

2018 New Faculty and Academic Staff Orientation

August 21, 2018

Orientation Materials

Materials:

- Program/Agenda
- Information Fair Exhibitors/Floor Plan
- T-Shirts

Orientation Website:

- MSU Organizational Chart
- PowerPoint Presentations
- Academic Career Advancement Resources

MSU Federal Credit Union TOTE BAG:

- Community Resources

Special Thanks



Goals for Today's Program

- Introduce MSU's values and future direction
- Identify key resources, people, units, programs and policies
- Interact with campus leaders and each other

The MSU Community

2,009 tenure
system faculty

748 continuing
appointment
system academic
staff

1,337 fixed term
faculty

1,581 fixed term
academic staff

7,115 support staff

Faculty and Academic Staff Titles



Understanding MSU

Office of the Provost

June Pierce Youatt

Provost and Executive Vice President for Academic Affairs

Extension and the Land Grant Mission

Michigan State University Extension

Jeffrey W. Dwyer, PhD

Director, MSU Extension

Sr. Associate Dean of Outreach and Engagement

College of Agricultural and Natural Resources

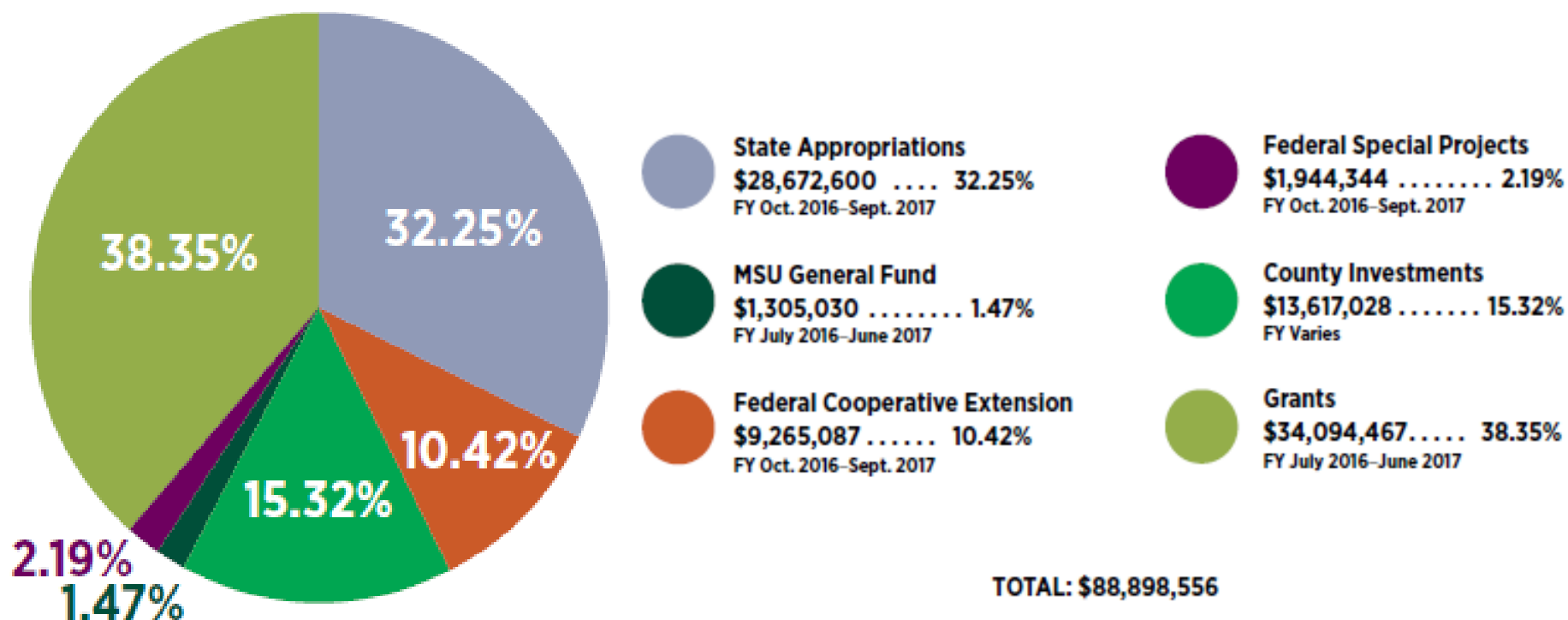
Our Mission

- Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

Who are we?

- 600 faculty and staff members throughout the state
 - Agriculture
 - Children and youth development
 - Health and nutrition
 - Natural resources and community and economic development
- Unparalleled statewide health delivery system
- Business start-up, tech transfer and product development expertise
- Ability to every school system in the state

MSU Extension Funding



Student Success Undergraduate Education

The Office of the Associate Provost for Undergraduate Education

Mark Largent

Interim Associate Provost for Undergraduate Education and Dean of Undergraduate Studies

Student Success Graduate Education



Illuminating the Path Forward

The Graduate School

Thomas D. Jeitschko, Ph.D.

Dean and Associate Provost for Graduate Education

Inclusion

Office for Inclusion and Intercultural Initiatives

Paulette Granberry Russell

*Senior Advisor to the President for Diversity and Director,
Office for Inclusion and Intercultural Initiatives*

Office for Inclusion & Intercultural Initiatives (I3)

slide 1 of 2

MSU'S CORE VALUE OF INCLUSIVENESS

Valuing inclusion means providing all who live, learn, and work at the university the opportunity to actively participate in a vibrant, intellectual community.

