

# **2019 New Faculty and Academic Staff Orientation**

August 20, 2019

# 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

1,995 tenure  
system faculty

758 continuing  
appointment  
system academic  
staff

1,333 fixed term  
faculty

1,622 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*

*Senior 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.

We take the expertise, experience and programming of MSU to tens of thousands of Michiganders every day.

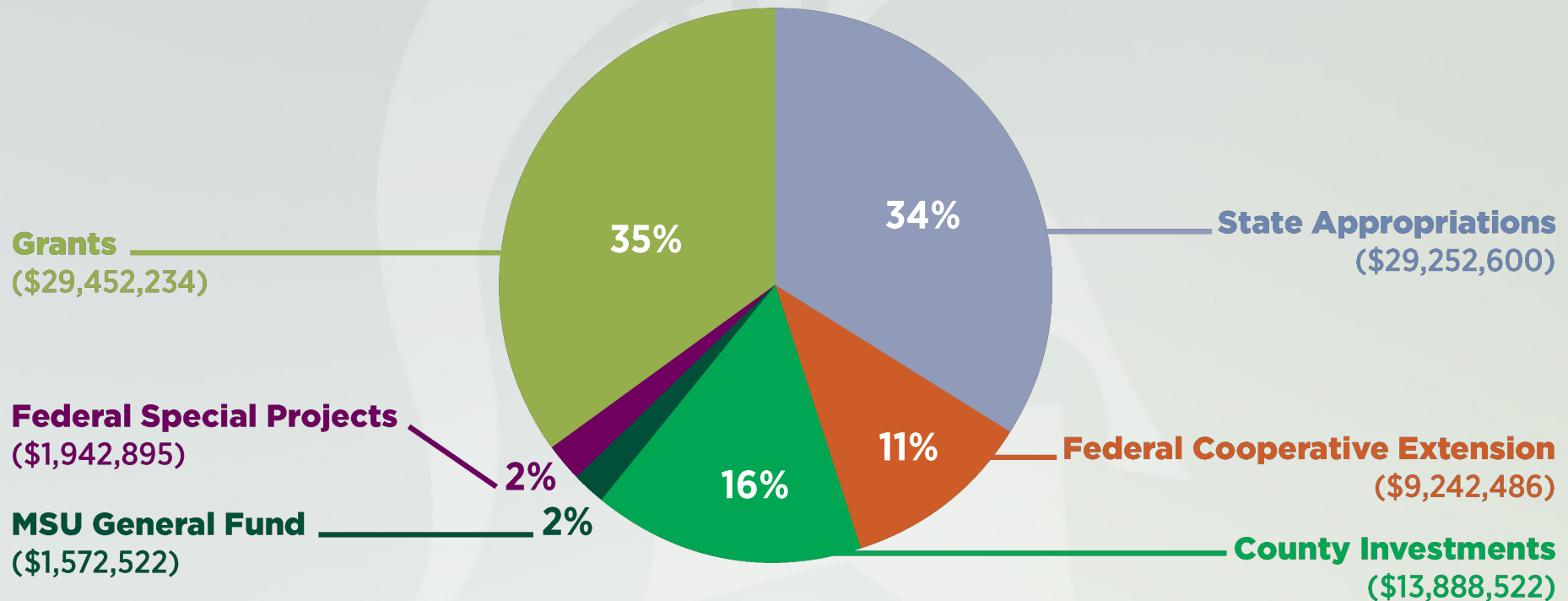
# Who are We?

