTING FOR GOVERNMENT AGENCIES OR THEIR CONTRACTORS*. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, the conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as

amended) and the President's memorandum of May 2, 1963, *Preventing Conflicts of Interest on the Part of Special Government Employees*. When the staff member consults for one or more Government contractors, or prospective contractors, in the same technical field as the research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on other interests. In undertaking and performing consulting services, the staff member should make full disclosure of such interests to the university and to the contractor insofar as they may appear to relate to the work at the university for the contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government agency or its contractor or some technical aspect of the work of another organization with which the staff member has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

University Responsibility

Each university participating in Government-sponsored research should make known to the sponsoring Government agencies:

- a) The steps it is taking to assure an understanding on the part of the university administration and staff members of the possible conflicts of interest or other problems that may develop in the foregoing types of situations, and
- b) The organizational and administrative actions it has taken or is taking to avoid such problems, including:
 - 1) Accounting procedures to be used to assure that Government funds are expended for the purposes for which they have been provided, and that all services which are required in return for these funds are supplied;
 - 2) Procedures that enable it to be aware of the outside professional work of staff members participating in Government-sponsored research, if such outside work relates in any way to the Government-sponsored research;
 - 3) The formulation of standards to guide the individual university staff members in governing their conduct in relation to outside interests that might raise questions of conflicts of interest; and
 - 4) The provision within the university of an informed source of advice and guidance to its staff members for advance

consultation on questions they wish to raise concerning the problems that may or do develop as a result of their outside financial or consulting interests, as they relate to their participation in Government-sponsored university research. The university may wish to discuss such problems with the contracting officer or other appropriate Government official in those cases that appear to raise questions regarding conflicts of interest.

The above process of disclosure and consultation is the obligation assumed by the university when it accepts Government funds for research. The process must, of course, be carried out in a manner that does not infringe on the legitimate freedoms and flexibility of action of the university and its staff members that have traditionally characterized a university. It is desirable that standards and procedures of the kind discussed be formulated and administered by members of the university community themselves, through their joint initiative and responsibility, for it is they who are the best judges of the conditions which can most effectively stimulate the search for knowledge and preserve the requirements of academic freedom. Experience indicates that such standards and procedures should be developed and specified by joint administrative-faculty action.¹

¹ American Association of University Professors and American Council on Education, December, 1964. Adopted by the Board of Trustees, March 20, 1970.

Facilitation of Research and Creative Efforts

Departmental and College facilities and resources are available in most units to partially support research and creative efforts of the faculty. In addition, the University maintains an array of facilities and programs which can be drawn upon for support. These include the Library, the Office of Research Development, various divisions such as the Computer Laboratory, Office of Radiation, Chemical and Biological Safety, Instructional Media Center, Instructional and Public Television Services, etc. and various centers and institutes for facilitating multi- and interdisciplinary research projects. Solicitation of funds for research by the faculty is encouraged within established policies and procedures.

The Office of Research Development

This office will assist faculty in a variety of ways:

1. It helps faculty identify both on- and off-campus research support.
2. It clears all proposals soliciting outside funding, after they are routed through the chairperson and dean.
3. It clears formal contact with private foundations, in order to keep an accurate all-University record of funding requests.
4. It coordinates the peer review of the scholarly merit of faculty proposals to the MSU Foundation.

All-University Research Funding

Internal grants for support of research and creative projects are of two types.

First, most but not all college offices make grants to faculty members using individual college guidelines as to purpose and grant size. Applications for college-level grants are made in the spring through the individual college offices. Specific college guidelines on amounts and renewals should be obtained prior to proposal preparation. College-level grants must conform to University guidelines printed on the back of the application form.

Second, University-wide competitive grants are available for initiation of research and creative projects. Applications for University-level Research Initiation Grants are invited in early spring term for July 1 awards and in early fall term for January 1 awards. In comparison with college-level grants, these grants are fewer in number, larger in size, and not renewable. They are designed explicitly to bring a research or creative project to a state where it can compete more successfully for external funding for its continuation.

The three Medical Schools and the Agricultural Experiment Sta-

tion have their own research initiation programs and do not compete at the All-University level.

Final Reports are expected from faculty receiving University support.

The MSU Foundation

Approaches to the MSU Foundation should be made using the same procedures as for approaching outside funding sources. The Office of Research Development coordinates the peer review of the scholarly merit of faculty proposals to the MSU Foundation. Deadline and funding dates for the MSU Foundation are the same as for the University-level Research Initiation grant competition described above.

The guidelines used and characteristics sought by the Committee on Review of Proposals in considering all projects are:

1. Applicants. Only administrative units, regular faculty and full-time University administrative personnel shall qualify for support.
2. Continuity. Support will generally be limited to a one, two or three-year period contingent upon the nature of the project. If a continuing program or a longer period of support is needed for project completion, support by the academic unit or from some other source must be found.
3. Realistic Requests. The Foundation is committed to broad University support in the categories listed below and cannot normally provide large grants to single projects. Modest but meaningful projects are the goal.
4. Categories for Support.
 - a. Research (basic and applied)
Creative Scholarly Projects
Symposia and Conferences
Patent Development
 - b. Graduate Fellowships/Scholarships
Post-Doctoral Programs
New Directions in Education or Extension
 - c. Library
Facilities and Special Equipment
Buildings or Parts Thereof
 - d. Visiting Professorships
Summer Faculty Awards
5. Projects which accomplish the instructional, research and extension goals of the University. Projects considered must contribute to the broad educational purposes of Michigan

State University for it is to this charitable end that the Foundation is committed.

The Office of Contract and Grant Administration

Formal agreements by funding organizations to support research and creative projects are normally made between the organization and the University rather than with individual faculty. Fiscal administration of gifts, grants and contracts is the responsibility of the Office of Contract and Grant Administration. Pre-proposals and draft proposals should be cleared with this office before contact is made with granting organizations to insure conformity with University policies on overhead, cost sharing and similar matters. When this office receives official notification of an award from a funding organization, an account can be established for initiating the project. The faculty project director is responsible for initiating the Gift and Grant form through which the financial support is formally accepted by the Board of Trustees.

Regulatory Guidelines for Research

Protection of a research environment for free and unfettered pursuit of knowledge is an important University responsibility. Infringement on this freedom must be restricted to those factors which are clearly essential to the protection of individuals and the public at large.

There exist federal or state laws, regulations and guidelines in several areas which are designed for this purpose. In addition, the University community itself acts through its advisory committees and academic governance bodies to insure that individual research and scholarly projects incorporate appropriate safeguards.

Radiation, Biological and Chemical Hazards.

Research or instruction that require the use of radioactive isotopes or equipment that generates potentially harmful radiation above a particular level requires approval by the Radiation Safety Committee. Research or instruction that involves the use of compounds which are carcinogenic, mutagenic or teratogenic, of biological organisms or of recombinant DNA require procedures that conform to safety guidelines for the students, staff and the public at large.

Regulatory agencies such as the U.S. Nuclear Regulatory Commission (NRC), the Department of Education, Department of Health and Human Services and the National Science Foundation (NSF) require that investigators keep exposure to regulated materials as low as is reasonably achievable. A monitoring and educational program is conducted by the University on a continuing basis in order that investigators may utilize the materials that they require. Research programs at MSU are developing at a rapid rate and health and safety programs must keep pace.

The responsibility for the safety and well-being of all personnel in contact with university-related activities utilizing chemical, radiation or biological hazards lies with the faculty member or project director and the appropriate administrative officers. Interim policies, procedures, and guidelines are available from the Office of Radiation, Chemical, and Biological Safety.

The project director is responsible for:

1. Insuring that all personnel under his/her supervision have been instructed with regard to general safety requirements of laboratory or work area operation.
2. Being aware of the chemical and biological hazards inherent in a proposed activity. If these hazards are not covered by the general program of laboratory safety, the project director is

responsible for instructing personnel in safe practices or in directing personnel to sources of information concerning safe practices.

3. Understanding the risks associated with the receipt and subsequent distribution of all hazardous chemical or biological agents. Project directors must be aware of the known dangers in working with a particular hazardous chemical or biological material and to take the necessary protective and containment measures. Federal and state regulations control the use and shipping of certain chemicals, venomous animals, and infectious microorganisms. The project director should be cognizant of and comply with these laws.
4. Informing all personnel under his/her supervision of those specific chemical or biological hazards which are peculiar to the specific research activities and is responsible for their special training in dealing with those hazards.
5. Obtaining (at least annually) a statement of informed consent from all individuals, both employees and students, working directly under supervision of the project director in a university activity where potentially hazardous chemical or biological materials are utilized and are specific to the activities for which the project director is responsible. Each individual must be informed of the extent of known risk in utilizing hazardous substances.
6. Posting warnings and restricting entry to work areas that contain potentially hazardous chemicals or biological materials.

All individuals performing work with hazardous substances must accept a shared responsibility for operating in a safe manner once they have been informed about the extent of risk and safe procedures for their activities. Individuals undertaking an activity without direct supervision by a project director become responsible for performing those activities associated with hazardous substances safely. This applies to all students, staff and employees.

The faculty member or project director involved in use of recombinant DNA must abide by the National Institute of Health *Guidelines for Research Involving Recombinant DNA Molecules* (available from the Office of Radiation, Chemical and Biological Safety). Project directors are reminded that they must have their recombinant DNA project approved by the Biological Hazards Subcommittee and have a completed and signed memorandum of understanding agreement (MUA) before initiating the research. Additionally, the project director has the primary responsibility for:

1. Supervising the safety performance of the staff to ensure that the required safety practices and techniques are employed.
2. Investigating and reporting in writing to the NIH Office of Recombinant DNA activities and the institutional biohazards committee any serious or extended illness of a worker or any accident that results in:
 - a. Inoculation of recombinant DNA materials through cutaneous penetration
 - b. Ingestion of recombinant DNA materials
 - c. Probable inhalation of recombinant DNA materials following gross aerosolization
 - d. Any incident causing serious exposure to personnel or danger of environmental contamination
3. Investigating and reporting in writing to the NIH Office of Recombinant DNA activities and the university biohazards committee any problems pertaining to operation and implementation of biological and physical containment safety practices and procedures, or equipment of facility failure.
4. Correcting work errors and conditions that may result in the release of recombinant DNA materials.
5. Ensuring the integrity of the physical containment (e.g., biological safety cabinets) and the biological containment (e.g., genotypic and phenotypic characteristics, purity, etc.).

Additional information is contained in the *MSU Handbook for Research and Other Scholarly Projects* published by the Office of Research Development, telephone 355-2186.

Faculty members engaged in research and teaching which involve radiation, chemical and biological hazards are assisted by the University Office of Radiation, Chemical and Biological Safety. Full-time professional staff and facilities are available to conduct required federal and state tests, dispose of hazardous wastes and train persons in safety measures. The office is aided by faculty committees from the affected disciplines.

Protection of Human Subjects.

Research or instruction that involves the use of human subjects must conform to guidelines which insure protection of the individuals participating in the research.

The proposed use of human subjects or human materials in biomedical and behavioral research poses specific problems for the subjects, the investigator, and the University. Federal, state and University guidelines governing such activities are undergoing active change, resulting in the evolution of a plethora of procedures and safeguards designed to protect the rights and welfare of human research subjects.

At Michigan State University, the University Committee on Research Involving Human Subjects (UCRIHS) is responsible for reviewing all biomedical and behavioral research involving the proposed use of human subjects or materials. Prescribed by the National Research Act of 1974 (Public Law 93-348) and endorsed by the Academic Council, this Committee must review and approve all appropriate activities proposing the use of human subjects before such projects can be initiated.

It is not necessary to secure the approval of this Committee prior to submitting proposals for external support, but it is the research investigator's responsibility to obtain appropriate approval for the use of human subjects prior to initiating any project, whether it is supported from external funding sources, internal funds, or not funded at all. For funded projects, account numbers cannot be assigned until UCRIHS approval has been obtained.

Investigators are reminded that the Department of Health, Education and Welfare requires that they receive notification of approval for the use of human subjects from the University's Institutional Review Board within 60 days after the University submission of a proposal or that proposal will be removed from further consideration.

The UCRIHS is chaired by the Assistant Vice President for Research. Additional information is found in the *MSU Handbook for Research and Other Scholarly Projects* published by the Office of Research Development, telephone 355-2186.

Use of Animals in Research.

Research and instruction in which experimental animals are used is subject to state and federal guidelines. University policy specifies that all animals under university care will be treated humanely and that the university will comply with federal and state regulations regarding animal care. Responsibility for assuring compliance with state and federal regulations has been delegated to the Vice President for Research and Graduate Studies, who is advised by the All University Committee on Animal Facilities and Care and who administers the Laboratory Animal Care Service.

Project directors planning to use animals must submit a Supplementary Information Sheet regarding plans for laboratory animal facilities, care, anesthesia, etc. This sheet should accompany the proposal through the transmittal process as described in section 5. The Office of Research Development will forward the Supplementary Information Sheet to the chairperson of the All University Committee on Animal Facilities and Care (AUC) at the same time the proposal is forwarded to the funding agency. Proposals not accompanied by a Supplementary Information Sheet will be forwarded to the funding agency, but will be considered incomplete and pending review by the All University Committee. However an agency approved grant cannot be assigned an account number until approval by the Committee has been obtained.

If the planned facilities or care seem questionable, the AUC will review the plans with the investigator. If, after reviewing the plans with the investigator, the AUC feels that the facilities are not adequate, or that the plans do not provide for adequate animal care as prescribed in the state and federal legislation, the AUC may recommend that the proposed research would not meet minimum standards of animal care. Project directors are reminded that proposals must have University approval before grants can be accepted by the Board of Trustees.

General principles that apply to the care and usage of all animals at MSU are set forth in the *MSU Handbook for Research and other Scholarly Projects*, published by the Office of Research Development, telephone 355-2186. A *Handbook for Animal Care*, outlining university, state, and federal regulations regarding animal care, is available through the Laboratory Animal Care Office (LACS), telephone 353-5064.

Patents

The faculty are strongly encouraged to seek patents on discoveries with commercial potential. Two major benefits flow from securing a patent: First, an industry can underwrite the large investment normally required to market a new product or practice; second, the inventor and the University, through royalty or sale, gain a partial return for the investments leading to the discovery. The Vice President for Research and Graduate Studies is responsible for patent affairs at Michigan State University. That office is the point of contact for individuals, agencies, and organizations interested in patents related to inventions developed at the University.

On November 21, 1968 the Board of Trustees approved a patent agreement between the Department of Health, Education and Welfare and Michigan State University which replaced an earlier agreement of 1954 with the Public Health Service. Under the 1968 agreement MSU retains principal rights in inventions arising out of activities assisted by HEW grants and awards.

Concurrent with the approval of the above patent agreement, the Board of Trustees affirmed the following policy concerning patents:

Except as otherwise provided, any discovery or invention which results from research carried on by, or under the direction of any employee of the University and having the costs thereof paid from University funds or from funds under the control of, or administered by the University, or which comes as a direct result of the employee's duties with the University, or which has been developed in whole or in part by the utilization of University resources or facilities, shall belong to the University and shall be used and controlled in such a manner as to produce the greatest benefit to the University and the public.¹

Michigan State University honors the terms of patent agreements inherent in research grants accepted by the University.

Through the Office of Research Development, Michigan State University has entered into an agreement with the Research Corporation of New York, the Battelle Development Corporation, and University Patents, Inc. to evaluate faculty inventions for patentability and for commercial and scientific utility. If patents are obtained at no expense to the University, utilizing services other than the Research Corporation of New York, the Battelle Development Corporation, or University Patents, Inc., the return to the inventor from royalties will be the same as if reviewed and processed by these respective corporations. The faculty inventor will be awarded the first \$1,000 of income derived from royalties from inventions, and 15% of royalties received after the first \$1,000.

¹ This policy was approved by the Board of Trustees on Nov. 21, 1968

Textbook Publication

A faculty member producing a textbook or other teaching material required for class use at Michigan State University is encouraged to submit the manuscript to the Michigan State University Press, which publishes such material. Material prepared by a faculty member without the use of University resources and not prepared for the purpose stated above may be submitted to the MSU Press or to a commercial publisher at the author's discretion.