■ I3 focal point for promoting DEI at MSU

WHAT WE DO

- Monitor & report on MSU's workforce diversity efforts (AAP)
- Education and Development Programs, including:
 - Implicit Bias Certificate Program
 - MSU Dialogues on Race & NEW spring 2018 - MSU Dialogues on Gender
 - Tailored education and development based on unit needs
- Community Outreach, including all-university events
- Research, Assessment (e.g., campus climate studies) & Administration of ***Creating Inclusive Excellence Grants***

Office for Inclusion & Intercultural Initiatives (I3)

Slide 2 of 2

Diversity Research Network

DRN emerged to fill institution gaps around support and mentoring of FOC and diversity scholars (Following: NSF ADVANCE grant & FIES studies)

Faculty cited, isolation, gaps in mentoring and poor fit, lack of unit support, mentoring overload, microaggressions as some of the most significant faculty concerns in success

- Inclusion is a core value
 - Objectives of DRN consistent with MSU's core values
 - Changing climate & connection by focusing on 3 main goals
 - Mentoring & support, visibility of scholarship, facilitation of scholarly productivity & connectivity
- Programming and Support Include
 - Virtual Grants panels, research workshops, writing retreats and spaces, collaborative lunches, networking receptions
 - Structures: Launch (LAP) small grants program, Newsletter, Searchable database, listserve, social media, webpages, cross institution collaboratives
 - Key Partners: Provost Office, OVPRGS, AAN, MSU-HUB

Nondiscrimination and Safety

Office for Civil Rights and Title IX Education and Compliance

Rob Kent

Associate Vice President, Office for Civil Rights and Title IX Education and Compliance

The Office of Civil Rights and Title IX Education and Compliance is responsible for two primary University Policies:

- Relationship Violence and Sexual Misconduct Policy (RVSM)
- Anti-Discrimination Policy (ADP)

Relationship Violence and Sexual Misconduct Policy (RVSM)

- The University prohibits gender discrimination in any of its programs or activities. Sexual harassment, including sexual assault and other kinds of sexual and relationship violence, is a form of gender discrimination.

The Anti-Discrimination Policy (ADP)

- Unlawful acts of discrimination or harassment are prohibited.
- In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they :
- Discriminate against any University community member(s) through inappropriate limitation of employment opportunity, access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity , disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or
- Harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Office for Civil Rights and Title IX Education and Compliance

- Educate and raise awareness among students, faculty and staff members about MSU's Anti-Discrimination Policy (ADP) and MSU's Policy on Relationship Violence and Sexual Misconduct (RVSM).
- Develop and deliver programs aimed at preventing harassment and discrimination.
- Provide students, faculty and staff members with resources to support ongoing academic and professional success.
- Review concerns related to MSU's ADP and RVSM policies.
- Provide opportunities for community engagement.
- Encourage the MSU community to report incidents.

Two Units Function Under the Office for Civil Rights and Title IX Education and Compliance

- Office of Institutional Equity (OIE)
- Title IX Prevention, Outreach and Education Department (POE)

Office of Institutional Equity (OIE)

- Reviews concerns related to discrimination and harassment.
- Administers the University's Policy on Relationship Violence and Sexual Misconduct and the University's Anti-Discrimination Policy.
- Investigates complaints of harassment or discrimination.

Title IX Prevention, Outreach, and Education Department (POE)

- New stand-alone department underneath the Office for Civil Rights
- Prevention focus areas include first year student workshops (SARV Prevention Program), second year student workshops (Bystander Network), graduate student outreach and education, male engagement and faculty/staff outreach and education.

What are Faculty and Staff Responsibilities Under These Two Policies?

- The University strongly encourages that possible violations of the Anti-Discrimination Policy be reported to OIE
- The University requires possible violations of the RVSM Policy be reported to OIE and to the MSU Police.

Mandatory Reporting

- All University employees with the exception of confidential resources and medical professionals providing patient care, are expected to promptly report relationship violence, stalking and sexual misconduct that they observe or learn about and that involves a member of the University community or which occurred at a University-sponsored event or on University property.

Mandatory Reporters

- **Must** report possible sexual misconduct, Stalking or relationship violence to OIE and the MSU Police.

How Do I Report Sexual Misconduct, Stalking or Relationship Violence?

- Reporting can be done in the following ways:
 - Go to the OIE website – www.oie.msu.edu and file a public incident report online
 - Email OIE at oie@msu.edu
 - Call OIE – 517-353-3922
 - Go to OIE in person – Suite 4, Olds Hall
 - Call the MSU Police – 517-355-2221 for non-emergency matters

Safety

Michigan State University Police Department

Kelly Roudebush

Deputy Chief, MSU Police Department

About the MSU Police



Over

85

*Sworn Law
Enforcement Officers*

- Licensed through the State of Michigan
- Responsible for responding to crimes and calls for service on all property owned by MSU
- 24/7 police response on campus
- We believe in community policing as the basis for our actions

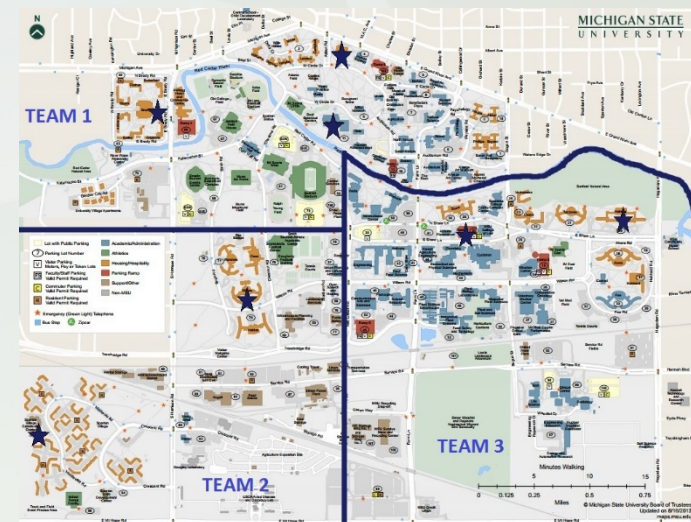
Transparency & Accountability

- Body Worn Cameras
 - All patrol officers are trained and equipped
 - All official law enforcement duties are to be recorded
- Comprehensive training
 - Inclusion and Anti-Bias Unit
 - Trauma informed and victim-centered approach to sexual assault investigations
 - Verbal de-escalation
- Decision making based on the use of force continuum
- Police Oversight Committee
 - Email:
Oversight@police.msu.edu
 - Phone: 517-432-2256