- 600+ faculty and staff members throughout the state
  - Agriculture and Agribusiness
  - Children and Youth Development
  - Health and Nutrition
  - Community, Food and Environment
- Statewide health delivery system
- Business start-up, tech transfer and product development expertise
- 200,000+ youth and 16,000+ adult volunteers in 4-H



## MSU Extension Fiscal Year Funding 2017-18

**TOTAL: \$85,351,259**



# 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*

# **Every Student MSU Admits has the Capacity to Learn, Thrive, and Graduate**

Our Responsibility as the Pioneer Land Grant Institution is to Help Students Develop Their Purposes and Passions and Help Them Prepare to Contribute to the Greater Good

# Student Success Graduate Education



*Illuminating the Path Forward*

## The Graduate School

***Thomas D. Jeitschko, Ph.D.***

*Dean and Associate Provost for Graduate Education*



# Graduate & Professional Students

- Who we are:
  - Close to 12 thousand graduate and graduate-professional students
  - 14 graduate-degree granting Colleges
    - including Medical Colleges and Law College
  - 3 Undergraduate Residential Colleges with high engagement Teaching Fellows Programs

# Where Graduate Students matter: Everywhere!

- Instrumental to our teaching mission
  - A demographically diverse group of dedicated emerging scholar-teachers
  - Frequently the savior of an undergraduate student struggling with a course
  - Often the most innovative in exploring teaching methods

# Where Graduate Students matter (slide 1 of 2)

- Instrumental to our outreach mission
  - Students from all over Michigan, the US, and the World, bringing unique and diverse lived experiences into our community
  - Their training engages communities here and around the world:
    - Medical Schools are community-based
    - Many Master's and some PhD programs actively engage communities as part of the curriculum
    - Many research projects facilitated or run by graduate and professional students engage communities or are even community-based
  - Upon graduation they carry their expertise and experience across the State and the world.

# Where Graduate Students matter (slide 2 of 2)

- Instrumental to our research mission
  - Engaged in some of the most cutting-edge research across all seven continents
  - Support faculty on world-class research programs
  - Key to attracting and retaining great faculty

# The Graduate School's Role (slide 1 of 3)

- Student Success
  - Mentoring
    - November 8: “Optimizing Mentoring Relationships by Aligning Expectations: A Workshop for Faculty, Postdocs and Graduate Students”
    - Spring: “Mentoring Task Force and National Academies Report”
  - Program Review
  - Professional Development

# The Graduate School's Role (slide 2 of 3)

- Diverse and Inclusive Communities
  - External Partners
  - MSU Partners
  - Supporting Diverse Student Populations

# The Graduate School's Role (slide 3 of 3)

- Interconnectedness
  - External Partners
  - Development and Communications
  - Data and Measurement

## Your Role:

- Engage with Graduate and Professional Students
- Be demanding and supportive
- Recognize that they are part of your legacy!
- Engage the Graduate School with your insights, experiences and perspectives.



## More Information

- Strategic Plan: <https://grad.msu.edu/strategicplan>
- October 4: Graduate School Open House and Coffee for Faculty, Chittenden Hall
- Thomas Jeitschko (Dean): [jeitschko@msu.edu](mailto:jeitschko@msu.edu)

# 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*

# MSU'S CORE VALUE OF INCLUSIVENESS

- Our “*belief in the value of varying perspectives and a promise of mutual respect.*”
- Valuing inclusion means providing all who live, learn, and work at the university the opportunity to actively participate in a vibrant, intellectual community.
- Valuing *inclusion* benefits **MSU scholars** who advance knowledge by exploring the vast range of questions that result from our differences...and benefits **our employees** by creating a stronger work environment that draws on various points of view.

President's Statements on Core Values and Diversity and Inclusion

# Office for Inclusion & Intercultural Initiatives (I3)

- Institutional focal point for promoting inclusion, diversity, and equity at MSU – Partners and collaborates with academic and administrative units to advance DEI at MSU
- Areas of responsibility and support include:
  - MSU's Monitoring Workforce Diversity/AAProgram
  - Education and Development Programs, including:
    - Implicit Bias Certificate Program
    - MSU Dialogues on Race and Gender (students)
    - MSU Dialogues for Educators, BIC Tips, Learn at Lunch (FAS)
  - Community Outreach, including all-university events
  - Research, Assessment (e.g., campus climate studies) & Administration of *Creating Inclusive Excellence Grants*
  - Diversity Research Network