Development of Instructional Materials

The policy which follows was approved by the Board of Trustees on November 16, 1973.

Faculty and University Rights in University-Sponsored Instructional Materials

Introduction

To encourage faculty to utilize the most modern teaching methods and techniques, many universities support the development of educational materials. Michigan State University encourages creativity and increased productivity among faculty through the use of sophisticated communication techniques. Several agencies support and assist faculty in the development and improvement of instructional materials: The MSU Development Fund; the Educational Development Program; Learning and Evaluation Services; Instructional Media Center, Radio Broadcasting and Instructional and Public Television. The University recognizes the significant merit of improved instructional materials as developed by the faculty and is mindful of the increased effectiveness, extension of resources and productivity they afford. Such contributions are significant when such matters as faculty salary, rank, and load are considered.

There are several urgent reasons why the University must place increasing emphasis on assistance to faculty for the development of instructional materials. The application of new technology to instruction often requires expensive and complex equipment that could not be operated economically, or owned by individual faculty members, or by regular departments on campus. The development and production of certain instructional materials require special equipment and skills. Because the body of data about the learning process, teaching models, and educational design is growing very rapidly, it is difficult for faculty to remain abreast of such developments.

Therefore, many faculty seek the assistance of University consulting specialists and other types of support. Consequently, instructional materials frequently reflect a joint creative effort involving one or more faculty members as well as other individuals and units on campus.

University participation in the development of educational materials seeks to improve the quality and versatility of instructional practice. But such participation also raises problems concerning the ownership and use of materials. University-wide policies are needed to govern the ownership, University use, external use and rights to income of University-sponsored materials.

The following statement clarifies and protects the rights of individual faculty members and the University. This statement defines: the types of educational materials which should be designated as "University-sponsored", established procedures for formulating and administering policy concerning these materials; and University-wide policy governing their ownership and use and the rights to income produced.

This statement however, does not affect the traditional University policy that faculty members have personal ownership of books, tests, syllabi, and workbooks not commissioned by the University and the preparation of which were not supported or assisted in any material way by any University unit. Any materials such as paintings, journal articles, research studies, music, sculpture, etc., supported by all-University research grants or other University programs and agencies, but which are not primarily instructional materials for classroom use, are not considered under the terms of this policy as University-sponsored educational materials.

This policy does not apply to University faculty, administrative, clerical, and/or technical personnel specifically hired to support instructional development activities of the regular teaching faculty. When a faculty member who has been hired to help the teaching faculty improve instruction creates instructional materials for use in his/her own course or courses with University support, however, this policy shall apply.

Section I

Coverage of Statement of Policy

This statement of policy shall govern the ownership and use of University-sponsored educational materials, as defined in Section II. This statement of policy shall, also, cover audio and video broadcasts and tapes produced by University broadcast services and used for regular University instruction.

Section II

Definition of University-Sponsored Educational Materials

A. Educational materials are University sponsored:

1. If the faculty member has employed in his/her developmental work, and without charge to him/her, the equipment, materials, and staff services of any of the various units of Michigan State University which assist in the development of instructional materials; or
2. If the faculty member has received support in the form of money, released time, or other resources from the Educa-

- tional Development Program, a department, a college, or any unit of the University; or
3. If the faculty member has been commissioned by the University, or one of its colleges, schools, departments, or units to develop the materials and, in their production, has used some part of the time for which he/she received compensation from University support budgets, grants, contract budgets administered by the University, or budgets based on special legislative appropriations
- B. Educational materials to which this policy is applicable include, but are not limited to:
1. Video or Audio Recordings.
 2. Motion Pictures.
 3. Slides, Transparencies, Charts, and other Graphic Materials, Photographic or Similar Visual Materials, Film Strips.
 4. Combinations of the above and other types of materials; e.g., Multi-media and other Instructional Packages.
 5. Programmed Instructional Materials.
 6. Study Guides, Texts, Syllabi, Workbooks, Bibliographies, and Tests.
 7. Live Video and Audio Transmissions.
 8. Computer Programs.
 9. Three-Dimensional Materials and Exhibits.
- C. Any person who has a question as to whether particular educational materials he/she is preparing, or planning to prepare, will be considered University-sponsored, shall initiate inquiry as to their status. He/she should prepare a report on the relevant facts and forward it to the appropriate department chairperson, or director, and dean. The department chairperson, or director, and dean should submit their written recommendations on the case to the Office of the Provost. The Office of the Provost will consult with the Office of the Vice President for Research and Graduate Studies, who shall determine the question subject to review by the provost and the president.

Section III

Ownership and Copyright

The legal title to all University-sponsored educational materials as defined in Section II shall be held by Michigan State University with the following exception. Materials produced under grants from the federal government or other agencies shall be subject to conditions of the contract or grant with respect to ownership, distribution and use, and other residual rights.

The University may, at its discretion, assign, transfer, lease, or sell all or part of its legal rights in educational materials.

Where feasible, formal statutory copyright shall be obtained for such educational materials in the name of the University.

Section IV

Internal University Use

All use of University-sponsored materials by any unit of the University for education or instruction shall be subject to the following conditions:

- A. Use internal to the University requires approval of the department or college primarily responsible for the materials. Such approval is normally implicit when the sponsoring unit agrees to storage and distribution by the University and in the procedures by which the sponsoring department and college schedules its courses and assigns instructional duties.
- B. As long as the faculty member involved in the production of University-sponsored materials remains a member of the staff of the University, his/her approval shall be required for use of the materials internal to the University and his/her contribution should be explicitly recognized and noted by the user.
- C. In the event a faculty member leaves the University or after his/her death, the University retains the right to make internal use of University-sponsored educational materials.

Section V

External Use

Use external to the University, or all uses other than by a unit of the University for instruction or education; for example, use by educational institutions other than the University, by government and other nonprofit institutions, and use resulting from lease or other contractual arrangements for commercial distribution of the materials shall be subject to the following condition:

- A. Licensing or sale of University-sponsored educational materials for external use shall be preceded by a written agreement between the University and faculty member.

Section VI

Revision

Revision of University-sponsored materials which does not require substantial University resources may be made at any time by the faculty member involved. Such revision may not be made in any case without the consent of the individual(s) primarily responsible for the original creation of those materials.

Requests to revise University-sponsored materials in cases which require substantial University resources may be initiated by the University or by the faculty member directly concerned.¹ During the first three years after production, mutual agreement of both parties (the University and the faculty member) is required for revision. After three years' use (or two years of non-use), materials which have not been revised shall be reviewed by the faculty member and the University unit or units most directly involved in their production and either the faculty member or the University may require their withdrawal, or in the case of television, the erasure of tapes. This paragraph does not apply to motion pictures.

Section VII

Payments to Faculty Member for Production and Use

- A. With the exception specified below, the University shall not make any payment to the University-employed faculty member involved in the production of University-sponsored educational materials for their production or internal use other than the compensation which the faculty member regularly receives from the University.
 - 1. Exceptions on payment for internal use of materials:
 - a. If materials prepared for use in another unit of the University are used for extension instruction with the advice and assistance of the faculty member, the Extension Division, in accordance with its existing policies, may make additional payment to the faculty member for such advice and assistance.
 - b. A faculty member not on assignment with the University, e.g., summer session, or on leave, may be compensated for use of televised materials in which the faculty member personally and prominently appears. Compensation should be mutually agreed upon in advance by the faculty member and the department(s) involved, based upon (1) the amount of continuing responsibility of the faculty member for monitoring, revision of lessons, or supervision of the work of the course; (2) whether the course is completely or partially recorded; and (3) the extent to which the participating faculty member's time and creative efforts have been previously compensated. As a guideline,

¹ The term University is used here to mean: (a) the instructional unit employing the faculty member and/or earning the student credit hours for offering the course; (b) the University unit primarily responsible for the production and distribution of the course, specifically in the case of television the Instructional and Public Television Service, or in film production the Instructional Media Center, and/or (c) the Office of the Provost.

the faculty member may be compensated on the basis of load credit or salary equal to 1% of the annual salary for each six (6) class hours developed. Such payment or credit should be limited to a period of two years.

- B. The University shall have the right to market or license external use of University-sponsored educational materials after it enters into a written agreement with the faculty member. If the University markets the materials, the first \$1,000 of net income (after cost of sales, advertising, distribution and any unrecovered overhead cost, but not to include costs of original development) shall be paid to the faculty member. Net income from the sale of materials over and above the first \$1,000 shall be distributed in accordance with the following cumulative distribution schedule.

Cumulative Royalty Income	Professor	University
First \$20,000 (After initial \$1,000)	50%	50%
Next \$50,000	30%	70%
All Additional Income Over \$71,000	25%	75%

All University funds resulting from the sale of sponsored instructional materials shall be used to encourage further educational and instructional development. If the University licenses an external agency to reproduce and sell instructional materials, the total royalties shall be negotiated among the faculty member, the University, and the external agency, and the net income (royalties) shall be divided between the faculty member and the University in accordance with the procedure described above.

Section VIII

Transfer of Rights to Faculty Member

If the teaching unit employing the materials discontinues regular use of the University-sponsored instructional materials in their exist-

ing form for more than two years, such units shall relinquish all rights to these materials. In such cases, the rights shall be transferred to the faculty member if he/she so desires, and the faculty member shall be required to pay all costs associated with the transfer including expenses associated with copying, mailing and handling, duplication and copyright transfer, but not to include original costs of production.

Section IX

Protection and Liability

A. Protection

1. The Office of the Provost shall investigate allegations of unauthorized use or copyright infringement of University-sponsored educational materials and shall recommend appropriate action. If such action is started by the University, acting alone or in concert with the faculty member, all costs of such action (including attorney's fees) shall be borne by the University. All proceeds in excess of such costs shall be shared equally by the University and the faculty member.
2. If the University decides not to act, the faculty member may initiate action, and the University shall assign to him/her such rights as are necessary for him/her to pursue redress. Costs of such action (including attorney's fees) shall be borne by the faculty member who shall have the right to all proceeds resulting from the action.

B. Liability

1. The faculty member(s) responsible for the creation of University-sponsored educational materials shall obtain, from individuals prominently appearing in or giving support to the materials, appropriate written releases, giving all necessary rights to the University. These releases shall be kept by the unit producing the material until such time as the material is withdrawn from circulation.
2. Before any external use is made of University-sponsored educational materials, the faculty member shall certify in writing to the provost that the materials do not infringe on any existing copyright or other legal rights and shall be liable to the University for judgements resulting from such infringements
3. In the event others allege violations of personal property rights by the University, or by the faculty member of University-sponsored instructional materials, the University shall assume responsibility for the defense of any action.

Section X Implementation

- A. This policy shall take effect upon approval by the Board of Trustees and shall be administered by the Office of the Provost.¹

¹ This policy was approved by the Board of Trustees on November 16, 1973.

Extension, Medical Care and other Faculty Service Activities

Michigan State University, as a land-grant institution, has long served the citizens of Michigan in a variety of ways in addition to teaching and research.

Today a substantial array of services is delivered to various publics both on and off campus. Faculty assignments often include an expectation of this kind of service which may range from very modest to full time activity. Some of these services may generate revenue for the University from fees charged to the public, as in the case of health care services in the Colleges of Human, Osteopathic and Veterinary Medicine.

In other cases, as with the Cooperative Extension Service, the services are provided free to the public through funding from the Michigan legislature, local, county and municipal governments and the federal government. Faculty should ascertain under which type of funding they are expected to deliver services and adhere closely to the procedures involved. Faculty are protected as representatives of the University when delivering these formal University services, whether on or off campus.

Additional Work for Pay

Consulting and Other Outside Work

Full-time faculty members are compensated for full-time service to the University. They may have appointments in instruction, research, extension, public service, etc. and have assignments involving a combination of these responsibilities. Whatever the character of the appointments, the University expects that each full-time faculty member will carry a reasonable and full-time load, assuming a proper share of the total functions and responsibilities of the department, college and the University.

Through consulting relationships with government, industry, public organizations and others off campus, University employees can be an invaluable resource. The University encourages the lending of such assistance where it does not interfere with the employees performance of University duties and where no conflict of interests exists.

The following guidelines are intended (1) to provide for certain employees to engage in a limited amount of outside work for pay and (2) to protect the integrity of the employee-University work relationship. Individual colleges or other units are authorized to promulgate more specific guidelines or to require additional reporting as their circumstances dictate.

1. "Outside work" is defined as work for other than Michigan State University.
2. In this context, "work" is understood to include consulting, advising, research, demonstrating, or teaching in the general area of competence for which the person is employed by the University. Not included is appearance on the program of a scientific or scholarly meeting attended mainly by professional peers.
3. Prior written approval of the department chairperson and dean must be obtained if the work is done during the regular employment period.
4. Outside work for pay shall be reported for full-time, Board-appointed employees of the University.
5. Such work must not interfere with the faculty member's normal University duties, including those non-classroom responsibilities expected of all faculty members.
6. The work must be related to the faculty member's normal University duties, including those non-classroom responsibilities expected of all faculty members.

7. "Pay" is defined as any salary, fee, honorarium, or monetary gift or contribution beyond actual expenses.
8. The following classes of outside work for pay require authorization:
 - a. That performed during times considered to be normal working periods for the employee by the University unit in which the person is employed (to be determined by the unit administrator.)
 - b. That performed outside normal working periods but potentially affecting the performance of the person's University assignment (based on the judgement of the unit administrator).
9. If, in the opinion of the dean, the outside consulting work interferes with the regular University duties of the faculty member, the appointment of a temporary faculty member in the University may be changed to a part-time basis, and the tenured faculty member may be requested to take a leave of absence.
10. Outside work for pay shall be authorized by the department chairperson and the dean or, in the case of faculty not assigned to colleges, the appropriate unit administrator.
 - a. Such work must contribute to the effectiveness of the faculty member's regular academic work for the University.
 - b. Equipment, supplies, materials, or clerical services of the University may not be used in the furtherance of outside work for pay.
11. The total amount of time expended by the faculty member on outside activities for pay and overload pay time through continuing education should not exceed 16 hours in any month. Under special circumstances and with permission of the dean or unit administrator, the monthly time limit may be exceeded, provided the aggregate of such time for the period of authorization does not exceed an average of 16 hours per month.
12. 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.
13. A special form is available from the departmental office for use by the employee seeking authorization to perform outside work for pay. Completed forms shall be maintained for three years in the dean's office (in the appropriate administrator's office for faculty not assigned to colleges.)

Each dean or other appropriate administrator is required to maintain a record in the dean's office of all consultative services of the academic personnel in the college or administrative division.

This policy cannot be used as the basis for establishing and maintaining a private practice or separate business by faculty.

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

Faculty physicians in the Colleges of Human Medicine and Osteopathic Medicine are excluded from this policy but are covered by the elements of their Medical Service Plan, which follows next.

Medical Service Plan for Colleges of Human Medicine and Osteopathic Medicine

The Medical Service Plan for the Colleges of Human Medicine and Osteopathic Medicine provides a common framework within which professional fee income generated by faculty members of the two colleges is managed. This plan does not apply to the College of Veterinary Medicine. The plan was approved by the Board of Trustees July 30, 1976, and takes precedent over all previously existing plans.

The purpose of the plan is to improve the means to supplement basic support for programs of the medical colleges; sustain and enhance faculty incentives to engage in patient care which benefits educational programs, the public and the professional development of the faculty; and make it financially feasible to recruit and retain highly capable faculty necessary to develop and sustain quality programs.

The principles of the Medical Service Plan include:

1. The plan policies, rules and procedures and practices conform to established University policies, procedures and practices.
2. Plan income is University revenue.
3. Involvement of departmental chairperson and faculty shall conform to the Bylaws for Academic Governance.
4. Plan income shall cover costs of the plan relating to administration, billing, and collecting, and costs of practice.
5. Net income shall be used as authorized within approved guidelines of the Health Services Related Component (HSRC) and for program support.
6. A ceiling limit shall be set for personal income that is commensurate with comparative medical schools and allowing for differences in compensation for rank, experience, specialty, and professional competencies.
7. Under the plan faculty may engage in outside work for pay under established University policy.
8. The plan will be subject to annual review during the first three years of its operation and thereafter reviewed at least once every three years.¹

¹ For specific language, see policy as approved by the Board of Trustees July 30, 1976.