Community Policing

- Community policing officers work with the MSU community to facilitate a safe environment
- Neighborhood offices throughout campus



Threat Assessment

- Officers respond to reports of students, employees, or others on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the community.
- MSU Police works closely with the University's Behavioral Threat Assessment Team.
<http://btat.msu.edu/>

Crime on Campus

- Crime can occur at anytime or anywhere but you can reduce the chances of becoming a victim by:
 - Remaining vigilant and reporting suspicious activity
 - Reducing distractions such as using a cell phone when walking around campus
 - Taking extra precautions at night by walking with a friend or group of friends
 - Never leaving your personal property unattended
 - Locking your vehicle doors
 - Never sharing your passwords

Relationship Violence and Sexual Misconduct (RVSM)

- Trauma Informed Investigation Approach
- Special Victims Unit
- Community Partnership
- Office of Institutional Equity (OIE) Mandatory Reporting

Active Violence Response

- **RUN**

The best course of action when faced with a deadly situation is to get away from the danger.

- **HIDE**

If the incident is occurring near you and you cannot safely escape, secure-in-place in a space nearby.

- **FIGHT**

If the offender enters your hiding location and you are in imminent danger – act aggressively, yell loudly, throw/use objects as weapons to incapacitate the attacker.

MSU Alert

- Emergency messages can be delivered via three main platforms:
 - Phone call
 - Email
 - SMS messaging
- Update your information
<http://alert.msu.edu/>



Connect with Us

Website

- <http://police.msu.edu/>

Phone

- **Emergency:** 911
- **Non-emergency:** 517-355-2221

Social Media

- @msupolice





Enjoy a 15 minute Break!

Don't forget to have your professional portrait taken today!

Note: The photographer will be available all day today in Room Centennial A across the hall to take a professional portrait of you free of charge.

Academic Career Advancement at Michigan State University

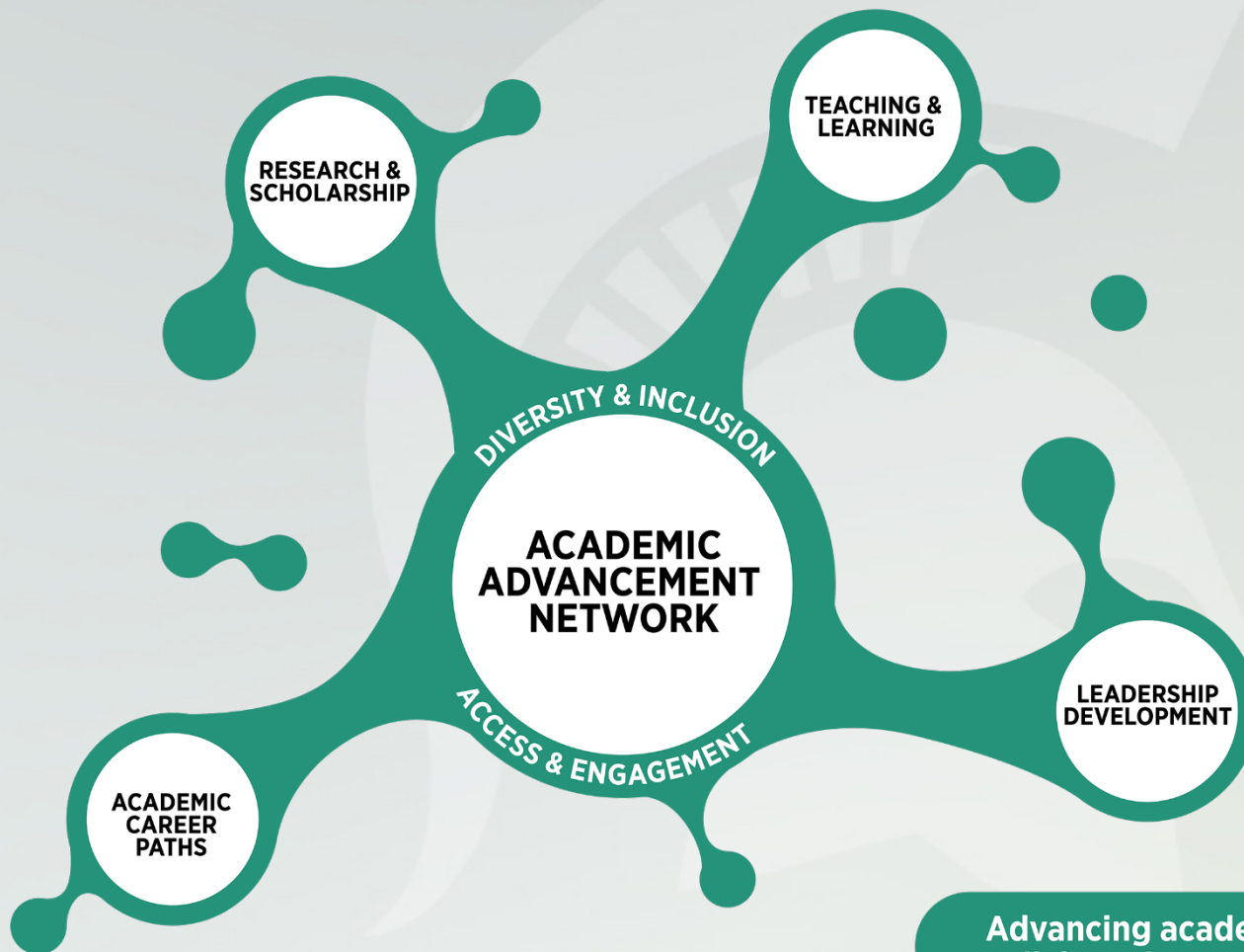
Academic Advancement Network

Juli Wade

*Associate Provost for Faculty and Academic Staff
Development, Academic Advancement Network*