# Nondiscrimination and Safety

## Office for Civil Rights and Title IX Education and Compliance

***Rob Kent***

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

# Safety

**Michigan State University Police Department**

***Kelly Roudebush***

*Chief, MSU Police Department*

# Michigan State University Police Department

New Faculty & Academic Staff Orientation



# About the MSU Police



Over  
**80**  
*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](mailto: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 Reporter

# 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 until 2:30 p.m. 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 (AAN)

## Academic Advancement Network

***Ann Austin***

*Assistant Provost for Faculty Development – Academic Career Paths, Academic Advancement Network*

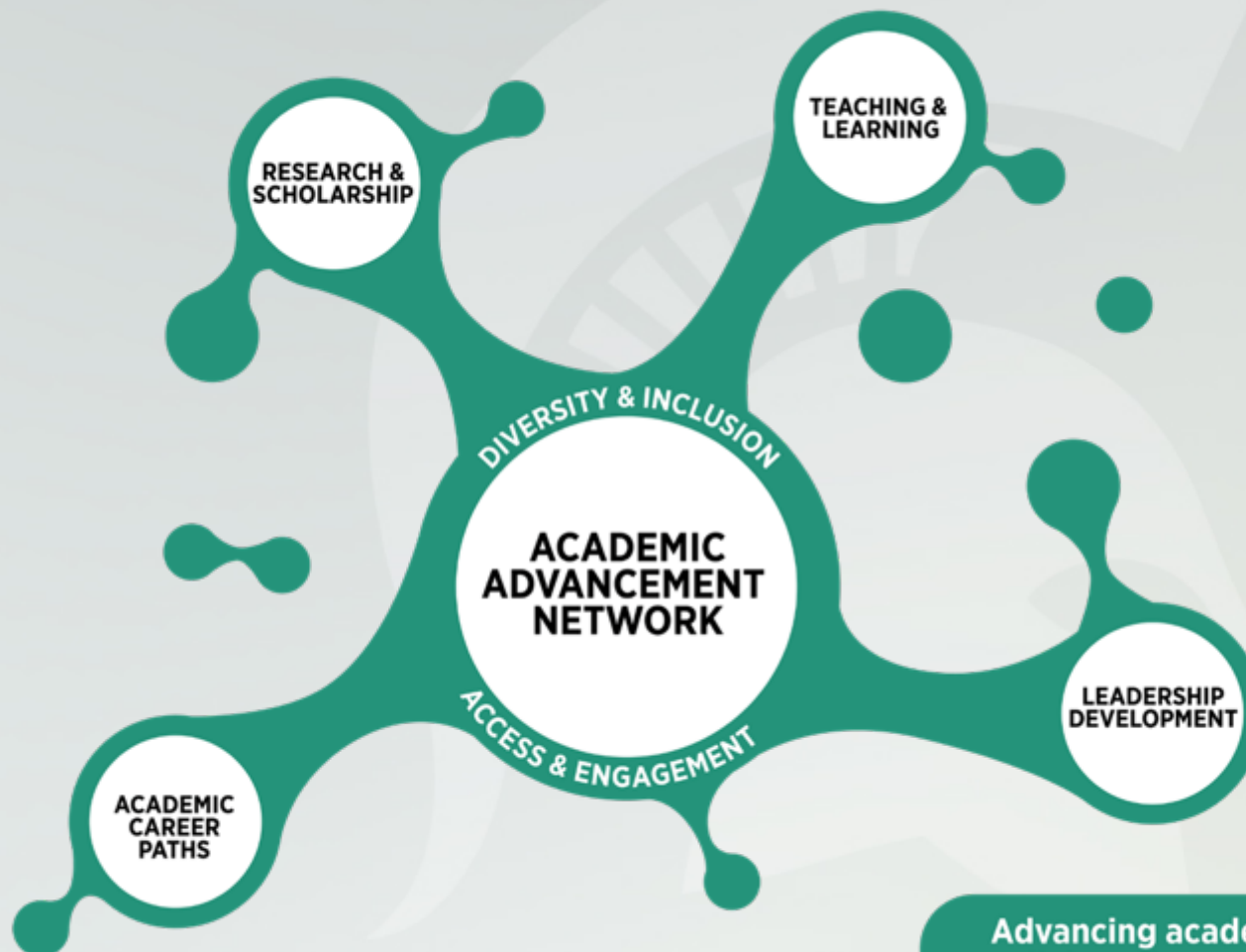
# The Academic Advancement Network

## Mission:

- To support MSU colleagues as they develop productive careers reflective of their individual aspirations, and to help them connect those aspirations with institutional priorities

## Vision:

- To provide integrated, inclusive professional development across the full range of academic responsibilities and across the arcs of diverse academic career paths