Overload Pay

The following University Policy on Overload Pay was approved by the Board of Trustees on October 16, 1970. (A college may establish a more restrictive policy.)

1. Overload pay is limited to overload work related to instruction and service only.
2. By Board of Trustees action, overload pay is available only through the Continuing Education Service.
3. The Continuing Education Service pays directly for overload work except for short on-campus appearances underwritten by general funds. Pay for overload work is made through Continuing Education Services only.
4. The scope of the Continuing Education Service includes such programs as on- and off-campus instruction for credit and non-credit courses, workshops, conferences, evening college, institutes and seminars, and international courses and conferences.
5. Any full-time faculty member is eligible for two days a month (16 hours per month) of either paid consulting time or overload pay time, regardless of other duties. (See Additional Work for Pay)
6. During the summer, employees on academic year appointments may receive up to 30 percent of their previous year's salary for instruction or service. In addition, they may be eligible to receive overload pay for carrying more than a full load.
7. Administrators (chairpersons, directors, assistant deans, deans, administrative-professional personnel) may receive overload pay for overload work related to their professional discipline, but not for work related to their administrative position.
8. The rate of pay for overload work is standard for each academic rank. Pay for overload work is to be based on contact hours, with a built-in factor for preparation (two hours of preparation for each hour of performance). No payment will be made for work which would qualify for less than eight dollars.
9. What constitutes an overload assignment is determined by the college in which the faculty member holds an appointment and the dean of Lifelong Education Programs.
10. The payment of honoraria to MSU faculty on appointment for talks, seminars, etc., with general funds or grant funds is not permitted.¹

¹ Approved by the Board of Trustees October 16, 1970.

Faculty Awards

Distinguished Faculty Awards

Distinguished Faculty Awards are made each year to members of the faculty for outstanding total service to the University. Each college making selections of award winners has its own detailed criteria and method of selection. 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.

Each college having 200 or more faculty members selects an award winner each year. Each college having 100-109 faculty members selects an award winner every second year. Each college having 30-99 members selects an award winner every third year. Colleges having less than 30 members are grouped. For purposes of this award the Cooperative Extension Service is considered a college and selects an award winner according to the above schedule.

MSU Teacher-Scholar Awards

Teacher-Scholar Awards are made to six members of the faculty from the ranks of instructor and assistant professor who early in their careers have earned the respect of students and colleagues for their devotion to and skill in undergraduate teaching. The essential purpose of the awards is to provide recognition to the best of the young teachers at MSU. Nominations are made by department chairpersons 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 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.

Nominations are made by the chairperson of the department in which the teaching assistant's instructional responsibilities have been discharged. When this is not the department in which the nominee is a candidate for a degree, the chairperson 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 the nominee 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.

Defense in Suits Against the University and its Staff

The following policy was approved by the Board of Trustees on January 21, 1977.

It is the policy of the institution to support its officers, faculty and staff in the performance of their official duties and to support students and volunteers when performing services on behalf of or under the direction of the University. The services and duties described herein include participation in a wide range of University committees, panels and boards. Should the above identified parties become involved in litigation because of such activities, the University will assume their defense, provide legal counsel and satisfy resulting judgements against them.¹

For such protection to be extended to personnel requires their compliance with relevant University policies and procedures including those of the University's Quality Assurance and Risk Management Program.

¹ This policy was approved by the Board of Trustees, January 21, 1977.

Quality Assurance and Risk Management

The following policy was approved by the Board of Trustees on July 27, 1979.

Over the last few years the traditional defense of governmental immunity has been greatly diminished by a series of Supreme Court decisions. As a result the University has greater risk and liability exposure than ever before. Concomitant with this development is the rising cost of insurance premiums. In order to manage the costs related to risk exposure, the University is establishing a risk management policy with special attention to health care delivery risk exposure.

The professional liability atmosphere that exists today makes mandatory that the highest quality of health care that has always been strived toward in this University be continuously achieved. The increased expectations of the public and the professions require that we operate to minimize or eliminate the conditions which may produce an actual or alleged deficiency in patient care. The objective is effective management of all elements of risk, with the purpose of achieving high standards of patient care and lowest practicable loss levels.

Each and every health care professional has a responsibility and a duty to cooperate fully in achievement of these goals.

Supervision of the risk management system will be the administrative responsibility of the program manager, i.e., the University Risk Manager. The program will be reviewed periodically for its effectiveness in reaching the desired results.¹

¹ This policy was approved by the Board of Trustees on July 27, 1979.

Participation in Partisan Political Activities

The following policy was approved by the Board of Trustees on December 12, 1950.

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 spokespersons, 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.¹

¹ In November, 1979 the University Committee on Faculty Affairs recommended to the provost and president that this statement be deleted with the understanding that partisan political activities be viewed as an example of temporary extramural involvement. Faculty members who are to be involved in extramural activities which interfere with normal duties are expected to request leaves of absence. Deliberations on the recommendation have not been completed.

Advertising or Endorsement of Commercial Products

The following policy was approved by the Board of Trustees on March 15, 1974.

As a publicly supported institution of higher education engaged in scholarship, research and the dissemination of information, Michigan State University's objectivity must be zealously protected. All units and individuals acting in the name of the University have a responsibility and obligation to protect the integrity of the name of Michigan State University in all their official activities.

In keeping with this responsibility, it is the policy of Michigan State University that no official publication, statement or activity carried out in the name of the University, or that of any individual acting in an official University capacity, shall directly or by implication constitute endorsement of any commercial product, method or device.

Advertising of commercial products or services, or the use of the name of a commercial enterprise, may be permitted under conditions as herein stated in this policy:

1. Official University Activities

- a. Acknowledgement by the University, at its discretion, of commercial donors who provide substantial resources which make possible structures, facilities or programs.
- b. Acknowledgement of gifts and grants where such recognition is limited to information necessary to identify the donor and the activity supported.

2. Semi-official University Activities

- a. Programs, printed tickets or other media used in conjunction with sports and fine arts events sponsored by the University which may be attended by the public on a complimentary or fee basis, when the revenue of such advertising assists in supporting the events.
- b. Conference programs whose cost is underwritten by a commercial donor, provided that acknowledgement of the donor's contribution is limited to a modest statement of identification.

3. Unofficial Activities

Publications for which students, employees or their organizations are responsible, but which are not issued in the name of, or are supported by, Michigan State University.

General Rules

1. It is expected that those responsible for any activity which meets the above criteria will exercise reasonable judgment and taste in the acceptance of advertising, and that products accepted for advertising shall not be recognized as health hazards.
2. The Office of the Secretary of the Board of Trustees shall be responsible for the conduct of the above policy, and requests for interpretations of, or exceptions from, the policy shall be referred to that office.
3. The above policy replaces the policy statement on "*Endorsement of Commercial Products*" approved by the Board of Trustees on May 25, 1956.
4. University Ordinance 30.00 relating to "Selling and Advertising," Article 6 of the Academic Freedom Report on "*Student and University Publications*" and University broadcast policies remain in effect.¹

¹ This policy was approved by the Board of Trustees on March 15, 1974, with the following resolution: *RESOLVED* that the "*Policy Governing Advertising or Endorsement of Commercial Products*" is approved effective March 15, 1974, with the understanding that this policy is not designed to prohibit the publication of research results on trade and proprietary products where these products may be identified only by their trade or proprietary name.

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 Way and campaigns originating from the Office of the Vice President for University Development (Development Fund, Ralph Young Fund, etc.)

Members of the faculty should refrain from taking orders for or selling any kind of tickets or merchandise, or soliciting funds for any purpose without written approval from the Office of the Secretary of the Board of Trustees.

University Travel

Rules regarding travel are covered in detail in the University publication *Travel Regulations*, available from the Budget Office. In broad terms, travel at University expense may be authorized for the promotion of teaching, scholarship, research, and public service.

Authorization

All travel must be approved and the appropriate forms executed **prior to departure**. The travel authorization forms must bear the signature of the traveler, the department chairperson, the assistant dean or dean, and Budget Office when required, and must state clearly the justification for the trip.

Trip Reports

Employees returning from authorized foreign or out-of-state travel, either with or without reimbursement, are required to submit an out-of-state trip report. The completed and signed form should be submitted, through the usual channels, to the Budget Office. If reimbursement is requested, the trip report must accompany the voucher. This report provides for the administrative units concerned a written summary of the benefits gained from the expenditure of the travel funds and provides the permanent travel record for the Budget Office.

Travel Outside the United States

Authorization for travel outside the United States, except Canada, requires approval by the Budget Office after approval by the dean and prior to the beginning of the trip.

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 booklet: *Travel Regulations*.

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

A person driving a University-owned vehicle must have a valid U.S. or Canadian driver's license, must be experienced in handling

the kind of vehicle requested and must have a satisfactory driving record. The responsibility for enforcing these requirements rests with the department chairperson.

Travel Advances

University employees may obtain a cash travel advance by presenting a signed copy of the travel authorization form to the Cashier's Office, 110 Administration Building.

Insurance Coverage

The University carries bodily injury and property damage liability insurance to cover the University and its authorized drivers of University-owned vehicles on University business. Drivers of privately-owned vehicles are not covered by the bodily injury and property damage liability insurance carried by the University. Those using privately-owned vehicles on University business should carry insurance in an amount that will cover their legal responsibility. All accidents must be reported to the Police Department in the enforcement jurisdiction and to the Office of Risk Management and Insurance. See the Manual of Business Procedures for details.

Travel Accident Insurance

As a part of the staff benefits program, the University carries a group travel accident insurance policy which covers employees while traveling on University business. See the Staff Benefits section of this handbook and the separate publication: *Travel Accident Insurance Plan* distributed by the Staff Benefits Division for the amount of coverage and other provisions.

Field Trips

University Travel Regulations, which have been approved by the Board of Trustees as amended through July 1, 1980, specify that costs of student field trips must be borne by the participating students and that responsibility for property damage or personal liability resulting from use of private vehicles by staff members or students remains with the student or staff driver. Staff or faculty may be reimbursed for expenses in connection with such field trips if prior approval has been granted by the appropriate departmental chairperson. It is recommended that University vehicles be used for such field trips. For more details, see the booklet, *Travel Regulations* and the procedures for field trips in the *Manual of Business Procedures*.

Interim Faculty Grievance Procedure

The Interim Faculty Grievance Procedure printed below was approved by the Academic Council, May 9, 1972 and by the Board of Trustees, May 19, 1972. The Interim Faculty Grievance Procedure is under study in the Academic Governance system as of the date of publication of this Handbook.

1. DEFINITIONS AND EXCLUSIONS

- 1.1 Any Michigan State University faculty member (either full-time or part-time) with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian, including those with administrative duties, may initiate a grievance procedure, alleging a violation, misinterpretation, or misapplication of existing policies and legislation in the appropriate unit of the University with the administrative officer of the unit where the grievance is alleged to have occurred.
- 1.2 The provisions of this document shall not preempt or replace the functions of the Anti-Discrimination Policy and Procedures or of the University Tenure Committee except to provide procedures for the appeal of administrative decisions not to reappoint non-tenured faculty in the tenure stream.

2. GRIEVANCE STRUCTURE

- 2.1 The Faculty Affairs and Faculty Compensation Committee¹ (FAFCC) shall serve as a University grievance advisory committee.
 - 2.1.1 The FAFCC shall meet with the provost and the president of the University to present and discuss a slate of qualified individuals from which it shall recommend one person for appointment as the Faculty Grievance Official (FGO). It shall also meet with the provost and the president to review the official's term of office and to recommend about his/her reappointment.

¹ Replaced in 1978 by the University Committee on Faculty Affairs

- 2.1.2 The FAFCC shall consult with the provost and president concerning an appropriate salary, budget, office facility and staff for the Faculty Grievance Official.
- 2.1.3 The FAFCC shall conduct a continuing review of department or other unit, college, and university grievance procedures established by or in conformity with this document or provided by the Faculty Grievance Official to determine their adequacy, to determine their conformity to the guidelines herein established, and to recommend revision in established procedures.
- 2.1.4 The FAFCC shall participate in the grievance procedure as provided in this document.
- 2.2 There shall be appointed a Faculty Grievance Official whose office shall be independent of the existing administrative structures of the University.
 - 2.2.1 At the recommendation of the FAFCC, the president with approval of the Board of Trustees shall appoint the Faculty Grievance Official (FGO).
 - 2.2.1.1 At intervals not to exceed 5 years, the FAFCC shall review the desirability of continuing the appointment of the FGO. At the same time, the FGO shall be consulted by the FAFCC concerning interest and willingness to continue.
 - 2.2.2 The FGO shall receive and make every reasonable effort to resolve grievances.
 - 2.2.3 The FGO shall attempt to assure that all hearings provided for in this document are conducted with the appropriate due process.
 - 2.2.4 The FGO shall advise grievants about appropriate procedures to follow for the resolution of their grievances.
 - 2.2.5 In the event of a formal hearing, the FGO shall assure that prescribed procedures are followed expeditiously.
 - 2.2.6 The FGO shall have ready access to all administrative officials and faculty of the University and to all information and records which in the FGO's judgement are essential to the resolution of a particular grievance. The FGO shall make such information and records available to a grievant if, in the

- FGO's judgement, the grievant has need of them for the resolution of a particular grievance.
- 2.2.7 The FGO shall be responsible for recommending to the FAFCC changes in existing grievance procedures for the faculty.
 - 2.2.8 The FGO shall report once each term to the FAFCC and once each year to the Academic Council.
 - 2.2.9 The FGO shall sit as an ex officio member of the Academic Council.
 - 2.2.10 The FGO advises and assists the faculty and administration in grievance matters, and also studies and evaluates grievance procedures in broad and important ways. However:
 - 2.2.10.1 The FGO shall exercise no powers beyond those delegated to him/her;
 - 2.2.10.2 The FGO shall not make University policy or replace the established legislation or judicial procedures;
 - 2.2.10.3 The FGO shall not serve as advocate for any party on any grievance;
 - 2.2.10.4 The FGO shall respect the confidentiality of records and the privacy of either or both parties in a grievance;
 - 2.2.10.5 The FGO shall not be eligible to participate in any department or other unit, college, or University grievance.
 - 2.2.11 It shall be the responsibility of the FGO to provide procedural guidelines for those departments, units, or colleges which request them or which lack adequate procedure.
- 2.3 Each department, college, or other academic unit shall establish a grievance procedure that assures due process for individuals or groups (see Article 4) and that accords with the following guidelines:
- 2.3.1 Records shall be kept and consulted throughout the informal and formal phases of each case.
 - 2.3.2 Records of all formal proceedings shall be filed with the Faculty Grievance Official.
 - 2.3.3 A verbatim transcript of a hearing shall not be necessary. A tape recording of all hearings shall be kept. Where it is judged desirable by the FGO or requested by the grievant or the University, such a transcript shall be made. The total cost of the re-

- cord shall be paid by the requesting party or shall be shared equally by the parties, if the FGO or both parties to the grievance request a transcript.
- 2.3.4 Should unit procedures call for a hearing committee it shall serve throughout an entire proceeding.
 - 2.3.5 Any hearing committee shall take precautions to avoid any conflict of interest on the part of its members.
 - 2.3.6 Where hearing committees are established they shall be selected by procedures other than administrative appointment.
 - 2.3.7 The issues in the proceeding shall be clearly stated to all involved parties.
 - 2.3.8 Grievance procedures shall be conducted in good faith.
 - 2.3.9 Formal hearings shall be closed unless both parties consent to an open hearing.
 - 2.3.10 The privacy of confidential records used in the hearing shall be respected.
 - 2.3.11 Hearings shall be conducted and completed within 30 days.
 - 2.3.12 Decisions will conform to existing University policy and legislation in the appropriate unit of the University.
 - 2.3.13 Where hearing committees are used decisions will be reported in writing to the administrative head of the appropriate unit for consideration and action.