The Academic Advancement Network

Mission: To support our colleagues as they develop productive careers reflective of their individual aspirations, and to help them understand how those aspirations contribute to institutional priorities



Advancing academic careers through inclusive, collaborative, and experiential learning

Our Team:



Juli Wade

Overall Coordinator
Leadership Development Node Leader



Ann Austin

Academic Career Paths Node Leader



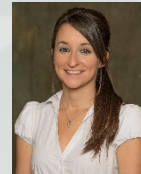
Jeff Grabill

Teaching and Learning Node Leader



Beronda Montgomery

Research and Scholarship Node Leader



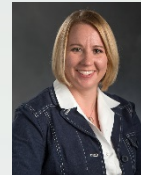
Jill Bryant

Project Event Coordinator



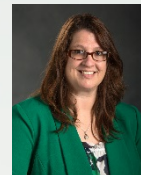
Beth Leete

Executive Assistant



Cindi Leverich

Leadership Development



Patti Stewart

Teaching and Learning



Blythe White

Communications Coordinator

General Approaches

- Embrace the diversity of academic appointments and career stages
- Listen to and learn from the experience of MSU's academics
- Offer tailored and adaptive approaches to meet the needs of academic cohorts from varied disciplines, backgrounds, and career stages
- Integrate across our nodes; enhance connectivity and collaborate with partners across the University

Examples of Collaborators

- Academic Human Resources
- MSU Human Resources
- Colleges – deans, associate and assistant deans
- Office of Inclusion and Intercultural Initiatives
 - Diversity Research Network
- WorkLife Office

Examples of Programs

■ Orientations

- New Faculty & Academic Staff
- New Administrators
- Postdocs (in partnership with Graduate School)

■ Annual Symposium

- 2017 – Late Career
- 2018 – Mid Career

■ Workshops

- *“Thriving” Sessions*
- Leadership Institute
- Special Topics

■ Cohorts

- Lilly and Adams
- Big 10 Academic Alliance Leadership

■ Individual Consultations



MICHIGAN STATE UNIVERSITY

Search...



Academic Advancement Network

[Event Registration](#)[Home](#)[About](#)[Programs and Opportunities](#)[Tailored Search](#)[Blog](#)[Calendar](#)

How can we help you advance?

[Go!](#)**Orientations****Academic Career Paths****Leadership Development****Teaching & Learning****Research & Scholarship****FAQs**

Academic Advancement Network

<http://aan.msu.edu>

517- 432-1185

Administration Building, Room 308

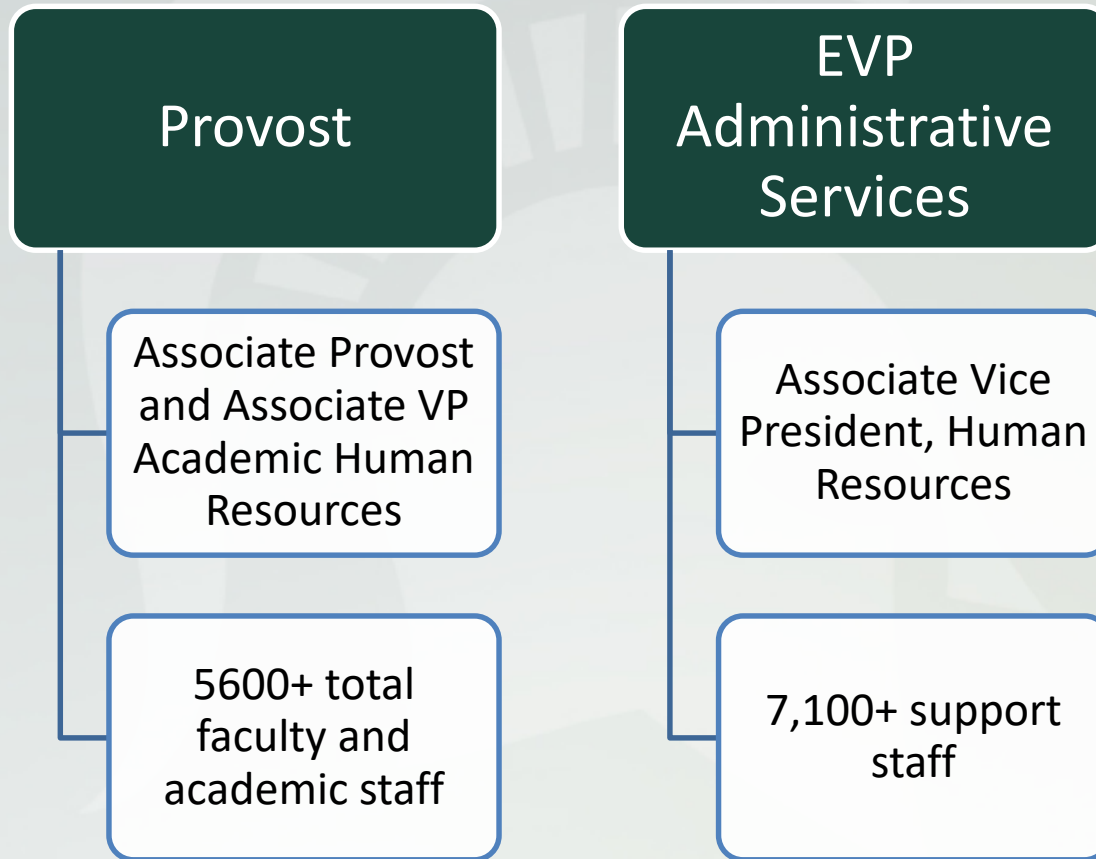
Key Policies and Procedures

Academic Human Resources

Theodore H. Curry II

*Associate Provost and Associate Vice President, Academic
Human Resources*

Human Resources at MSU





Primary Academic HR Roles

1. To develop, maintain and interpret academic human resources policies and procedures that enhance the ability to recruit and retain an outstanding, internationally competitive faculty and excellent academic staff.
2. To promote equal employment opportunity, affirmative action, non-discrimination, mutual respect, accountability and inclusion in all aspects of the employment relationship for faculty and academic staff.
3. To support faculty, academic staff, and academic leaders in developing individual and unit effectiveness.
4. To provide strategic expert advice, information, and analysis on academic human resources, issues utilizing best practices and research.
5. Working with Employee Relations, negotiate and administer union contracts with graduate teaching assistants and non-tenure teaching faculty.
6. Additionally, Academic Human Resources works closely with MSU Human Resources on issues that are cross-cutting for faculty, academic staff, and University support staff, e.g., employee benefits.