Advancing academic careers through inclusive, collaborative, and experiential learning

# Our Team:



**Ann Austin**

Academic Career Paths Node Leader



**Jeff Grabill**

Teaching and Learning Node Leader



**Beronda Montgomery**

Research and Scholarship Node Leader



**Jill Humble**

Project Event Coordinator



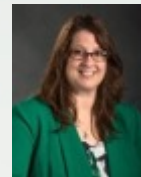
**Beth Leete**

Executive Assistant



**Cindi Leverich**

Leadership Development



**Patti Stewart**

Teaching and Learning

# General Approaches

- Recognize and support the diversity of academic appointments and career stages
- Enable academics to learn from and share experiences with each other
- Listen to and learn from the experiences of MSU's academics
- Offer tailored approaches to meet the needs of academic cohorts across disciplines, backgrounds, and career stages
- Serve as a connector to foster collaboration across campus partners in support of academics' professional growth

# 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)
- Workshops
  - *“Thriving” Sessions*
  - Leadership Institute
  - Special Topics
- Cohorts
  - Lilly and Adams
  - Big 10 Academic Alliance Leadership
- Individual Consultations
- Departmental and College Focused Programs
- Annual Symposium
  - 2017 – Late Career
  - 2018 – Mid Career
  - 2019—Envisioning the Future of Academic Work