3. GRIEVANCE PROCEDURES

- 3.1 When a faculty member has a grievance, he/she may discuss the matter in a personal conference with the FGO.
 - 3.1.1 The FGO shall make every reasonable effort to resolve a grievance informally. The FGO may recommend dropping the grievance as lacking in merit, outside the jurisdiction of the faculty, or for other just cause. Such a recommendation, however, shall not be binding on the grievant.
 - 3.1.2 If the grievance is not resolved informally, the FGO shall recommend the appropriate grievance channel, such as a department, college, or University hearing board; the University Faculty Tenure Committee; or the Anti-Discrimination Judicial Board.

- 3.1.3 At the written request of the grievant, the FGO may initiate a formal grievance procedure to resolve the grievance by referring it in writing to the appropriate director, chairperson, dean or provost.
- 3.1.4 The FGO shall have ready access to all University persons and information which in the FGO's judgment are essential to the resolution of a particular case. The FGO shall respect the privacy of confidential records and of all persons with whom the FGO speaks.
- 3.1.5 The FGO shall maintain records of all grievances, formal proceedings, findings, and decisions.
- 3.1.6 For just and demonstrable cause, the FGO may extend any of the time limits imposed in Articles 2, 3, and 4.
- 3.2 A faculty member may initiate a grievance procedure independently by written request to the appropriate director, chairperson, dean, or to the provost.
- 3.3 A written request for a formal grievance procedure must be made within 30 days of the grievant's first knowledge of the alleged violation.
- 3.4 All written requests for formal grievance procedures shall state the grievances and the redress sought.
- 3.5 Any time formal proceedings are initiated, the appropriate director, chairperson, or dean shall send written notification to the FGO and may request the FGO to assist in attempting to achieve an informal resolution.
- 3.6 If a grievance is not resolved informally or if a procedure has been initiated in writing within a department or unit, a resolution of the grievance may be sought according to the prescribed department or unit procedure. A formal grievance procedure shall begin within 14 days of the written request.
 - 3.6.1 The director or chairperson shall provide written notification to the grievant and to the FGO of the result of the hearing and of the FGO's decision within 14 days of the completion of the procedure.
 - 3.6.2 Failure to provide written notification shall result in automatic appeal.
 - 3.6.3 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days by requesting, in writing, the FGO to initiate a hearing at the college level. Either party may independently

- appeal within 14 days at the college level by written request directly to the dean.
- 3.6.4 Failure to appeal within the prescribed time constitutes acceptance of the decision.
 - 3.7 If a grievance is referred in writing to the dean of a college, a resolution of the grievance shall be sought according to prescribed college procedures. A formal grievance procedure shall begin within 14 days of the written request.
 - 3.7.1 The dean shall provide written notification of the results of the hearing and of his/her decision to the grievant and to the FGO within 14 days of the completion of the hearing.
 - 3.7.2 If the college hearing is the first hearing of the grievance or if the grievance concerns non-reappointment of non-tenured faculty in the tenure system and originated at the unit level and if the grievance has not been satisfactorily resolved, either party may appeal the decision within 14 days of requesting, in writing, the FGO to initiate a hearing by the University Appeals Board. Either party may independently appeal within 14 days at the University level by written request directly to the provost.
 - 3.7.3 If the college hearing is the second hearing (the first having been a department or other academic unit hearing), the decision shall be forwarded to the president of the University for action according to Article 5.
 - 3.7.4 Failure to appeal within the prescribed time constitutes acceptance of the decision.
 - 3.8 If the grievance is referred in writing to the provost, a resolution shall be sought according to the following University procedures.
 - 3.8.1 If the University hearing is the first hearing of the grievance, a University Hearing Board shall be established by the FAFCC in the following manner:
 - 3.8.1.1 A Hearing Board shall consist of 7 members, selected by lot from a panel of 15 members to be drawn by lot from the faculty. All drawing shall be conducted by the FAFCC.
 - 3.8.1.2 The FAFCC shall meet with the parties to the grievance for the purpose of final

selection of Hearing Board members. Upon presentation of the names of the seven selected for the Board, each party shall have the right to challenge any member for cause and, in addition, each party shall have the right of two peremptory challenges. Cause shall be determined by the FAFCC. After each challenge, the FAFCC shall select another member from the panel, and shall replenish the panel whenever necessary.

3.8.1.3 Faculty members unwilling or unable to serve may be excused for cause by the FGO and others substituted for them, selected as above.

3.8.1.4 The FAFCC shall announce the Hearing Board after selection has been completed.

3.8.2 The Hearing Board shall conduct a hearing according to the procedures herein established.

3.8.2.1 The FGO shall assemble the Hearing Board. The FGO shall select the Presiding Officer from a list, established by the FAFCC, of faculty qualified to conduct hearings.

3.8.2.2 The Presiding Officer shall not be a voting member.

3.8.2.3 The Presiding Officer shall establish the rules of procedure consistent with due process and with guidelines stated in 4.2.

3.8.2.4 If a University Hearing Board loses three of its members, the hearing shall be terminated and a new one shall be initiated according to the guidelines in this document.

3.8.3 A University Hearing Board may decide as follows:

(a) There has been no violation of the rights of the faculty member.

(b) There has been a violation of the faculty member's rights.

3.8.3.1 When a University Hearing Board finds that there has been a violation of a faculty member's rights, the Hearing Board shall

determine the appropriate means of redress. Decisions shall not conflict with existing policy and legislation in the appropriate unit of the University.

3.8.3.2 Upon completion of the hearing, the Hearing Board shall present its decision, in writing, to the provost.

3.8.4 The provost shall provide written notification of the result of the hearing and decision to the parties to the grievance, and to the FGO within 14 days of the completion of the hearing.

3.8.5 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days by requesting, in writing, the FGO to initiate through the provost a hearing by the University Appeals Board.

3.8.6 Failure to appeal within the prescribed time constitutes acceptance of the decision.

3.8.7 A University Appeals Board shall be established from which Appeals Panels shall be selected.

3.8.7.1 Each college shall select one tenured faculty member for a 3-year term. The non-college tenured faculty will select 2 members for 3-year terms. Initially, members shall be selected from 5 colleges and one non-college for 1 year, and 5 colleges and 1 non-college for 2 years, and 6 colleges for 3 years.

3.8.7.2 Eight non-tenured members shall be selected for 2-year terms. These members shall be rotated between the colleges. Initially 4 members shall be selected for one year and 4 members for 2 years.

3.8.7.3 Appeals Panels shall consist of 5 members selected at random by the FGO from the members of the University Appeals Board except for grievances concerning non-reappointment of non-tenured faculty in the tenure system.

3.8.7.4 Appeals Panels for grievances concerning non-reappointment of non-tenured faculty in the tenure system shall consist of 3 faculty members selected by the Univer-

sity Faculty Tenure Committee from its membership, followed by the selection of 2 faculty members at random by the FGO from the University Appeals Board, so that the resulting Appeals Panel shall consist of 3 tenured and 2 non-tenured faculty members.¹

3.8.7.5 All hearings conducted by the Appeals Panels shall commence within 14 days of the appeal to the University Appeals Board. Hearings shall observe the guidelines set forth in 2.3.1 through 2.3.13 and the principles of due process outlined in Article 4. The FGO or the FGO's designee shall serve as an ex-officio chairperson of the Appeals Panels.

3.8.7.6 The decision of an Appeals Panel shall be reported to the president of the University.

4. DUE PROCESS

4.1 The due process outlined in this article and the guidelines set forth in 2.3.1 through 2.3.13 shall govern the procedures of the University Hearing Boards and University Appeals Board.

4.2 At least 72 hours prior to a hearing, the Presiding Officer of a hearing body shall provide the following to all parties:

(a) The written statement from the grievant of sufficient particularity to enable the parties to prepare their cases.

(b) Written notification of the time and place of the hearing.

(c) A copy of this document and all other relevant documents as determined by the Presiding Officer.

4.3 All parties shall be entitled to appear in person to present their case to the hearing body, and may call witnesses on their behalf. Any party may elect not to appear before the hearing body, in which case the hearing shall be held in his/her absence. Absence of a party shall not be prejudicial to the case.

4.4 All parties shall be entitled to counsel of their choice.

¹ This wording of the procedure for selection of this Appeals Panel resulted from a friendly amendment made by the Board of Trustees at the time the document was approved.

- 4.5 Any party or counsel shall be entitled to ask pertinent questions of a hearing body or any witness.
- 4.6 All parties shall be entitled to an expeditious hearing of a case.
 - 4.6.1 Upon the request of either party, a hearing body has authority to request an individual or unit to discontinue or postpone any action threatening irreparable harm that is indicated pending final disposition of a case.
- 4.7 Parties shall be entitled to a written explanation of the decision within 14 days of the completion of a hearing.
- 4.8 All parties shall be notified in writing of their right to appeal. Should an appeal be instituted, any action, decision, or penalty ordered by a hearing body shall be suspended until acted upon by a higher hearing body.

5. FINAL RESOLUTION

- 5.1 Decisions of college hearing boards and University appeals panels shall be forwarded to the president of the University within 14 days of the completion of a hearing.
- 5.2 For stated cause the president of the University may return the decision to the appropriate hearing board or appeals panel once for consideration.
- 5.3 Within 30 days, the president shall either concur with a decision and direct appropriate action to implement the decision, or the president shall overrule the decision. When a decision is overruled, written reasons shall be given by the president to the parties to the grievance, to the Hearing Board, the FGO, and the FAFCC.

6. PROCEDURES FOR AMENDING AND REVISING THIS DOCUMENT

- 6.1 Any faculty member of Michigan State University may initiate a proposal to amend or revise this document.
- 6.2 All proposals for amendment or revision of this document shall be submitted to the FAFCC.
- 6.3 All proposals to amend or revise this document must first be considered by the FAFCC and then forwarded, with or without recommendation, to the Elected Faculty Council.
- 6.4 If approved by the EFC, the proposal shall be submitted to the Academic Council.

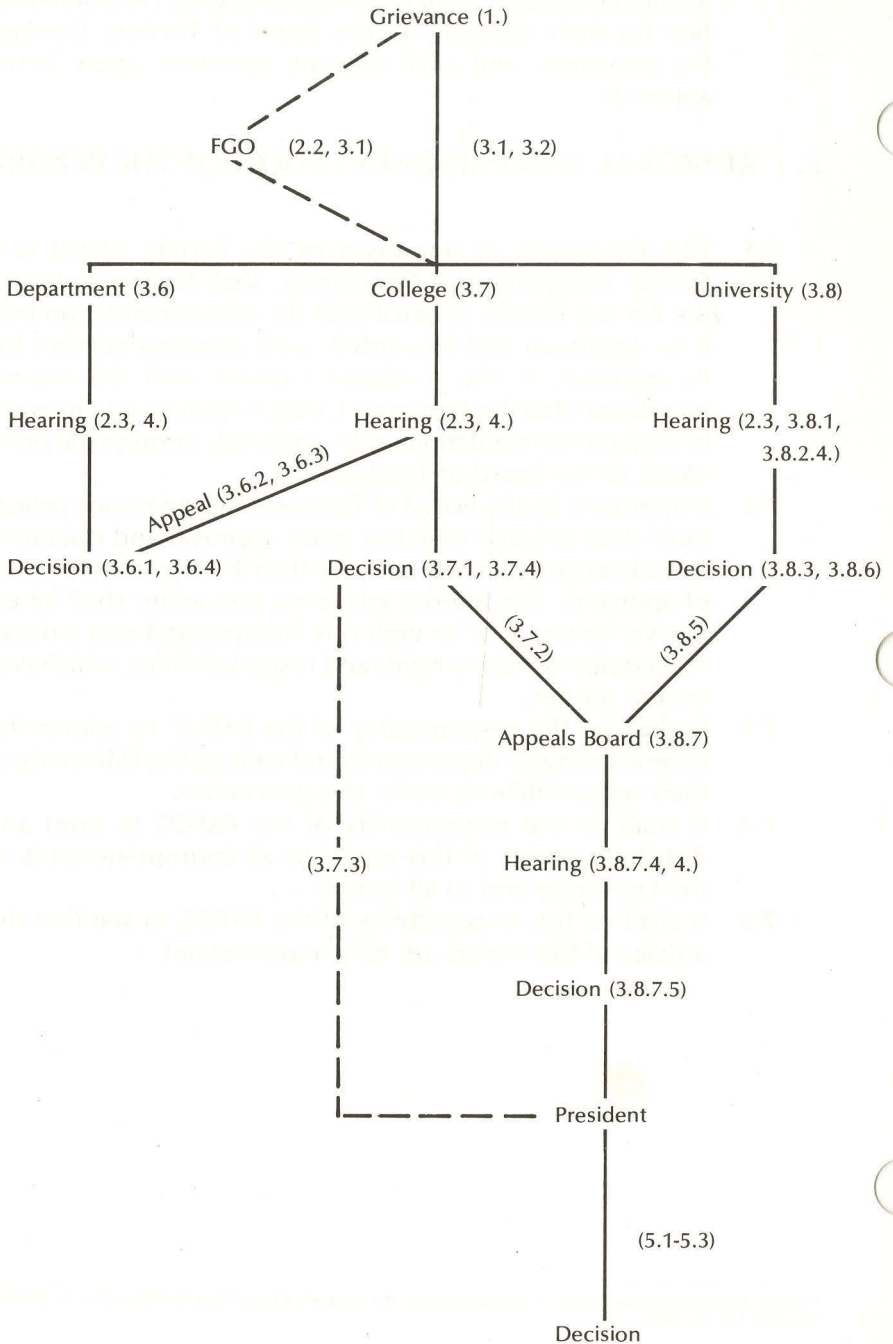
- 6.5 Proposed amendments and revisions approved by the Academic Council shall be forwarded, with recommendation for their approval, to the Board of Trustees through the president, and shall become operative upon Board approval.

7. APPROVAL AND IMPLEMENTATION OF THE REPORT

- 7.1 This document, as approved by the Faculty Affairs and Faculty Compensation Committee, shall be forwarded to the Elected Faculty Council with the recommendation that it be approved and forwarded, with recommendation for its approval, to the Academic Council with the recommendation that the Academic Council approve and forward it, with recommendation for its approval, through the president, to the Board of Trustees.
- 7.2 If approved by the Board of Trustees, this grievance procedure shall become effective upon approval and operative as early as possible and not later than 90 days from the date of approval. This interim grievance procedure shall be effective for one year or until it is incorporated into a document defining faculty rights and responsibilities, whichever occurs sooner.
- 7.3 It shall be the responsibility of the FAFCC to inform the several colleges, departments and units of the University of their responsibilities under this procedure.
- 7.4 It shall be the responsibility of the FAFCC to print and distribute copies of this report to all appropriate units of the University and to all faculty.
- 7.5 It shall be the responsibility of the FAFCC to see that the articles of this report are fully implemented.¹

¹ Interim Faculty Grievance Procedure was approved by the Academic Council May 9, 1972 and by the Board of Trustees, May 19, 1972.

Interim Faculty Grievance Procedure



IV. INSURANCE AND RETIREMENT BENEFITS

Overview

This section presents a broad overview of the various insurance and retirement benefits available to faculty and their dependents. Each benefit is described briefly on the following pages. The payment of benefits is conditioned upon eligibility requirements and, in some cases, a written application to participate in the plan is required.

Provided Benefits

Participation in the following benefits (when eligible) is automatic and no enrollment applications or other action is necessary. With the exception of Social Security, all of the benefits listed below are furnished at no cost to the faculty member

1. Long Term Disability Insurance.
2. Social Security (University pays one-half of cost)
3. Travel Accident Insurance
4. Unemployment Compensation
5. Expanded Life Insurance
6. Workers' Compensation
7. Dental Insurance

Optional Benefits

Participation in the following benefits is optional and faculty are covered if written application for benefits takes place within 60 days of appointment, during an Open Enrollment, or by furnishing evidence of insurability.

1. Accident Insurance
2. Group Life Insurance
3. Hospitalization and Health Insurance

Retirement Benefits

The University provides a retirement income program through the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). Participation in the retirement plan is required when certain service and/or age qualifications are met.

The general rules follow:

1. Faculty appointed with the rank of research associate, assistant professor, associate professor, or professor, may elect immediate participation or may defer participation for two years or until attaining age 35, whichever is later, at which time participation is required.
2. Faculty appointed as instructors or specialists become eligible two years from the date of appointment. Participation is required at that time or upon attainment of age 35, whichever is later.
3. Faculty members already enrolled in a TIAA retirement program before appointment at this University may elect immediate participation regardless of rank.