Policies, Procedures and Resources

The Timing of Pay for Those Appointed on an “Academic Year” Basis

- Those appointed on an academic year (AY) basis are paid over their duty period, on the last working day of the month
- The 10 payments are distributed as follows:
 - Salary for the period 8/16 - 8/31 on last working day of August
 - Full month's salary on the last working day of each month for September through April
 - Salary for the period 5/1-5/15 on last working day of May

The Timing of Pay for Those Appointed on an “Academic Year” Basis

- MSU has worked with the MSU Federal Credit Union (MSUFCU) to establish a voluntary savings/distribution program at MSUFCU that will enable AY appointees to equalize salary payments over 12 months
- Other financial institutions may offer similar programs

Deductions

- Certain deductions will be taken from every paycheck, including the partial pay months of August and May. These deductions include:
 - All required tax withholding,
 - Retirement deferrals,
 - Flexible spending arrangements (FSA) for both health care and dependent care, and any garnishments.
- Other benefits deductions will be taken only from the full pay months of September through April. For example:
 - Insurance (health, life, dental, and disability)
 - As well as parking, United Way, development fund, etc.
 - These deductions will be pro-rated to take the annual deduction amount over eight months.

Benefits continue throughout the entire 12 month period

Provided eligibility criteria continue to be met, health, prescription, dental, long term disability, and basic life benefits will continue for a full 12 months.

Types of Appointments: Fixed Term or Continuing Appointment System

- Continuing appointment systems exist for those in the tenure system, HP system, FRIB/NSCL system, Librarian system, Archivist system, and Academic Specialist system.
- Fixed term appointments are for a specified period of time
- Fixed term faculty have titles parallel to tenure system faculty, e.g. assistant professor, associate professor, and professor
- Fixed term appointments are one year, unless a special exception is granted by the Office of the Provost



Academic Specialist: A Title Unique to MSU

- Functional areas:
 - Teaching
 - Advising
 - Curriculum development
 - Outreach
 - Research
- Continuing vs. Fixed Term Appointments
- Promotion to Senior Academic Specialist
- Academic Specialist Advisory Committee



National Science Foundation
WHERE DISCOVERIES BEGIN



ADVANCE

Advancing Diversity through the
Alignment of Policies and Practices

&

Academic Human Resources

2008-2014

ADVANCE/ADAPP targeted six areas on which we continue to focus:

Search &
Selection

Annual
Review

RP&T

Mentoring

Leadership

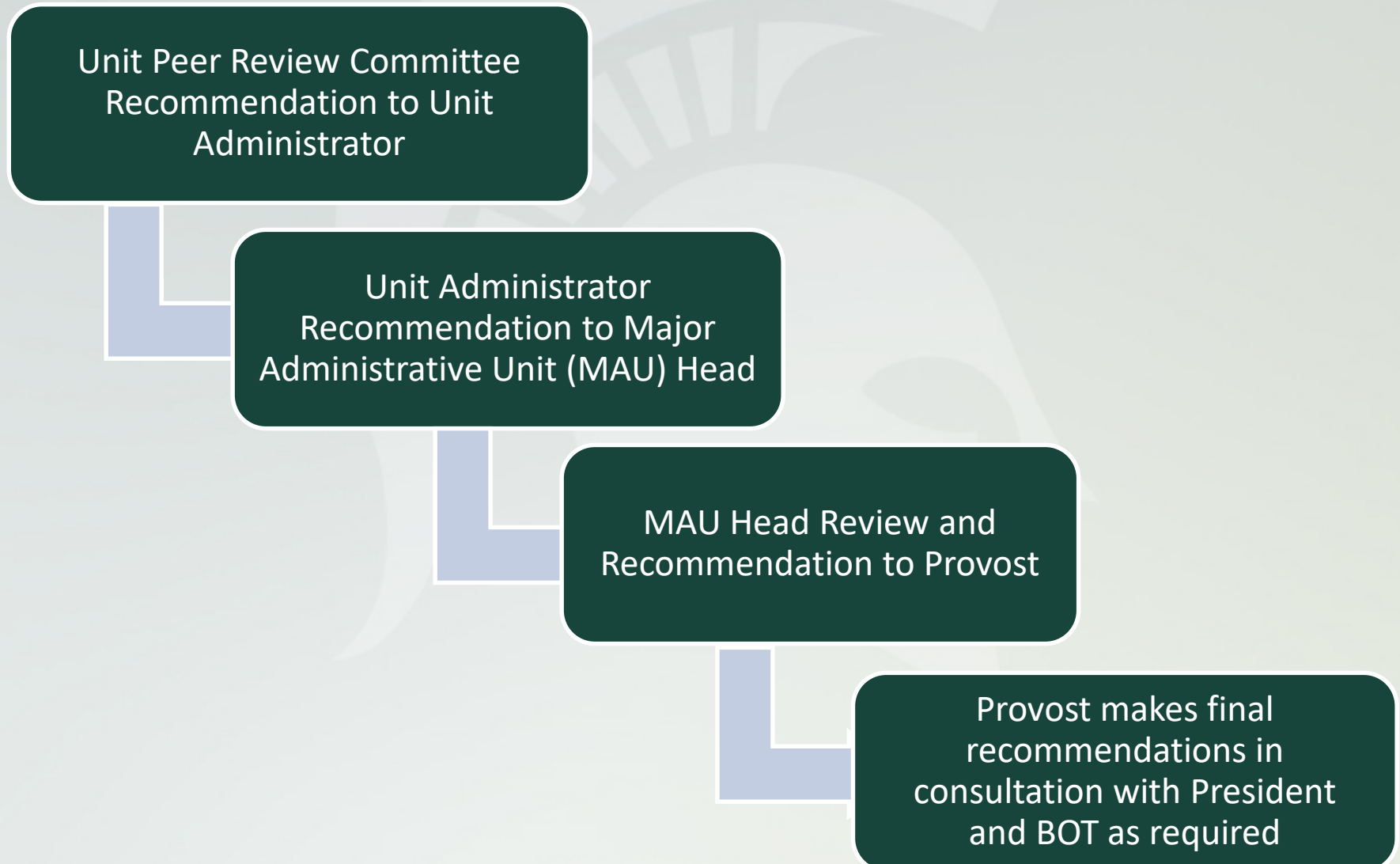
Work
Environment

- Our approach is supported by theory and a large body of research demonstrating that increasing the structure and alignment of policies and practices will promote a high quality and inclusive workforce (Arthur and Doverspike, 2005; Ericksen & Dyer, 2005; Evans, Puckik, & Barsoux, 2002; Gratton & Truss, 2003).
- This project helped to identify new tools, new and revised policies, and improved administration of existing policies and practices, e.g.
 - Toolkits
 - Mentoring policy
 - Modified duties policy
 - College and/or departmental clarification of reappointment, promotion and tenure guidelines and standards

Faculty Excellence Advocates

- A faculty member that works with departments, faculty advisory committees, college administration, faculty, as well as MSU Academic Human Resources to advocate for quality & inclusiveness in the college.
- Partial appointment from the Provost, depending on size of the college

The Review Process for Those in a Continuing System



The Reappointment, Promotion and Tenure Process

The Typical Timeline for Assistant Professors

Appointed as assistant professor to a 4-year probationary appointment

- During the third year a reappointment review occurs
- If unsuccessful, the appointment ends as originally scheduled

If successfully reappointed, the faculty member begins a second 3-year probationary appointment

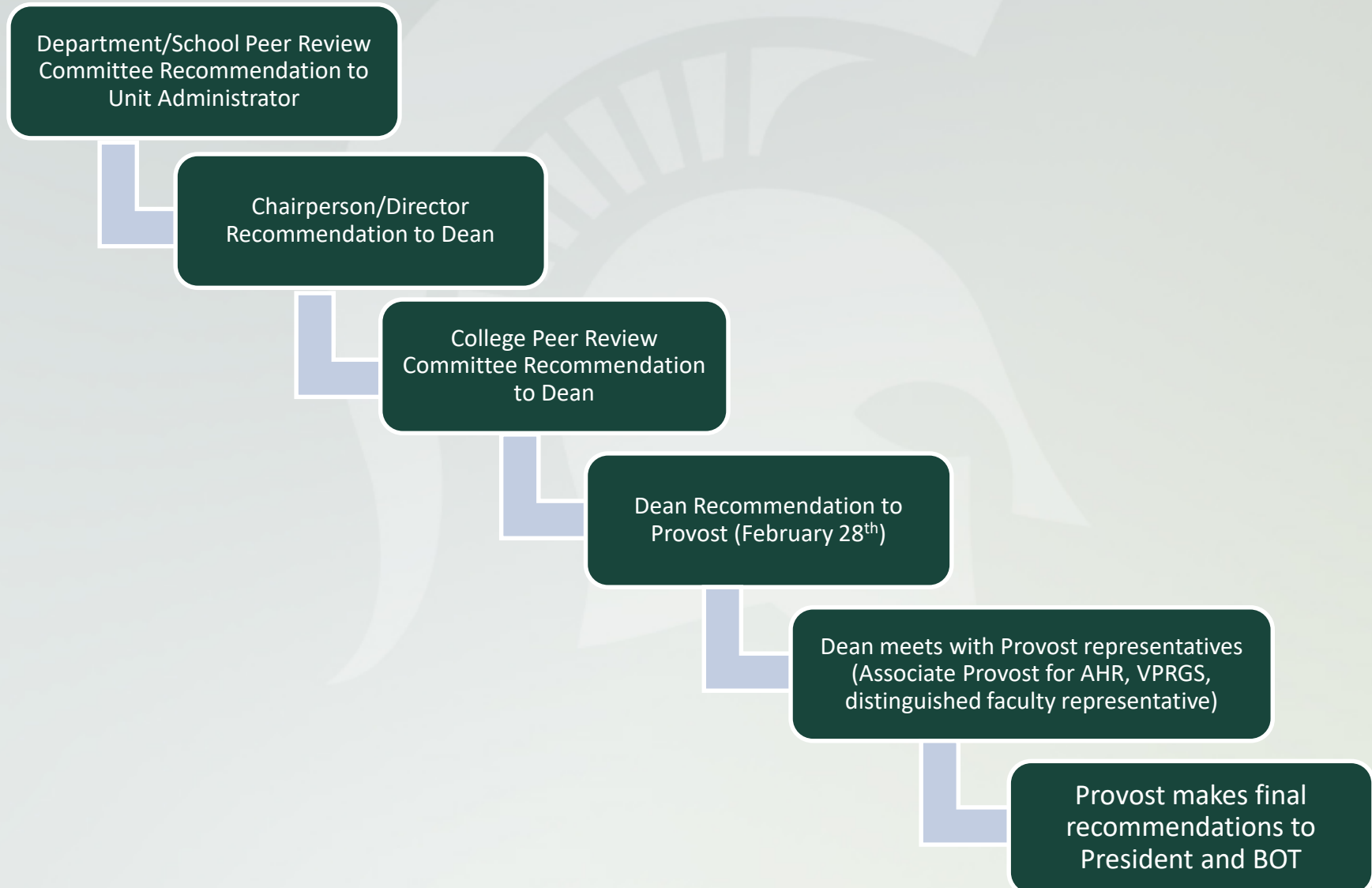
- During the second year, the tenure review occurs
- If successful, one is promoted to associate professor and awarded tenure
- If unsuccessful, the appointment ends as originally scheduled

Typical Probationary Associate Professor Progression

A small number of faculty have initial appointments as associate professors without tenure, with probationary appointments typically of 2 - 4 years

- The reappointment review and decision are done in the year prior to the expiration of the appointment.
- If successful, reappointment to associate professor with tenure
- If unsuccessful, the original appointment ends as scheduled.