# 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

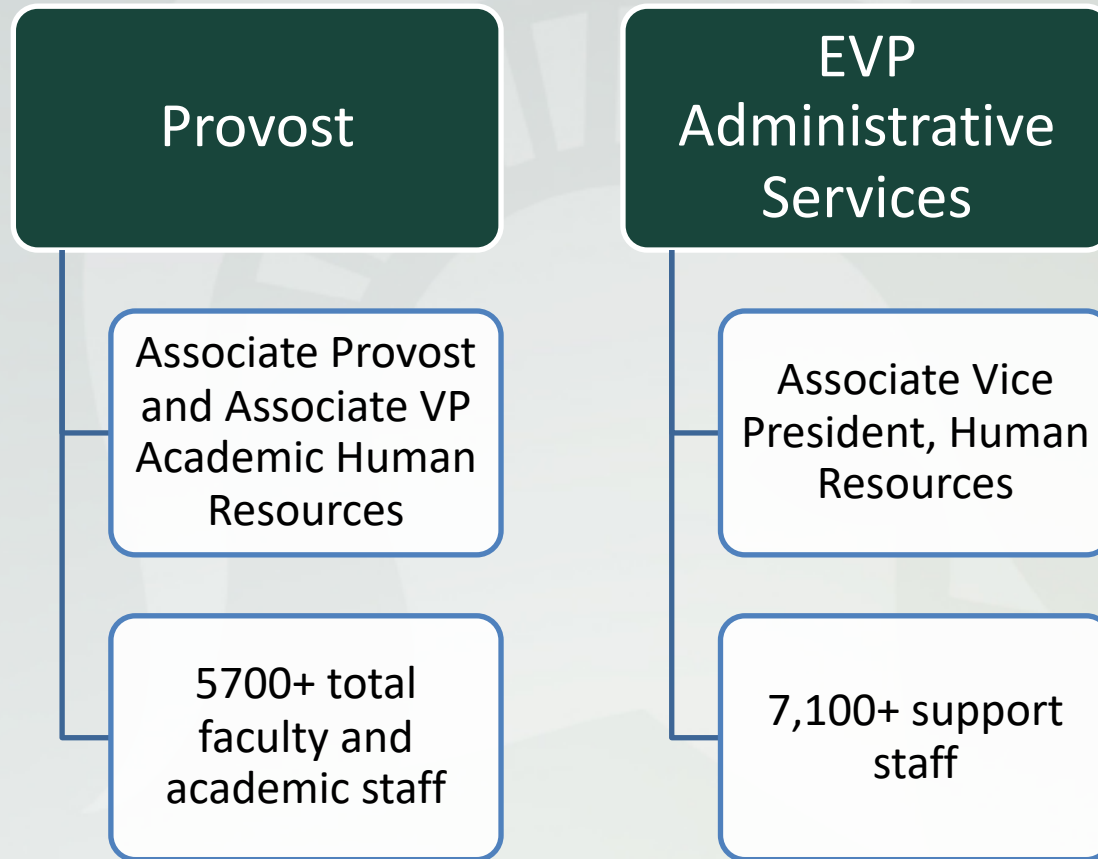
# Key Policies and Procedures

## Academic Human Resources

***Theodore H. Curry II***

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

# Human Resources at MSU



# Title of Faculty and Academic Staff



# 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



&

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