All faculty hired on or after July 1, 1958 are covered entirely under the TIAA-CREF program. Faculty hired prior to July 1, 1958 may be eligible for frozen benefits under the University non-contributory retirement plan.

The following pages summarize the ways in which these benefit plans can help faculty in time of need. Careful reading of this information will assist in understanding the protections that are available. Individual certificates are issued at the time of enrollment in the programs and updated as necessary.

Note: All benefits are shown in abbreviated form. Specific Master Contracts between MSU and the various insurance carriers are available for inspection in the Staff Benefits Division. The information contained in this Insurance and Retirement section does not modify or change any of the provisions in these contracts. Although MSU expects to continue the insurance programs indefinitely, it reserves the right to modify, suspend, or terminate such coverages in whole or in part at any time, except as limited by the terms and conditions of Master Contracts. Complete information and descriptive details on all benefits may be obtained from the Staff Benefits Division, telephone 353-4434.

Dental Insurance

Beginning January 1, 1981 all regular, full-time faculty and their dependents are covered by dental insurance paid for by the University. This coverage is also provided to retirees and their dependents or survivors.

The plan covers fifty percent of the usual, customary, and reasonable cost of preventative, diagnostic, restorative, prosthodontic, and orthodontic services. Orthodontic coverage is limited to those under 19 years of age and is subject to an individual lifetime maximum of \$600. All other services are subject to a \$600 individual calendar year maximum.

In the Event of Illness

If health coverage is selected within 60 days of employment, during an Open Enrollment, or by furnishing evidence of insurability, faculty members and their dependents are covered for hospital, medical, and out-patient expenses. Coverage is provided by the American Plan/TIAA Major Medical Program or Health Central, the local health maintenance organization (HMO). Specific coverage details under the two plans differ. In general, the following apply:

Eligibility

Regular full-time faculty are entitled to enroll themselves and their eligible dependents. Regular part-time faculty members employed at least one-half time are also eligible. Failure to enroll during the initial 60 day employment period will result in the faculty member having to wait until an Open Enrollment, or coverage may be secured by furnishing Statements of Insurability.

Coverage

In hospital, total care in a semi-private room including general nursing services is provided for up to 365 days. Full payment is provided for most medical supplies and services provided by the hospital such as drugs, dressings, use of the operating room, x-rays, laboratory examinations, charges for intensive or cardiac care units and many other hospital extras.

Physician's reasonable fees will be paid for surgical operations; anesthesia; obstetrical delivery; termination of pregnancy; radiation therapy; diagnostic services such as x-rays; electrocardiograms and laboratory tests, as well as medical visits while hospitalized.

Reasonable charges for the outpatient department of a hospital or clinic for surgery, treatment of injuries or diagnostic tests are covered in full. In addition, all other covered medical expenses, including prescription drugs and physician's office visits are covered on a co-insurance basis after payment of a deductible amount through a comprehensive major medical program to a maximum of \$250,000.

Coverages under Health Central, although not substantially different, may be somewhat more comprehensive.

Cost

The University assumes the cost for regular full-time faculty. Regular part-time faculty working at least half-time are entitled to a contribution based on one-half the amount for full-time faculty. The University does not make a health insurance contribution during periods when a faculty member does not receive a check.

In the Event of Total Disability

Eligibility

Coverage under the Long Term Disability Plan underwritten by TIAA is available for regular full-time faculty who have been employed for at least one year. Eligible faculty may receive benefits provided by the Long Term Disability Plan after six months of continuous disability.

Coverage

The benefits provide a disabled faculty member with a monthly income, including Social Security or Workers' Compensation payments, equal to 60% of the basic monthly salary to a maximum payment of \$3,000 per month. In addition, the program assumes both the faculty member's contribution and the University's contribution to a TIAA-CREF retirement contract for as long as the individual remains entitled to Long Term Disability benefits. The plan provides an annual cost-of-living increment of 3% . The cost of this benefit is totally paid by the University.

Other Benefit Information

If the faculty member is unable to work due to total disability and is eligible for benefits under the Long Term Disability Plan, participation will be continued in the health and life insurance programs, at no cost to the faculty member during the period of disability benefit payments.

In the Event of Death

The following benefits may be available to designated beneficiaries:

1. Life Insurance Benefits
2. Optional Accident Insurance Program
3. TIAA-CREF Death Benefits
4. Travel Accident Insurance
5. Expanded Life Insurance

Each is described below:

Life Insurance Benefits

If the faculty member selects group life insurance underwritten by the Lincoln National Life Insurance Company within 60 days of employment, or by furnishing evidence of insurability, the designated beneficiaries will receive life insurance benefits.

Eligibility

Regular full-time faculty are eligible to enroll for life insurance coverage.

Coverage

The insurance is decreasing group term insurance with no cash or loan value and coverage may be selected in amounts ranging from \$2,100 to \$90,000 depending upon age and the plan selected, as shown in the certificate.

Optional dependent coverage (for spouse and children, if any) may also be selected.

Benefits are payable to the designated beneficiary in the event of death from any cause while the insurance plan is in force. Beneficiaries are designated by the faculty member and may be changed at any time.

Cost

Costs vary according to the plan selected; rates are subject to future group experience.

The Optional Accident Insurance Program

Eligibility

Insurance may be selected under the Accident Insurance Program within 60 days of appointment or during open enrollment periods announced by the Staff Benefits Division. Coverage is provided if death results from accidental cause. All regular full-time faculty are eligible to participate in the Accident Insurance Program underwritten by Mutual of Omaha.

Coverage

Insurance coverage may be selected for the faculty member and the family, if desired, in one of several principal amounts ranging from \$10,000 to \$150,000. Beneficiaries are designated by the individual and may be changed at any time.

Cost

Cost of the various coverages offered range from \$.50 to \$10.20 and are described in a separate brochure available in the Staff Benefits Division.

TIAA-CREF Death Benefit

If death occurs prior to retirement, the full accumulation in the faculty member's TIAA-CREF contracts (individual contributions, the University's contributions and all earnings) is payable to the faculty member's designated TIAA-CREF beneficiary. The beneficiary has the option of taking a lump sum, payment for a set number of years, or payment for life. (See also Retirement Benefits.)

Travel Accident Insurance

The University provides Travel Accident Insurance while traveling on University business or an approved activity. This coverage provides accidental death and dismemberment insurance in the principal amount of \$50,000. Coverage is automatic for all faculty, no enrollment is necessary and the cost is paid by the University.

Expanded Life Insurance

Eligibility

The University provides a life insurance benefit payable to beneficiaries of full-time faculty with 2 years of continuous full-time service. To be eligible, the faculty member must be on active duty status, within the first six months of a leave of absence, or on sabbatical.

Coverage

Eligible faculty members are provided life insurance coverage equal to one year's basic salary up to a maximum of \$50,000. Beneficiaries are those designated by the faculty member or the same as designated in the Group Life Insurance program. If no beneficiary has been designated, payment will be made to the estate.

Cost

The entire cost of this benefit is paid by the University.

Retirement Benefits

All regular full-time faculty appointed after July 1, 1958 are covered by a contributory retirement program provided through the Teacher's Insurance and Annuity Association (TIAA) and its companion organization the College Retirement Equities Fund (CREF). Premiums paid into the TIAA annuities are invested in fixed income securities (bonds and mortgages) and provide a fixed income upon retirement. Premiums paid into CREF are invested in common stock. The total premium may be apportioned between TIAA and CREF in multiples of 25 % or deposited entirely in TIAA or CREF.

Eligibility

Regular full-time faculty at the rank of assistant professor or above are eligible immediately upon appointment and are required to participate after two years of service if they have attained age 35. Specialists and instructors are eligible after a two-year waiting period.

Once required participation commences for regular full-time faculty, it is not possible to withdraw from the TIAA-CREF program while employed at the University.

Regular part-time faculty working half-time or more are eligible for TIAA-CREF participation, with a University contribution, on an optional basis after five years of continuous service.

Coverage

The TIAA-CREF program provides a lifetime annuity based upon the total amount accumulated from the employee's contribution, the University's contribution, and the earnings on those amounts over the period of the working years.

The faculty member may commence to draw an annuity at any age after leaving the University; however, to be considered a retiree from the University, faculty must meet the minimum University retirement requirements (see Other Retirement Information below). The earlier an annuity begins, the smaller the payment.

The TIAA-CREF program is a fully vested plan indicating that both the faculty member's and the University's contributions are placed directly in the faculty member's account with TIAA-CREF each month. In the event the faculty member leaves the University, ownership of the total accumulation is retained by the member. The faculty member may elect to receive an immediate annuity or may defer the receipt of the annuity until a later date.

TIAA-CREF will send each participant an annual report about March 1 of each year detailing the monies that have been deposited

in the account during the previous year; the current value (total accumulation) of the account that would be paid as a Death Benefit and an illustration of the expected annuity pension.

Cost

The TIAA-CREF Annuity Program is financed by a deduction of 5% from the faculty member's check and a University contribution of 10% of annual budgeted salary.

Upon request, the deduction will be taken on a tax-deferred basis. Income tax on the faculty member's contributions is then deferred until the faculty member starts receiving the pension when the tax may be less. Additional tax-deferred contributions may be made subject to IRS limitations. Further information on this subject is available from the Staff Benefits Division.

Other Retirement Information

1. To be considered a retiree from Michigan State University, a faculty member must meet one of the following minimum University retirement requirements:
 - a. Be 62 years of age and have completed 15 years of continuous full-time service, or
 - b. Have completed 25 years of continuous full-time service at any age.
2. Faculty meeting the minimum University retirement requirements will remain eligible to maintain group health insurance and receive the University contribution.
3. Faculty members participating in group life insurance at the time of retirement and who were enrolled prior to July 1, 1976 will receive a \$2,000 life insurance benefit fully paid by the University.
4. Faculty employed prior to July 1, 1958, who meet the minimum University retirement requirements as defined above, will have 'frozen benefits' from the University Non-contributory Retirement Plan in addition to their TIAA-CREF Annuity. Full information is available from Staff Benefits.
5. Retirement survivor options which protect the spouse, if any, are available and may be selected immediately prior to retirement. In the event a survivor option is selected, the spouse is guaranteed payments for life. Spouses of retired faculty members are guaranteed lifetime participation in the group health and dental insurance plans.

Fringe Benefits in the Event of a Leave of Absence, Termination or Death.

Leave of Absence

With pay

If the faculty member's pay is being continued (i.e., if the leave is a sabbatical), the normal premiums will continue to be deducted and the University will make its normal contribution toward the cost of health insurance and retirement.

Without pay

Faculty granted an approved leave of absence without pay may continue in force all of the optional insurances by paying the full cost of all premiums. Coverage may be continued by making cash payments for as long as the approved leave continues. Payments for insurance to be kept in force should be made directly to Michigan State University and sent to the Staff Benefits Division no later than the first day of the month for which the payment is due. If insurances are not maintained, it will be necessary to prove insurability and/or wait for an Open Enrollment period before coverage can be reinstated.

Payments covering retirement may be made to TIAA-CREF on a direct basis or may be totally suspended during the period of the leave.

Termination

In case of termination, insurances will be affected as follows:

1. All health, life, and accident insurances will continue in force until the end of the month following the month in which the last deduction and/or contribution is made toward these insurances.
2. Long Term Disability, Expanded Life, Dental and Travel Accident Insurance coverages cease on the last day of active employment.
3. Health insurance coverage under the American Plan or Health Central (HMO) may be converted to a direct pay plan by contacting the company.
4. Life insurance coverage may be converted by contacting the Lincoln National Life Insurance Company directly.

Death

In addition to insurance payments to beneficiaries, group health insurance coverage may be continued by the surviving spouse if the faculty member was employed for 15 years or more. The University will contribute toward the health insurance premium for the surviving spouse if the faculty member was eligible for retirement.

General Information

Social Security

Most faculty members who perform services for Michigan State University are covered by Social Security (FICA). Social Security provides retirement benefits at age 65 and on a reduced basis at age 62; a lifetime income in the event of total permanent disability for the faculty member, and benefits for dependents subject to certain age rules, and a lump sum payment at death and monthly income for qualified survivors. (Foreign Nationals presenting F or J visas may be exempt from provisions of the Social Security Act - See Payroll Procedures.) Full information is available from the local Social Security Office.

Workers' Compensation

The University, in accordance with Michigan law, provides "Workers' Compensation" if a faculty member is injured in the course of employment by providing for continuation of a portion of the faculty member's salary.

Any injury arising out of and in the course of employment must be reported to the administrative head and the Workers' Compensation Division. All necessary medical services will be provided by the Health Center for a compensable injury. Full information is available from the Workers' Compensation Division, Office of Employee Relations.

Unemployment Compensation

Most faculty members of Michigan State University will be in covered employment and therefore subject to the provisions of the Unemployment Compensation Act. Full information is available from the Unemployment Compensation Division, Office of Personnel Administration.

V. SERVICES

Lifelong Education Programs

In 1975 the Michigan State University Board of Trustees created Lifelong Education Programs (LEP), continuing a traditional commitment to serve Michigan residents.

Lifelong Education, the Board of Trustees decided, is a major institutional mission for MSU, equal in importance to undergraduate and graduate teaching and research activities. The individual academic colleges and departments promote lifelong education based on their academic strengths and professional competencies.

Emerging and recently developed lifelong education programs verify MSU's commitment to the land-grant philosophy. As Michigan's land-grant University, the state boundaries are its campus and Michigan's people shape its mission. In Michigan and elsewhere, the University serves people's learning needs throughout their lives.

LEP seeks to increase educational opportunities, especially for individuals beyond the traditional college age. Adults can participate in LEP through such avenues as classes, conferences, independent study, field experiences, and media instruction. This major outreach arm of the University helps bring the nontraditional student and higher education learning opportunities together. It also provides a wealth of opportunities for professional continuing education.

Each college appoints an LEP representative to assist in the development of college programs and to advise and assist the Dean of LEP.

MSU Regional Centers are located in eight Michigan cities: Benton Harbor, Birmingham, East Lansing, Flint, Grand Rapids, Marquette, Saginaw and Traverse City. These centers provide facilities and staff for the conduct of extension courses and other LEP programs.

Conferences and Institutes

Every year more than 30,000 adults and young people participate in approximately 300 MSU conferences. In designing each conference to meet participants' needs and interests, the University supplies the academic resources, facilities and, through the Office of Conferences and Institutes, expert assistance.

University policy requires that all MSU conferences be administered through this LEP unit to encourage appropriate use of faculty expertise and meet uniform standards of facilitating each program.

Guidance in identifying objectives, designing the program and selecting faculty comes from a conference office consultant and the appropriate college continuing education representative. A complete record, including final evaluation, is kept to assist returning conferences.

The consultant brings the conferees and faculty together in a setting conducive to learning. Most conferences are held at the Kellogg Center for Continuing Education, which includes meeting rooms, lodgings and meal services. Telephone 355-4540.

Evening College

The Evening College offers some 150 noncredit courses each year to mid-Michigan residents.

The classes provide timely and challenging learning experiences to more than 3000 adults annually. Certificates and/or Continuing Education Units can be earned in some courses.

Those considering, or returning to, university study often use the Evening College as a "learning lab." Its courses can familiarize them with the classroom environment and sharpen study skills. Many Evening College students, from new graduates to retirees, enroll to sustain MSU ties and continue an informal, personal program of intellectual growth.

In turn, Evening College faculty can try new instructional content and formats and test ideas for potential credit courses. Telephone 355-4562.

External Courses and Programs

Wherever one lives in Michigan, the resources of Michigan State University are not far away. Through the University's seven regional centers, located in diverse areas of the state, the Office of External Courses and Programs offers educational opportunities and keeps in touch with people's needs and concerns.

More than 1000 off-campus credit courses each year enable adults to pursue graduate and undergraduate studies at more than 115 sites in Michigan. The land-grant concept of education at the doorstep is even more relevant as transportation costs continue to rise.

The external studies office's prime responsibility involves working with the academic units of the University in the planning, development and administration of those courses.