The Reappointment, Tenure and Promotion and Review Process



The Provost's Annual Memorandum on “Appointment, Reappointment, Promotion and Tenure”

These principles are relevant not only to those in continuing appointment systems, but to **all** MSU faculty and academic staff.

- MSU must improve continuously. To do so requires that academic personnel decisions must result in a progressively stronger faculty – a faculty who meets continuously higher standards that assures enhanced quality within a national and international context ... Individual personnel actions recommending tenure should result in the improvement of academic unit quality.

- The achievement and performance level required must be competitive with faculties of leading research-intensive, land-grant universities of international scope (comparison is important).

- “A recommendation for promotion from assistant professor to associate professor in the tenure system should be based on **several years of sustained, outstanding achievements** in education and scholarship across the mission, consistent with performance levels expected for promotion to associate professor at peer universities. **A reasonably long period in rank before promotion is usually necessary to provide a basis in actual performance for predicting capacity to become an expert of national stature and long-term, high-quality professional achievement.**”

- Bearing in mind the University's continuing objective to improve its faculty, the unit and college must refrain from doubtful recommendations of reappointment, tenure, or promotion. The dean must evaluate carefully each recommendation to ensure that it is well grounded and fully justified.

Attainment of Tenure or Continuing Status at MSU

- MSU hires outstanding people and has strong expectations
- MSU provides significant support because we want you to succeed
- As an example, in tenure reviews, our track record over the last 20 years:
 - 2/3 of cohort attained tenure
 - At final review stage, 90%+ receive tenure

“Early” Review for Promotion or Continuing Status

1. Do we consider previous university work in the review process? **Yes**, although normally at least 2-3 years of work at MSU is required before a successful review.
2. **Yes**, early review is possible if requested and there are no MSU penalties for denial.
3. An exceptional record of performance at MSU is expected.

Extending the Review Timeline (Extending the Tenure Clock): Automatic Extensions

- Leaves with or without pay of one semester to twelve months
- Changes of appointment to 50% or less for one year
- Immigration/visa status that does not permit the award of tenure for candidates that have been recommended for tenure
- Faculty Grievance Procedure outcome

Extensions Granted Automatically Upon Faculty Request

- Upon request from a faculty member for reasons related to the birth or adoption of a child. Automatic extensions for this reason are limited to two separate one-year extensions. The request for an automatic one-year extension related to the birth or adoption of a child must be submitted within two years of the birth/adoption but no later than the due date for submission to the department/school of the dossier for the next reappointment/promotion/tenure review.

Extending the Review Timeline

- Extensions to the tenure clock **may** be granted by the University Committee on Faculty Tenure (UCFT) for reasons related to:
 - Childbirth, adoption, the care of an ill and/or disabled spouse
 - Personal illness
 - To receive prestigious awards, fellowships, or other special assignment opportunities
 - Other serious constraints
- The Office of the Provost may grant extensions for other continuing system faculty and academic staff for similar reasons.

Continuing Status, Promotion, and Annual Performance Reviews

Clarify expectations for your performance with your Chair or unit administrator as soon as possible.

- Review offer letter
- Review unit and college/MAU workload documents
- Review annual activity reporting document/process
- Review unit and college/MAU policies on reappointment, promotion and earning continuing status
- Review the form for reappointment, promotion and earning continuing status (e.g. Form D, Form C, etc.)

Fixed Term Faculty and Academic Staff

- MSU has a long history of valuing those in fixed term appointments
 - Faculty and Academic Specialists are eligible for election to the Faculty Senate and may serve on most Academic Governance committees
 - Academic specialists are eligible to serve on the Academic Specialist Advisory Committee
 - The Chair of the Faculty Senate has been a fixed term faculty member
 - Many individuals build a career and retire from MSU in fixed term appointments

The Union of Non-Tenure Track Faculty (UNTF)

- In May 2010 a four-year collective bargaining agreement was reached with the UNTF establishing terms and conditions of employment for fixed term faculty and academic specialists **during semesters in which they teach**
- In May 2018, the third four-year collective bargaining agreement was renewed with the UNTF (Expires, May 2022)

The Union of Non-Tenure Track Faculty

Major exclusions

- Those with clinical duties
- Those in FRIB/NSCL
- Those with supervisory responsibilities
- Visiting faculty with tenure homes elsewhere
- Those who work off of the East Lansing campus

Fixed term faculty and specialists are in the UNTF bargaining unit during the semesters in which they teach credit courses or non-credit courses required for degree completion.

Independent studies and dissertation credits do not count

UNTF Contract Highlights (1 of 4)

Academic matters are not covered in the contract and remain the purview of administration

Bargaining unit members maintain status quo with regards to their participation in academic governance at the unit, college, and unit level, except they may not participate in matters regarding wages, hours, or supervisory functions

UNTF Contract Highlights (2 of 4)

The Faculty Handbook and other MSU policies continue to apply, except in areas specifically addressed by the contract

Benefits are the same as other faculty and academic staff

UNTF Contract Highlights (3 of 4)

Covered fixed term faculty and specialists can choose to join the Union and pay dues, or choose not to join, as Michigan is a “Right to Work” state.

There is a grievance procedure for disputes arising under the contract that terminates with an independent arbitrator.

The Faculty Grievance Procedure is still applicable for those issues not addressed in the contract.