# ADAPP - Our Six Guiding Principles

**Quality**

**Inclusiveness**

**Alignment**

**Objectivity**

**Consistency**

**Transparency**

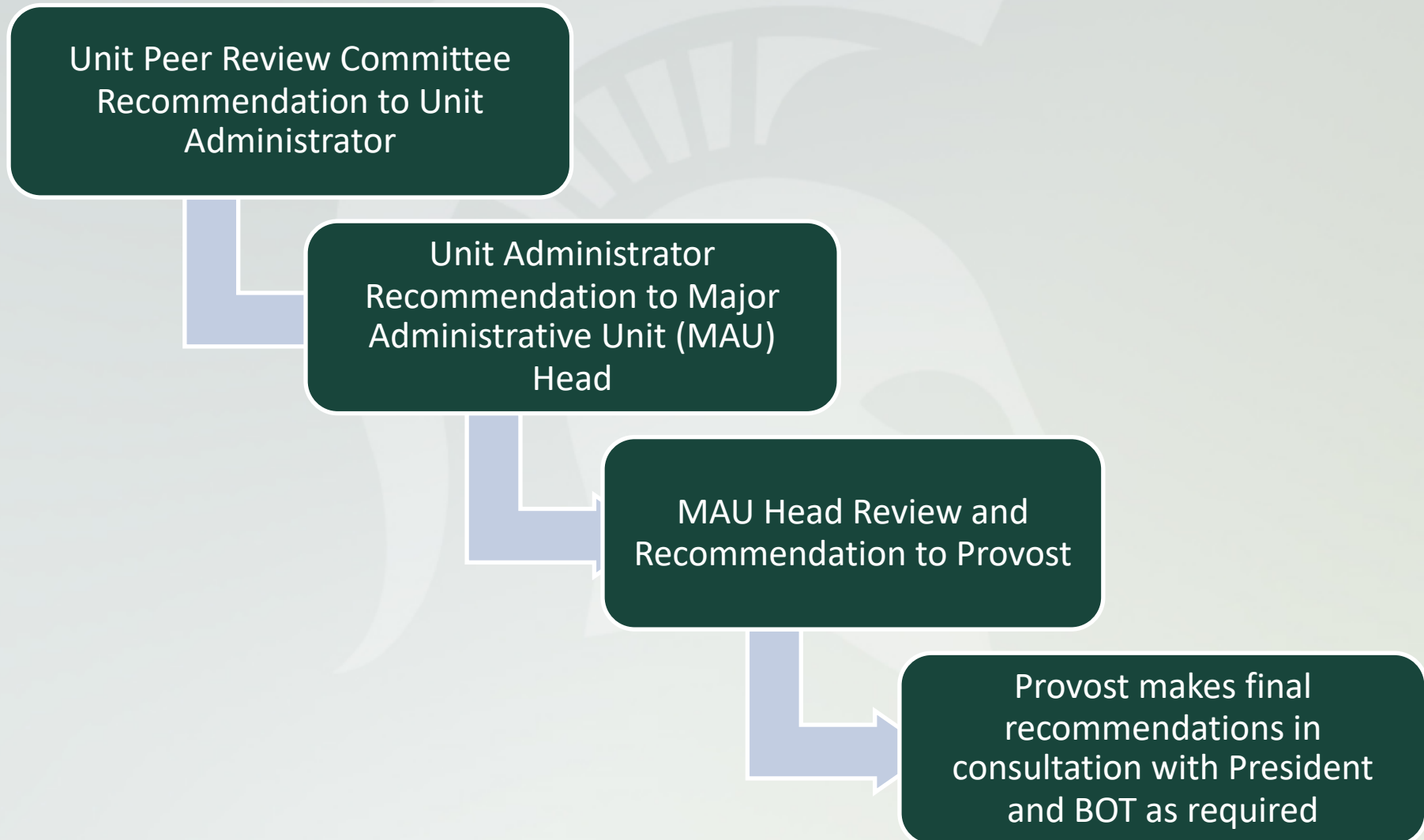


- Our approach is supported by theory and a large body of research demonstrating that increasing the structure and alignment of policies and practices will promote a high quality and inclusive workforce (Arthur and Doverspike, 2005; Ericksen & Dyer, 2005; Evans, Puckik, & Barsoux, 2002; Gratton & Truss, 2003).