A campus faculty member travels to a classroom for most courses; some, however, are televised for credit through the University of the Air, a cooperative effort between WKAR-TV and External Courses and Programs. Classes and exhibits of ceramic arts at Detroit's restored Pewabic Pottery are other functions of this LEP Unit.

The external studies office also provides administrative assistance to the School of Labor and Industrial Relations, College of Nursing, School of Social Work and the Youth Sports Institutes for their off-campus programs. Telephone 355-0150.

Highway Traffic Safety Center

Much of this specialized unit's effort is directed toward educating those responsible for safer highways and driving habits. In cooperation with MSU's colleges of engineering, education, and social science, the center offers undergraduate courses, graduate degree programs, and lifelong education opportunities.

Center specialists teach both on- and off-campus courses in traffic safety and accident prevention skills. Students may include police, driver educators, traffic engineers, teachers, researchers, and administrators.

The center's public education and information services include media messages, study reports, training manuals, instructional aids, and a library collection of safety literature. Telephone 355-3270.

Institute for Community Development

Toxic waste, land use, human rights, and taxation reflect the complex arenas in which the Institute for Community Development works with Michigan communities to solve immediate problems. The "communities" are not restricted by geographic or legal definition, and often include citizen, professional, and governmental groups.

Access to the faculty of many University colleges and disciplines enables the institute to apply broad knowledge in flexible ways to the process of community change. On- and off-campus teaching research, and consultation are the basic approaches used by institute staff to serve communities. And by publishing teaching guides and applied research findings for general use, the institute greatly increases its outreach capabilities.

This extension unit of MSU uses University faculty and public or private experts on a short-term intensive basis as required by the specific nature of any given community developmental problem. The findings generated by individual programs often are extended to other communities through consultations, workshops, seminars, and noncredit courses, as well as publications. Telephone 355-0100.

International Extension

Opportunities to learn about global issues and to study abroad are available through the Office of International Extension.

Approximately 40 overseas study programs immerse MSU students in different cultures for brief periods or as long as a year.

Teachers may also take graduate education courses overseas each summer in England, Italy, Spain, Japan, Thailand and Hawaii, at the same time observing a different culture. Telephone 353-0680.

Lifelong Education Option

Qualified adults can register for on-campus undergraduate or graduate credit courses without being admitted to Michigan State University on a degree program. This option to participate as unclassified students is intended to encourage persons who have not been involved in formal education for some time.

Each term several hundred courses are open on a space available basis. Applicants for undergraduate courses should be high school graduates of at least four years' standing. A baccalaureate degree is required for graduate courses. For information telephone 355-4562

Radio

Radio Broadcasting, a division of Lifelong Education Programs, operates the University radio stations, WKAR at 870 on the AM dial and WKAR-FM at 90.5 on the FM dial. They provide educational, informational and cultural programming on behalf of the University for its students and faculty, and for the people of mid-Michigan. A schedule of these programs is available upon request. WKAR-AM/FM also offers a Tape Network Service to commercial and educational stations in Michigan and other states. A specialized broadcast service for the blind and physically handicapped is presented eight hours a day via a sub-channel of WKAR-FM. Specially designed receivers are required in order to receive the sub-channel signals but these are available without charge to eligible listeners. WKAR-AM and FM are affiliated with the National Public Radio network through which some of their programming is obtained.

The Department of Radio Broadcasting gives assistance to University personnel who broadcast programs on other stations. Instructional uses of WKAR-AM-FM and of the sub-channel special service are also available without charge. Audio tape duplication services are provided on a charge basis. Telephone: 355-6540.

Television

Instructional and Public Television (IPTV), a division of Lifelong Education Programs, assists the faculty in the improvement of on- and off-campus instruction through television. It provides a professional staff to help plan, write and produce instructional television materials of all kinds. Color programs are produced in four fully professional studios and in field locations using portable and mobile remote facilities. A teaching auditorium is equipped for origination of lectures. Distribution can be via the campus closed-circuit network to over 200 campus classrooms equipped with receivers or large-screen television projection; through area CATV systems; by means of helical or quadruplex color recordings; or by broadcast on WKAR-TV. IPTV provides consultation and maintenance for departmental independent television systems.

The University television station, WKAR-TV, Channel 23, provides instructional, informational and cultural programming for the University, its students and faculty, and for mid-Michigan residents. The "University of the Air", coordinated by the Continuing Education Service, offers courses for credit on WKAR-TV in cooperation with MSU departments and faculty. A complimentary copy of the station's monthly program guide is available upon request. WKAR-TV is affiliated with the national Public Broadcasting Service (PBS) and the regional Central Educational Network (CEN), through which some of its programming is obtained. Faculty members are encouraged to participate in the preparation and presentation of television programs as an acknowledged and significant part of their professional activity.

Within the limits of staff and budget, the IPTV production and distribution facilities including the on-campus closed-circuit network and WKAR-TV are available without charge to all academic departments for instructional purposes. Extraordinary costs, such as those for overtime, off-campus location charges, film, animation, etc., are normally passed on to the department. All projects are reviewed for conformity with the existing policy as stated in *Faculty and University Rights in University-Sponsored Instructional Materials*. Specially financed projects may in some cases be accepted on a charge basis. Estimates for such projects are available at the IPTV office. Maintenance of departmental television equipment is provided on a charge basis. Telephone: 355-2300.

Instructional Services

Good teaching is facilitated by a strong instructional support program. Consequently, Michigan State University maintains various academic service units to provide the faculty with information and assistance in the areas of learning theory, instructional strategies and technology, materials and evaluation; and to support the academic program in other specific ways.

Several service units offer general instructional support: Learning and Evaluation Service, Instructional Media Center, Instructional and Public Television, Radio Broadcasting and Computer Laboratory. They have three major objectives.

First, to further effective teaching and research by providing the best available information, techniques, and supporting resources. Second, to use the potential of telecommunications and other media to enhance the dissemination of knowledge and information to our students and the people of the State of Michigan. Third, to help colleges and departments to meet the state and national need for trained instructional specialists by providing consultative expertise and on-the-job experience for undergraduate and graduate students majoring in the field.

Other service units offer other specific support: The Abrams Planetarium; Laboratory Animal Care Service; MSU Press; Radiation, Chemical and Biological Safety; Secretary for Academic Governance; University Archives and Historical Collections; and the University Museum.

It is the goal of all service units to assist the faculty and students of Michigan State University in making the teaching-learning process as efficient and rewarding as possible.

Learning and Evaluation Services

The Learning and Evaluation Service (LES), a division of the Office of the Assistant Provost for General Academic Administration, provides individual consultation and seminars in the general areas of faculty, student, and program development and evaluation. These services include: (a) consultation to any department or faculty member wishing to improve student learning; (b) information regarding variables which influence the learning process; (c) assistance in the design of instructional strategies, making full use of current educational technology; (d) assistance in preparing diagnostic and competency examinations and in writing test items; (e) facilities for scoring tests and student opinion questionnaires and assistance in analyzing results; and (f) assistance in interpreting and utilizing freshman orientation test data. LES aids in the development, implementation, and testing of instructional innovations and ideas. LES operates a laboratory classroom in which teaching strategies can be analyzed and practiced using video recording and in which faculty seminars and workshops are conducted. LES offers aid in training graduate teaching assistants. All services of the Learning and Evaluation Service are provided to the faculty without charge. Telephone 353-8940.

Instructional Media Center

The Instructional Media Center (IMC), a division of the Office of the Associate Provost, offers a variety of audiovisual services and facilities, some of which are free of charge.

Distribution and Facilities: Audiovisual equipment (film, slide, overhead and opaque projectors) and normal classroom media services, including student operators, are provided without charge. Specialized or non-classroom services, including portable television equipment, are available at a nominal fee. AV equipment repair services are furnished at cost.

Photographic Services: Complete color or black and white photographic services including color processing, slide duplication and studio and location shooting are available on a charge basis.

Recording and Public Address: A professional audio recording and duplicating service with sound studio and mixing capability, as well as public address systems, are available and can be scheduled when and where needed on a charge basis.

Graphics and Film Production: Professional staff and facilities are available for the preparation of instructional visuals through art work and photography. Varied types of charts, graphs, slides, transparencies and displays are produced at cost. Professional expertise and complete facilities are available for the design and production of educational, documentary, research-reporting and public information films, slide/tapes, sound and silent filmstrips, and multi-media presentations. A charge is made for labor and materials.

Film Library: Film from the IMC library may be scheduled for classroom viewing without charge. The faculty may request a search and preview of other films. Departments are charged for postage and handling of specifically ordered preview materials. Faculty may recommend films for acquisition and addition to the IMC Film Library.

Classroom Audio Tape Recording: Recording of classroom lectures is done at the request of the faculty. The department is charged for the cost of the tapes and the phone lines to the IMC, if required.

Marketing: The Marketing Division packages, advertises and sells University-sponsored instructional materials. An overhead charge is made for this service.

Consulting: The IMC staff will assist with procurement, design, and installation of AV equipment for instructional development projects and departmental use. Free consultation is available for the designing and production of instructional materials, including estimates of production costs, as well as for marketing of materials. Phone 353-3918.

Computer Laboratory

The Computer Laboratory, a division of the Office of the Associate Provost, operates large-scale digital computer equipment (Cyber 170 Series 750) and smaller computers as an instructional and research service. Data preparation, programming services, computer aided instruction assistance and other services are available. Users may have access to the computers at Wayne State University and the University of Michigan via the MERIT Computing Network.

Rates and conditions of computer use vary according to University policy. Consulting services are available without charge. Other rates and conditions on use are available from the Computer Laboratory office. Telephone: 355-5113.

University Archives and Historical Collections

The MSU archival program, a division of the University Libraries, provides for management and preservation of accumulated past records of University departments and papers of faculty, staff, and alumni which have a continuing legal, administrative, or historical value. Also included are the papers and documents relating to the International Programs of the University.

The Historical Collections section is a repository for the personal collections of non-University individuals and social, civic, business and ethnic organizations, local and national in character. These research materials include correspondence, diaries, scrapbooks, memoirs, photographs and institutional records and microfilm copies of the papers of prominent men in Congress connected with the passage of the Morrill Act. The Archives and Historical Collections maintains a large picture collection and many negatives produced by various photographers and by the MSU Photographic Laboratory. Telephone 355-2330.

Planetarium

Abrams Planetarium, a division of the College of Natural Science, provides educational programs in astronomy and related science subjects. MSU faculty may use the facility to supplement their courses. Time permitting, planetarium staff members develop programs of various types for University instruction.

In addition to University instruction, the planetarium offers enrichment to schools of the surrounding area. Lessons for visiting classes of all levels can be arranged.

Special educational programs are offered to the general public on weekends at the following times: Fridays 8:00 p.m., Saturdays 2:30 p.m. and 8:00 p.m., and Sundays 4:00 p.m.

A gift shop in the planetarium offers a variety of space, astronomy and related items for sale. Telephone: 355-4672.

Museum

The Museum, a division of the Office of the Vice President for Research and Graduate Studies, offers programs and exhibits to MSU students, faculty and to the public including school groups. Michigan history, anthropology, full size habitat groups of North American wildlife, a Hall of Man and his Culture, and ecology dioramas are a few of the outstanding exhibits featured on the three floors of the MSU Museum. A growing new folk art division offers interesting opportunities for study. The Museum publishes journals and pamphlets in the field and operates a giftshop featuring items from around the world. Hours are 9:00 a.m. to 5:00 p.m. on weekdays, and 1:00 p.m. to 5:00 p.m. on weekends. Telephone 355-2370.

Radiation, Chemical and Biological Safety

The Office of Radiation, Chemical and Biological Safety, a division of the Office of the Vice President for Research and Graduate Studies, provides educational and consultative services to faculty, students, staff and administrators in order that colleges, departments and faculty may meet their responsibilities for ensuring safe practices when hazardous materials are used. It is the responsibility of all persons dealing with hazardous materials to be informed of possible dangers to themselves and others, to abide by all applicable University policies, state and federal laws and regulations and to exercise caution in the use of all hazardous materials.

The Office of Radiation, Chemical and Biological Safety assists departments and faculty by conducting training sessions, providing monitoring services, safely disposing of hazardous wastes and preparing required reports on hazardous materials use to University, state and federal agencies. The office is guided by the Faculty Advisory Committee on Radiation, Chemical and Biological Safety. Telephone 355-0153.

Laboratory Animal Care Service

The Laboratory Animal Care Service (LACS), a division of the Office of the Vice President for Research and Graduate Studies, provides supportive services for instructional and research programs involving laboratory animals. LACS coordinates the purchase and delivery of laboratory animals, as well as the purchase, storage and delivery of laboratory animal feed and bedding. On a per diem basis, LACS can provide partial or complete animal care service, either in central facilities or in departmental facilities. Professional consultative and diagnostic services are provided without charge. Telephone 353-5064.

MSU Press

The MSU Press, a division of the Office of the Vice President for Research and Graduate Studies, is separately incorporated to assist the University faculty and organizations related to the University in the publication of scholarly books and textbooks. This assistance is extended without charge whether the MSU Press ultimately publishes the work or recommends its publication by another publisher. It is the policy of the University that all textbooks, syllabi, manuals, etc. authored by its faculty and purchased by students in Michigan State University courses must be published by the MSU Press or referred by the MSU Press to other publishers. The success of a scholarly press is dependent upon the cooperation of faculty authors who are given the responsibility to consult the MSU Press staff when publication of appropriate manuscripts is contemplated. Telephone 355-9543.

Educational Development Program

The Educational Development Program (EDP) is a funding agency in the Provost's Office responsible for the improvement of educational opportunities provided MSU students. EDP provides seed money for faculty-initiated projects in all disciplines which give promise of improving both the quality and efficiency of undergraduate education. EDP supports experimentation and evaluation of new procedures and methods in learning and teaching, and disseminates information about significant activities in educational research, development and evaluation. Guidelines for proposals eligible for support are available from EDP. Phone 353-1697.

Libraries

The Michigan State University Libraries contain nearly 2,500,000 printed volumes and subscribe to some 22,000 serial titles. These totals do not include significant holdings of materials in other forms, such as microforms, maps and recordings.

The Main Library houses three separate major libraries and numerous smaller collections and service units. The three major libraries are: the Research Library with advanced works in the social sciences and humanities; the Science Library with general and specialized works in the physical and biological sciences; and the Undergraduate Library with a general collection. Other collections and service units include Information, Circulation, Reference, the Periodical Reading Room, the Documents Collection, the Urban Policy and Planning Library, the Labor and Industrial Relations Library, Special Collections, the Art/Maps and Microforms Library, the International Library, the Audio-Visual Library and the Voice Library.

Information (353-8700) is the main information center for the Library system and for the campus. The staff also give directional assistance within the Main Library and help users track down wanted items not found in their proper location on the shelves. A faculty member may request to have a book delivered by calling this desk.

The Reference Library (353-8816) provides general reference service for the Libraries. Librarians are available here to assist patrons in the use of the Libraries, to help solve bibliographic problems and to aid locating information of all kinds from facts to citations to books and articles on a subject. If the MSU Libraries do not have a needed book or journal, a request to borrow it from another library may be initiated through Reference.

In brief, lending regulations that apply to faculty are:

1. An ID card is needed to charge out materials. (See identification cards.)
2. The loan period for books is one term; however, books may be recalled immediately if needed for assigned reading, and after two weeks if requested by another reader. Bound periodicals circulate for one day only.

A full statement of policies in effect in the Main Library is available in leaflet form at Circulation and several other service desks in the building.

A limited number of carrels are available for faculty members engaged in research. Application forms are available from Circulation or the Library Office.

Branch Libraries with specialized collections devoted mainly to the subjects of interest to the colleges and departments they serve are maintained in Agricultural Economics, Animal Industries, Business, Chemistry, Clinical Medicine, Conrad, Cyclotron, Engineering, Mathematics, Physics and the Veterinary Clinic. These libraries are open to all users. With minor variations, lending regulations generally follow those in effect in the Main Library. Specialized reference service is available in most branches. Telephone: 353-8700.

Information Services

The Department of Information Services, a division of the Office of the Vice President for University and Federal Relations, serves all departments in the University. 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.