UNTF Contract Highlights (4 of 4)

- Designation B (i.e. continuing appointment)
 - If awarded, employee receives at least a three year appointment and \$1,000 increase to their base salary
 - Designation B is applied for during the first month of the eighth or subsequent semester within a seven year period in a given employing unit
 - Following each annual review that demonstrates continued excellence in teaching, Designation B appointment is extended for another year for 1 year ensuring the appointment period is no less than 3 years

“Documentation”

Dr. Punya Mishra

Professor and Associate Dean of
Scholarship & Research at the Mary Lou
Fulton Teacher’s College at Arizona State
University



More details on documentation to follow at:

- “Thriving as an Academic Specialist at Michigan State University”
 - January 9, 2019
 - 8:00 a.m. – 12:00 p.m.
 - MSU Henry Center
- “Thriving in the Tenure System I: Articulating Your Scholarly Identity Through a Strong Reappointment, Promotion, and Tenure Packet”
 - February 5, 2019
 - 8:00 a.m. - 12:00 p.m.
 - MSU Henry Center
- “Thriving as a Fixed-Term Faculty Member at Michigan State University”
 - February 20, 2019
 - 8:00 a.m. – 12:00 p.m.
 - MSU Henry Center

MSU has a strong commitment to peer review, so cultivating relationships with colleagues and building a national reputation are important and play a significant role in the process of earning continuing status.

Mentoring

- By policy, each college has a formal mentoring program for tenure system and HP faculty.
- Colleges may allow plans on a department or school level.
- **Formal mentoring programs are strongly encouraged for all faculty and staff where it is not required.**
- There are many forms of mentoring programs and no single model will meet the needs of all units or individuals. Each college (and/or unit) should develop a program that is most relevant to its needs based upon evidence based best practices.

Mentoring Principles

1. One plan for those with joint appointments
2. Individuals may choose not to have a mentor(s)
3. Conflicts of interest should be minimized, confidentiality protected, and all individuals provided an environment in which they can address concerns without fear of retribution

Key Resources

- Teaching
 - Code of Teaching Responsibility
 - <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s514>
 - Verified Individualized Services and Accommodations (VISA)
 - <https://www.rcpd.msu.edu/services/visa>
 - University Policy on Religious Observance
 - <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s548>

Key Resources Cont.

Other University Policies

- Conflict of Interest in Employment
- Outside Work for Pay
- Student Risk and Review Committee
- Behavioral Threat Assessment Team (BTAT)
- Reporting Protocols re Children
- MSU Guidelines for Social Media

Other Important Policies

- Short-term Disability (medical leave)
- Vacation
- Parental Leave
- Family and Medical Leave
 - Provides up to 12 weeks in a fiscal year period of unpaid leave (or paid leave if earned) for FMLA-qualifying needs
- Leaves of Absence Without Pay
- Modified duty (tenure system and HP)

Some Final Key Resources

- Faculty and Academic Staff Handbooks

- Faculty:

- <https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/index.html>

- Health Programs:

- <https://hr.msu.edu/policies-procedures/faculty-academic-staff/health-programs-faculty-handbook/index.html>

Some Final Key Resources (1 of 3)

- Faculty and Academic Staff Handbooks

- Librarian:

- <https://lib.msu.edu/sites/default/files/about-michigan-state-university-libraries/about-us/libarianhandbookandbylawsdec2017-revisions.pdf>

Some Final Key Resources (2 of 3)

- Faculty and Academic Staff Handbooks

- Specialist:

- <https://hr.msu.edu/policies-procedures/faculty-academic-staff/academic-specialist-handbook/index.html>

- MSU Extension:

- https://www.canr.msu.edu/od/human_resources/Administrative%20Handbook.pdf

Some Final Key Resources (3 of 3)

- **Melanie Trowbridge**, Assistant Director, Academic Human Resources, mjt@msu.edu
- **Kara Yermak**, Assistant Director, Academic Human Resources, burtkara@msu.edu
- **Juli Wade**, Associate Provost for Faculty and Academic Staff Development, Academic Advancement Network, wadej@msu.edu
- Your college's Faculty Excellence Advocate (FEA)



Enjoy a 15 minute Break!

*Don't forget to have your
professional portrait taken today!*

Note: The photographer will be available all day today in Room Centennial A across the hall to take a professional portrait of you free of charge.

Panel Discussion

Following introductions. Please take 15 minutes to discuss questions you may have with the colleagues at your table. Please go to Pollev.com/msu2018 to submit your questions and vote on other proposed questions you would like to hear the answers to.

Please feel free to ask the administrators at your luncheon table any unanswered questions we did not have the chance to answer during the panel discussion.

30 Minute Break

(Luncheon will begin at 12:30 p.m.)

Available During this Time:

- *Complimentary Football Tickets (Room Centennial BC – across the hall)*
 - ***ONLY AVAILABLE 12:00 p.m. – 12:30 p.m. TODAY***
- *Professional Portrait (Room Centennial A – across the hall)*
 - *Also available during Information Fair from 2:00 p.m. – 4:00 p.m.*
- *MSU HR Representatives (Room Red Cedar A – around the corner)*
 - *Also available during Information Fair from 2:00 p.m. – 4:00 p.m.*
- *MSU FCU Representatives (Room Red Cedar B – around the corner)*
 - *Also available during Information Fair from 2:00 p.m. – 4:00 p.m.*

Office of the Provost

June Pierce Youatt

Provost and Executive Vice President for Academic Affairs

Office of the Vice President for Research and Graduate Studies

Stephen Hsu

Vice President for Research and Graduate Studies

Office of the President

John Engler

Interim President of Michigan State University

Welcome to Michigan State University!

Information Fair 2:00 p.m. – 4:00 p.m.

- Information Fair in Big 10 BC (next door) with over sixty academic units, associations, and organizations
- Professional photographer to take a portrait free of charge (Room Centennial A – across the hall)
- MSU HR Representatives to answer any questions you may have regarding benefits (Room Red Cedar A – around the corner)
- MSU FCU Representatives to discuss financial opportunities with MSU FCU (Room Red Cedar B – around the corner)