Faculty and staff should notify the Information Services of new projects being launched, particularly those of service to students and the public. Information Services should also be informed of major participation in off-campus convention and conference programs, presentation of papers, and other developments of general interest. Telephone: 355-2260.

University Editor

The University Editor's Office, a division of the Department of Information Services, offers editorial and design services for official publications of the University's academic and administrative departments. An editorial and design staff is available to assist in the editing, design and printing of brochures, announcements, posters, monographs, books, catalogs and similar material necessary to communicate information concerning the academic, research and service programs of the University.

Editorial staff members work with department representatives after the basic manuscript has been prepared by the initiating department. For the majority of publications processed through the University Editor's Office, professional graphic design and art work is necessary. Experienced graphic designers are available to create layouts, cover designs, illustrations and other art work essential to the effective graphic presentation of the printed message.

The University Editor's Office assumes responsibility for maintenance of professional editorial, design and printing standards through (1) editorial review, including organization and presentation of material, grammatical construction and stylistic consistency; (2) graphic design, including type, paper and ink selection, copy-fitting, determination of format, creation of appropriate design and preparation of finished art for printing; and (3) production, including preparation of specifications, acquisition of price quotations from competing printers and establishment of reasonable printing and delivery schedules.

The editorial and production supervision services are provided without charge to the University departments and administrative offices. But since the design service unit is operated on a revolving fund account, a charge is made for work done by the office's graphic designers. Costs are based on a standard price list, with total charges depending on the size and complexity of the publication concerned. While the office provides free editorial service, it does not pay for printing. All printing, production and design costs are borne by the department ordering the publication. Production work cannot be started on a publication until an approved requisition has been received by the University Editor's Office.

Copyrights in publications of the University Editor's Office are made in the name of the Board of Trustees of Michigan State University.

Department offices planning to produce a publication are invited to arrange a meeting with an editorial staff member to discuss their plans for the publication and to work out a tentative production schedule. Telephone 355-3290.

Publications

The *MSU News-Bulletin* is distributed each Thursday during fall, winter and spring terms and on a biweekly schedule (Thursdays) during summer term. It contains news, features, announcements and a weekly calendar for faculty and staff. Editorial offices are located in rooms 323 and 324, Linton Hall (355-2285). Announcements and notices for the "Bulletin" section should be submitted to 109 Agriculture Hall (353-8819). Deadline for each issue is Tuesday noon.

This is Michigan State University (subtitled the *Facts Book*) is compiled yearly to serve as a reference source of latest official information about Michigan State University. This publication is primarily for editors, writers, and radio and television newsmen. Others, however, find this compilation of facts and figures useful.

Facts in Brief is an annual vest pocket summary of current information on organization, personnel, facilities, and budget of the University with helpful notes on major attractions for visitors.

The Campus Map is published annually and includes building and office indexes and brief descriptions of major attractions for visitors.

Profile of a University is a four page brochure outlining the University's academic diversity and quality, research, extension and public service, personnel and student body.

Note: Copies of the above four publications may be obtained from the Department of Information Services.

Bylaws for Academic Governance (Michigan State University 1978) describes the composition of the faculty, the organization of the University, colleges, departments and schools and describes the duties of standing committees. It also describes the pattern of student participation in academic governance. The Bylaws were issued by the Secretary of the Faculties, September, 1978, after approval by the Academic Council, Academic Senate and Board of Trustees. Copies of the *Bylaws for Academic Governance* are available from the Secretary of the Faculties, 10 Linton Hall, telephone 355-2337.

Bylaws of the Board of Trustees of Michigan State University is available in printed form from the Office of the Secretary of the Board of Trustees, 450 Administration Building.

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

The Faculty Handbook contains data, policies and information to assist faculty members in the conduct of their teaching, research and service missions. It is designed to make frequent revision and updating possible. It is available from the Office of the Assistant Provost for Academic Personnel Administration, telephone 353-5300.

The Student Handbook contains information on the student legislative and judicial procedure, the policy on Academic Freedom for Students at MSU, the policy on graduate students' rights at MSU, and regulations of the University. A significant portion of this handbook contains information useful to faculty. It is available from the Student Activities Division, Vice President for Student Affairs and Services, telephone 355-8286.

The Centennial Review, published quarterly by the College of Arts and Letters, was founded to commemorate the 100th anniversary of Michigan State University. The first issue appeared in 1957. Through articles authored by leading authorities in the major disciplines, the journal provides a meeting ground for the sciences and humanities. The editorial offices are in 110 Morrill Hall, telephone 355-1905.

Housing

University Apartments

The University has 184 apartments for use by faculty and eligible staff members until they are able to find adequate housing elsewhere. Efficiency and one-bedroom units may be rented furnished or unfurnished and two-bedroom units are rented unfurnished except for a stove, refrigerator, and venetian blinds.

Briefly, the regulations governing the eligibility for renting these apartments are:

1. Instructors and assistant professors may live in University housing for three years and may apply for not more than three one-year renewals.
2. Associate professors and professors may live in University housing for only one year.
3. Regulations forbid faculty members who have owned their own local homes from moving into Michigan State University operated housing.

Inquiries concerning University owned apartments may be directed to the University Apartments Office, 1205 S. Harrison Road, East Lansing, telephone 355-9550.

Off-Campus Housing

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 355-8303.

Kellogg Center

Kellogg Center guest room, meeting and dining facilities are available to faculty members and their guests. Reservations should be made through the Kellogg Center Office, 355-5090, Monday through Friday, 8:00 a.m.- 5:00 p.m., and 332-6571 evenings and weekends. The State Room offers public dining without reservations.

Borrowing University Equipment

University equipment is used only for University activities. Personal use or use for private gain is forbidden. University equipment must not be loaned to non-campus organizations except, under special circumstances, to departments of the state or federal government. University policy stipulates that equipment cannot be taken off-campus. Any exception to this policy can only be made with the approval of the department chairperson, director or administrative head prior to written approval of the Secretary of the Board of Trustees. The department is responsible for loss of or damage to the item.

Buildings

The closing time for most buildings other than residence halls is 10:00 p.m., Monday through Friday. There are exceptions for more frequently used buildings. 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.

University facilities may not be used by outside groups unless sponsored by Lifelong Education Programs or authorized by the Office of the Vice President for Administration and Public Affairs. Telephone 355-5060.

Safety

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 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.

All incidents which result in bodily injury or property damage must be reported to the Department of Public Safety and to the Office of Risk Management and Insurance, 344 Administration Building.

(See also Radiation, Chemical and Biological Safety).

Smoking

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

Smoking is hereby prohibited:

1. In barns and farm buildings except where specifically approved for smoking by the Director of the Department of Public Safety:
2. 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.

The University Ordinances (Section 6.00) further provide that:

Whosoever shall refuse or fail to conform to such rules or regulations, which may be prescribed by said Board in this ordinance, shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined and/or imprisoned in the county jail of the county wherein the offense was committed, as provided by law.

Transportation

Private Motor Vehicles

Full-time faculty and staff members must register their vehicles. Registration of the vehicles and payment of the annual fee entitles one to a Faculty-Staff Parking Permit. This permit, properly installed on a vehicle, permits parking in any legal space on campus. A parking-gate card is issued to permit holders upon request.

It is suggested that each registrant carefully read *Faculty-Staff and Visitors Parking Regulations*. This publication and additional information is available from the Public Safety Vehicle Office, 87 Red Cedar Road, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. Telephone 355-8440.

Bicycles

Every bicycle operated on the campus must be licensed either by the University's Department of Public Safety, 87 Red Cedar Road, or by the cities of East Lansing or Lansing. Additional information concerning ownership and operation of a bicycle on campus can be obtained from the Department of Public Safety, telephone 355-8440.

Bus System

The University Automotive Services Department operates a campus bus system to alleviate traffic congestion on campus. Term passes and individual tickets can be purchased by students and faculty at all residence halls, the MSU Bookstore, University Apartments Office, Union Building Ticket Office, and at registration. Buses are also available for charter. For information call 353-5280.

University Vehicles

The University Automotive Services Department leases sedans, station wagons and other vehicles for official departmental use by authorized faculty and staff. For details see the *University Travel Regulations* or call 353-5280.

Mail Service

Michigan State University maintains a 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. 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 Lansing Post Office, 4800 Collins Road.

Use of the mail service is restricted to official University business. Solicitations, political notices and other personal materials are not to be sent through the campus mail service.

Interdepartmental reuse envelopes, available in two sizes from General Stores, should be used for on-campus communications.

The Mail Service is located on the first floor of Central Services Building. Telephone: 355-8294

Printing

The University Printing Services, located on the second floor of Central Services Building, provides complete offset printing. The service is open weekdays from 7:30 a.m. to 12 noon and from 12:30 p.m. to 5:00 p.m.

Included in the types of materials produced by University Printing are: Illustrated brochures, manuals and booklets, newsletters, form letters, envelopes, letterhead stationery, postcards, maps, announcements, memo pads, and business forms including no-carbon-required forms. University Printing is the only authorized source for University stationery.

University Printing has the equipment necessary to take a publication from original manuscript through typesetting, pasteup, photography, platemaking, printing, assembling, binding and trimming to a finished product. A photo-composing system and a perfect-binding machine are available.

Low-budget items can be reproduced in several ways from departmental prepared copy or by photographing preprinted or typewritten material for offset printing. Stencil copy too complex for hand preparation is produced economically on an electric scanner which prepares a special facsimile stencil that can be used on originating department stencil duplicating equipment. Fast service for short-run work, frequently on a same-day basis is provided by copy centers located at 47 Agriculture Hall, 116 Anthony, 10 Berkey, 5 Eppley, E111 Fee, 9 International Center, B200 Life Sciences, and 7 Nisbet. Quick, inexpensive duplicating is also available at Office Services, one of the eight copy centers located on campus. See section on Office Services.

The University Printing Service charges all jobs on a cost-of-operation basis. Payment by departments is made through transfer of funds from departmental accounts established in the Office of the Controller. See the *MSU Manual of Business Procedures*, page 285.2 for details. Telephone: 355-6610.

Office Services

Office Services is a service department established to provide office assistance to departments during peak work periods or work backlogs.

A full-time, permanent staff is available to provide stenographic and typing services including transcription of dictabelts and cassettes, multiple original letters and manuscript typing. A Spartan Office Aide can be placed in your office to assist during peak work periods, leaves of absence, sick leave, vacation leave, etc.

Office Services also offers a complete microfilming center. Microfilming can be done in the Office Services Department or a camera can be leased to a department on a daily or weekly basis.

A central dictating system has been established to allow for your dictation from your office or home phone. Office Services will transcribe the dictation and call you when it is ready.

Also available for use is a Xerox 400 facsimile system which will transmit documents to other institutions with similar equipment anywhere in the nation. Telephone: 355-6620.

Maintenance Calls

Physical Plant Service

The Physical Plant Maintenance Department (353-1760) is open daily for all maintenance calls pertaining to building and/or utilities from 7:30 a.m. to 5:00 p.m. For emergency maintenance service from 5:00 p.m. to 7:30 a.m. daily and all day on Saturdays, Sundays, and holidays, call the University operator.

MSU Apartments

For maintenance service in MSU Apartments, call 355-9550 from 8:00 a.m. to 5:00 p.m.; from 5:00 p.m. to midnight, call 355-9557; for emergencies after midnight call the University operator.

Grounds Maintenance

The Grounds Maintenance Department (355-7750) 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 to 7:30 a.m. daily and all day on Saturdays, Sundays and holidays, please call the University operator.

Emergencies

In the case of fire, police emergency, accident necessitating first aid treatment or need for ambulance transportation, dial "9-1-1." This is the emergency number to the Department of Public Safety. Officers will dispatch appropriate equipment and personnel to deal with the emergency.

For routine or non-emergency communications to the Department of Public Safety, dial 355-2221. For assistance with safety problems such as radiation, sanitation, fire prevention, or industrial accidents, call 355-2208.

Lost and Found

The campus "lost and found" service is maintained in the Post Office on the main concourse of the Union Building. Call 5-3497. Hours: 9 a.m. to 5 p.m. Monday through Friday.

Directory Information

A directory information system has been developed to coordinate information for the annual *Faculty and Staff Directory* and similar information used in the Telephone Center, Payroll Division, Provost's Office, Data Processing and other University offices. The system provides for:

1. Updating of information such as academic rank, title, and department from changes approved by the Board of Trustees.
2. Updating on an individual request basis of both home and office addresses, telephone numbers and other personal data.
3. An annual audit by the individual of information in the Directory Information File.

For the system to be of maximum service to individual faculty members and to the University, it is imperative that all changes be reported as soon as possible and that the file be updated weekly.

To report a change:

1. Obtain a Directory Information card from the departmental office.
2. Fill in:
 - a. Name
 - b. Social Security number
 - c. Date the change is submitted
 - d. Date the change is effective
 - e. The appropriate change. All home address changes must include the ZIP code and if applicable the apartment number and the telephone number.
 - f. Signature
3. Return the completed form to the departmental office
4. The departmental office should send the completed Directory Information card on a daily basis to:

Assistant to the Provost
310 Administration Building

VI. OPPORTUNITIES

The Campus

Michigan State University occupies a contiguous parcel of land containing 5,320 acres in East Lansing. Of this total, the academic and developed campus comprises 2,000 acres; the remaining 3,320 acres are devoted to experimental farms, outlying research facilities and natural areas. One of the latter, the Toumey Forest of virgin beech and maple, is designated by the U.S. Department of the Interior as a *Natural Landmark*. This gently rolling campus graced by more than 19,000 shrubs and trees, has long been recognized as one of the most attractive in the nation. It is perhaps less generally known that the campus plantings, in addition to enhancing the tradition of campus beauty, also serve essential landscape, display, teaching and research roles. One of the diverse landscape functions of the over 7,800 different species of trees, shrubs and vines comprising these plantings is to help integrate the campus. They thus complement a communication network of over 33 miles of roadways, 11 miles of bicycle paths and 97 miles of sidewalks in molding the more than 350 permanent University buildings into one of the most expansive and functional educational complexes in the world.

The spacious arboretum-like campus is punctuated at intervals by focal points of plant interest. Notable among these is W.J. Beal Botanical Garden, the Horticulture Gardens, Frederic Reeve Memorial Garden, the Evergreen Collection and the Sanford, Red Cedar, Sycamore Creek, and Bear Lake Natural Areas. The six-acre W.J. Beal Botanical Garden, which commemorated its Centennial in 1973, is recognized as the oldest continuously activated garden of this type in North America. It includes more than 5,000 plant species organized in economic, systematic and ecological groupings. The Horticulture Gardens, of a little over two acres and about 600 varieties of flowering plants, is used for instructional and demonstrational purposes as well as for testing the performance of plants under central Michigan climatic conditions. The Frederic Reeve Memorial Garden is dedicated to a spirited exhibit of color, and an important part of the 40,000 bedding annuals grown on campus may be seen blooming there throughout the growing season. The Evergreen Collection comprises mature specimens of over 200 forms of evergreen shrubs and small trees suitable for home grounds. Development in the natural areas is held to the minimum necessary to assure that their manifold teaching, research, recreational and inspirational values will continue to serve generations of future students.

Beaumont Tower

This familiar landmark stands on the site of the first building where agriculture was taught as a science on a university campus. The Tower's 47-bell carillon is played daily during the school year and recitals are given each Sunday afternoon.

Alumni Memorial Chapel

This small nondenominational brick chapel was built in 1952 with contributions from Michigan State alumni and friends of the University, as a memorial to all former students of Michigan State University who died while serving their country. Names of these students carved in the narthex walls presently number 590. Students and visitors of many creeds and nationalities find the chapel an appropriate setting for special events and activities of their various faiths.

The chapel may be used by all persons who are associated with the University for religious services of any faith, weddings, and other events. Telephone 355-3464.

Credit Union

The MSU Federal Credit Union serves the credit and savings needs of MSU member 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.

Any employee and member of the immediate family may join the Credit Union by paying a 25-cent fee and investing a minimum of \$5 in a Credit Union share. Membership entitles the employee and his/her family to all services of the Credit Union. The office is located at 600 E. Crescent Drive. Hours are 9:30 a.m. to 5:30 p.m., Monday through Friday. Telephone 353-2280.

Nursery Schools

The **Laboratory Preschool** and **Spartan Nursery School** for children ages two through five comprise the Child Development Laboratories and are administered by the Department of Family and Child Ecology of the College of Human Ecology. Located on the campus, these programs are used by students who are studying early childhood development and family relationships and are learning how to effectively interact with young children and enhance their development. Research in early childhood education is also conducted in these units. Families who enroll their children agree to cooperate with the department faculty in working toward these programmatic goals.

Any family in the community, including faculty families, may make application to enroll their children. Children are selected to meet the educational and research objectives of the program. Applications for enrollment are available on a year round basis. The Child Development Laboratories offer well-rounded, stimulating programs for children and their families. Head teachers are faculty members in the Department of Family and Child Ecology, and have masters degrees in Child Development or Early Childhood Education as well as several years teaching experience. For further information, telephone 355-1900.

MSAU Day Care Center

The **Married Student Activities Unit (MSAU) Day Care Center** is administered by the College of Social Science through the Department of Psychology as a service, teaching, and research unit. Quality day care is provided for toddlers and pre-schoolers by a staff trained in early childhood education. In most instances the parents of these children are MSU students.

The parents enroll their children in the day care center with the understanding that students and faculty may observe the children in group activities and, given the consent of the parents, work with children on an individual basis. The goal is to increase understanding of social and cognitive development while providing quality day care. For further information, telephone 353-5154.

Clinical Center Child Care

The "Children's Corner" provides licensed drop-in care for healthy children whose parents or siblings are receiving health care at the MSU Clinical Center. Telephone 353-3020.

Children's Motor Development Program

The Department of Health, Physical Education and Recreation offers three motor development programs for children: **The Early Childhood Program** offers opportunities for children aged 2 1/2 to 5 years to learn fundamental motor skills under supervision and with attention to developing the total repertoire of skills. **The Motor Performance Study** is a longitudinal research program requiring continuous participation from age 2 through 14 and which is designed to incorporate the fundamental motor skills into the games, dances and sports of our culture. **The Remedial Motor Program** is an individualized program for children with gross motor dysfunction. Early enrollment, particularly in the Motor Performance Study, is suggested. For information about eligibility, enrollment and fees, telephone 353-3866.

Cultural Opportunities

Kresge Art Center Gallery

Exhibits from the permanent collection, touring shows, faculty and students. Hours are 9:00 a.m. to 5:00 p.m. on weekdays, and 7:00 p.m. to 9:00 p.m. on Tuesdays, and 1:00 p.m. to 4:00 p.m. on Saturdays and Sundays. For information on exhibits or Friends of Kresge Gallery, call 355-7631.

Museum

Programs and exhibits for faculty, students and the public. Michigan history, anthropology, full size habitat groups of North American wildlife, Hall of Man and His Culture and ecology dioramas as well as folk art exhibits are offered. Hours are 9:00 a.m. to 5:00 p.m. on weekdays and 1:00 p.m. to 5:00 p.m. on weekends. Call 355-2370.

Lecture-Concert Series

Presenting the professional touring performing arts -- theatre, dance, ensembles, solo artists, travel films and cinema series. For a copy of the latest brochure, call 355-6686. For ticket information, call or visit the Union Ticket Office, weekdays, 8:15 a.m. to 4:30 p.m. 355-3361.

Music Department

Continuing schedule of concerts, recitals, opera workshop productions by faculty and students, as well as visiting artists. For information, call 355-4583.

Performing Arts Company

A full schedule of dramatic events is presented each season in Fairchild Theatre, the Arena and, during the summer, in the outdoor theatre. For information and tickets, call 355-0148 or 355-6690.

WKAR-FM Radio

Fine arts, news and public affairs programming daily, 6:30 a.m. until 1:00 a.m., 2:00 a.m. on Saturdays. 90.5 mhz stereo, 125,000 watts. For a free sample program guide, call 355-6540.

WKAR-AM Radio

Information, music, news and public affairs programming daily during daylight hours. 870 khz, 5,000 watts. For a free sample program guide, call 355-6540.

WKAR-TV

Cultural, education and public affairs TV programming daily, 8:00 a.m. to midnight, channel 23. For a free sample program guide, call 355-2300.

WKAR-SCA

A special service, provided with assistance from volunteers, for the visually or physically handicapped which provides reading of books, magazines and newspapers on a sub-channel of WKAR-FM. A special receiver is required and is available free of charge to qualified listeners. For information call 355-6540.

Faculty Folk Club

The Faculty Folk Club was organized in 1923 to assist wives of male faculty members to become acquainted, particularly outside their husbands' departments. The club includes many interest groups: book review, book exchange, bridge, bowling, drama, gourmet cooking, golf, art, creative writing, foreign languages, 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. Current officers' names and phone numbers are found in the organizational directory at the front of the MSU Faculty and Staff Directory.

Black Faculty and Administrators Association

The Black Faculty and Administrators Association acts as a forum for and a liaison among black faculty and black students at Michigan State University. It addresses problems and issues relating to all minorities on campus and articulates their concerns to the University administration, faculty and staff. The Association meets the second Monday of each month of the academic year. The current president is listed in the faculty-staff directory.

Faculty Women's Association

The Faculty Women's Association is an organization whose purpose is to provide a forum for and support of the various interests of current and future professional women at MSU. Full membership is open to faculty, administrative-professional employees, and graduate student men and women who are committed to the goals and purposes of the association. The current president is listed in the faculty-staff directory.

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 University. Among them are many nationally recognized professional groups, as well as clubs and organizations formed locally to bring together those with similar interests. Contact the departmental office in the discipline of interest for information.

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 circulation desk for permits which carry the privilege of borrowing books for two-week periods. Permits may be used anywhere in the library system. For additional information see Library under Services section.

Student Newspaper

The State News, a morning newspaper published by students is independent of the University supervision and direction. It is published on class days Monday through Friday of the fall, winter, spring terms, and three days a week during summer terms. It reports campus, area, and world news. The State News is the largest University newspaper in the United States and has a daily circulation averaging 40,000. Phone 355-3447.

Clinical Center

The Clinical Center opened in 1976 to provide complete outpatient health care services for the general public, MSU faculty and staff. All ambulatory care services, including clinical laboratory, x-ray, and pharmacy, are available within the building. Staffed by faculty physicians from the College of Human Medicine and College of Osteopathic Medicine, the Center is the nation's first University health care facility staffed jointly by allopathic (M.D.) and osteopathic (D.O.) physicians.

The focus of the family health program is to provide general medical care to all members of the family, with emphasis on both prevention of illness and on health maintenance. Specialty consultation services for patients are provided on referral by practicing physicians and agencies. Specialties represented include cardiology, endocrinology, gastroenterology, genetics, hematology, internal medicine, nephrology, neurology, neuro-musculoskeletal clinics, obstetrics and gynecology, oncology, otolaryngology (E.N.T.), pulmonary (chest), neurosurgery and psychiatry.

The Clinical Center has laboratory, x-ray, and pharmacy services available in the building. A licensed drop-in child care facility is provided where children will be supervised while other family members are receiving health care.

Services are provided on a fee-for-service basis. The Clinical Center has no emergency room facilities for providing acute emergency medical care.

In addition to outpatient care, the Clinical Center is designed as a clinical setting for educational programs of MSU's College of Nursing, College of Human Medicine and College of Osteopathic Medicine. Nursing and medical students, as well as graduate physicians in residency training, participate in patient care programs.

The Clinical Center is open weekdays from 8 a.m. to 5 p.m. For further information phone 353-3000.

Psychological Clinic

The Department of Psychology operates a Psychological Clinic as part of its instructional and research programs. All residents of the state of Michigan, except those who are students in the University, may apply for services offered by the Clinic. (Students apply to the Counseling Center.) Services include diagnostic evaluations and psychological treatment for both children and adults. Counseling for family and marital problems also is available. The number of individuals who can be accepted is limited. Only those who can be served by a training-research clinic are accepted. There is a fee charged for services. Application may be made by letter or telephone (355-9564).

Recreation and Sports

Numerous recreational facilities for faculty members are sponsored by the University. Faculty season tickets and individual event tickets for all Michigan State University athletic events may be purchased through the Athletic Ticket Office, in Jenison Fieldhouse, phone 355-1610

Intramural-recreative sports activities and facilities are available to men and women faculty and their spouses at designated hours varying from term to term. Generally, those hours are from 8:00 a.m. until 9:00 p.m. on weekdays, 10:00 a.m. to 6:00 p.m. Saturdays, and 1:00 p.m. to 6:00 p.m. on Sundays. Children may accompany a parent Friday evenings and Sunday afternoons with payment of a small fee. Recreative facilities are located in the Intramural Sports-West Building and the Intramural Sports-Circle Building.

Faculty are encouraged to participate in student-faculty competitive tournaments. Facilities for swimming, jogging, handball, paddle ball, tennis and many other individual sports are available. Reservation of courts may be made by calling 355-5044. Lockers are available at both Intramural Buildings. For further information, telephone 355-4710 in the Circle Building or 355-5250 in the West Building.

During the spring, summer and fall, canoes may be rented at the canoe shelter located on the river bank under Bessey Hall. Weekdays 11:30 a.m. to 10:00 p.m. and weekends 10:00 a.m. to 10:00 p.m., weather permitting. Telephone 355-3397.

The Forest Akers Golf Courses include two 18-hole courses located south of Mt. Hope Road, at the intersection of Harrison Road. The 6,812-yard Championship West Course plays to a par 71 and is rated at 72.3. The new 6,393-yard East Course plays to a par 71 and is rated at 68.3 but is temporarily being played at 6,100 yards, par 69. Practice driving ranges are associated with each course. Reduced season and daily fees are offered to faculty. For reservations and information call 355-1635 for the West course and 355-1636 for the East course.

Cross-country skiing is permitted on the golf courses during the winter. Equipment is rented at the West Golf Course Clubhouse. Call 355-1635.

The Munn Ice Arena is open for skaters of all ages at a nominal fee. Group lessons are offered at various times during the year. For information call the Ice Arena at 353-7263.

Bowling alleys and billiard facilities are available in the Union. Organized leagues and tournaments are scheduled. Telephone 355-3357 for bowling, 355-3358 for billiards.

The Union

Students, faculty, staff, alumni and guests, as members of the University family, gather at the Union for informal discussions, information on campus events, catered food service, dining in the casual atmosphere of the cafeteria and grill, and relaxing in the lounges, bowling lanes or billiard room.

The Union is the headquarters for the MSU Alumni Association. Also maintained by the Union are a U.S. Post Office branch, a newsstand and souvenir shop, a University-wide lost and found service, a ticket office for all campus events except athletics, a barber shop, a cap and gown sales and rental service, and an art gallery.

Arrangements for organizational meetings, dances, or dinners may be made in the Manager's Office on the second floor. Rooms are available to recognized campus groups.

The student union should be regarded as an organization designed to offer the services, conveniences and amenities needed in daily campus life. Through informal association outside the classroom, members of the University family become acquainted and understand one another.

The MSU Union Building was officially opened in June 1925 as a memorial to the American armed services personnel who had died in the service of their country. The Alumni Association operated the building until 1935, at which time it was turned over to the University.

Union Building hours are 7:00 a.m. to 11:00 p.m. daily, telephone 355-3460.

University Club

The Michigan State University Club is a multiple-use facility for members and guests only, located adjacent to the campus. Membership is available to University employees.

The Club has outdoor facilities for swimming and tennis as well as indoor accommodations for other recreational activities. Rooms are also available for private parties. Charges against University accounts are permitted with appropriate approval. The Club is closed on Mondays.

Details on membership application are available at the University Club on Forest Road south of the Forest Akers Golf Course, telephone 353-5111.

Beal Botanical Garden

The oldest continuously operated teaching facility of this type in the nation, the Garden marked its 100th anniversary in 1973. Within its six acres there are more than 5,000 plant species organized in economic, systematic, landscape and ecological groupings. A self-guiding labeling system utilizing descriptive species and category labels is provided to maximize teaching potential and as an aid for garden visitors. The Garden is located between the library and the Intramural Sports Circle Building on the north shore of the Red Cedar River.

Hidden Lake Gardens

Michigan State University's Hidden Lake Gardens are located in the scenic Irish Hills near Tipton, Michigan in Lenawee county. This 670-acre facility welcomes more than 100,000 visitors yearly. Accommodations include a 120-acre Arboretum, Garden Center Building, Conservatory Complex, several Demonstration Gardens, more than 5 miles of paved roads, nearly 5 miles of hiking trails and a picnic area. The remainder of the property consists of the lake itself, nestled in a mosaic of mature and regenerating oak upland forest. The latter clothes a significant example of the geologically interesting Irish Hills, a unique terrain feature tracing its origin to the thick and irregular drift mantle deposited by two confluent lobes of glacial ice.

Kellogg Biological Station

A teaching and research complex of over 2,000 acres located northeast of Kalamazoo on Gull Lake, it consists of the Kellogg Bird Sanctuary, Kellogg Farm, Kellogg Forest, and the Kellogg Gull Lake Laboratories and Conference Center. Teaching and research programs are closely coordinated with those of related departments of the Colleges of Natural Science and Agriculture and Natural Resources, and the Agricultural Experiment Station. These programs focus on integrated study of natural and managed landscapes and include basic biology and ecology, forestry and wildlife management, and dairy and production agriculture. The Station's resident staff hold joint appointments with the appropriate departments and have developed special courses which are taught only at the Station during the summer. The resident faculty and graduate students conduct year-round research; numerous educational conferences and works are also held. Telephone (517) 353-9445 or (616) 671-5144.

MSU Bookstore

The MSU Bookstore, located in the lower level of the Center for International Programs provides all required books and course materials. A large selection of reference books, trade books, and materials are available. A complete line of MSU souvenirs also is offered for sale. Regular store hours are 7:30 a.m. to 5:30 p.m., Monday through Friday, and 9:00 a.m. through 5:00 p.m. on Saturdays of home football games. Extended hours are offered during the beginning of each term. Telephone 355-3450.

Observatory

The Observatory is located south of campus at College and Forest Roads. The facility houses a 24-inch reflecting telescope, computer, and related equipment. Students and faculty use the Observatory for training and research in the astrophysics program. While most observation is in the form of photographic, photoelectric and spectroscopic studies, the telescope can be used for visual observation. In this mode it is used on scheduled nights for "open houses" for students and the general public. Phone the Department of Astronomy for further information, 353-4540.

Pewabic Pottery

Since accepting this working pottery at 10125 E. Jefferson Avenue in Detroit as a gift in 1966, the University has been restoring the historic site and developing it as an educational facility. Its placement on the National Register of Historic Places in 1972 recognized its role in America's heritage of ceramic art. The Pewabic Museum, organized in the restoration, contains examples of the potter's famous products. Each term, 75 students enroll in credit and non-credit classes administered by Lifelong Education Programs, Office of University Extension. The works of students and professionals are on display. The Pewabic Pottery Museum is located at 10125 E. Jefferson Ave., Detroit, telephone 313/822-0954.

Dining on Campus

International Center

Crossroads Cafeteria: Monday through Thursday, 7:30 a.m. to 9:00 p.m.; Friday 7:30 a.m. to 4:00 p.m.

Kellogg Center

State Room: Monday through Saturday, 7 to 10 a.m., 11:30 a.m. to 2 p.m. and 5:30 to 8:00 p.m., Sunday, 8 to 11 a.m. and 12:15 to 6 p.m.

Owen Graduate Center

Cafeteria-Coffee Shop: Monday through Friday 7:00 a.m. to 11:30 p.m. Saturday and Sunday, 8:00 a.m. to 11:30 p.m. Closed between terms.

Union

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

Grill: Monday through Saturday 7:15 a.m. to 11 p.m., Sunday 9:30 a.m. to 11 p.m.

Additional Opportunities

A variety of opportunities are offered by a wide range of departments and units of the University which have been listed in other sections of this Handbook. The reader is referred to these and others as listed in the index.

Furthermore, information regarding various events and opportunities are available by recording from the Campus Information Service of the University Library. The up-to-date capsule summary can be heard by dialing 353-4343. Additional information can be obtained by calling the Information Desk, 353-8700 during Library hours.

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