# 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

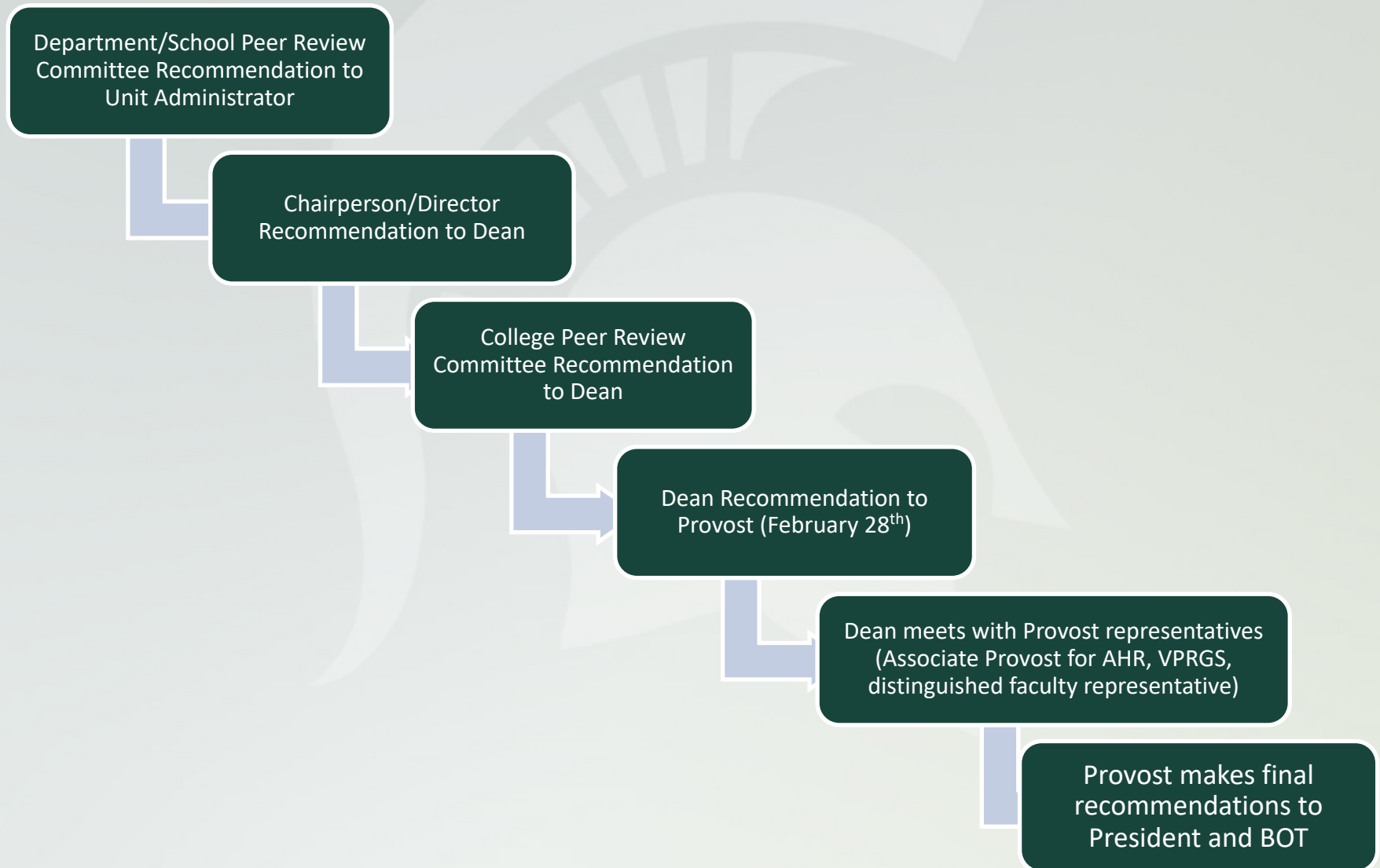
- During the second year, the tenure review occurs
- If successful, one is promoted to associate professor and awarded tenure
- If unsuccessful, the appointment ends as originally scheduled

# 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.



# Reappointment, Promotion and Tenure

## (1 of 6)

- MSU is committed to improve continuously. To do so means vigorous, effective recruitment and selection of new faculty who are encouraged and helped to grow professionally, through mentoring and development... Our expectation is that they will thrive at MSU, as well as in the changing national and international landscape. Our policies, procedures, criteria, and decisions ... must be guided by the goal of enhancing academic excellence, taking into account the mission and goals of the department, school, college, and University, including the MSU commitment to diversity and inclusion.

# Reappointment, Promotion and Tenure

## (slide 2 of 6)

- 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.

# Reappointment, Promotion and Tenure

## (slide 3 of 6)

- Faculty must be both active scholars and student-focused educators and must meet academic standards that assure enhanced quality of the unit for years to come.
- The achievement and performance level required must be competitive with faculties of leading research-intensive, land-grant universities of international scope. (comparison is important)

# Reappointment, Promotion and Tenure

## (slide 4 of 6)

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

# Reappointment, Promotion and Tenure

## (slide 5 of 6)

- “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.**”

# Reappointment, Promotion and Tenure

## (slide 6 of 6)

- 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

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 (cont. 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 (cont. 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 (cont. 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



Annual review happens very  
**12 months**

# More details on documentation to follow at:

- “Thriving in the Tenure System I: Articulating Your Scholarly Identity Through a Strong Reappointment, Promotion, and Tenure Packet”
  - February 4, 2020
  - 8:00 a.m. – 12:15 p.m.
  - MSU Henry Center
- “Thriving as an Academic Specialist at Michigan State University”
  - February 11, 2020
  - 8:00 a.m. - 12:30 p.m.
  - MSU Henry Center
- “Thriving as a Fixed-Term Faculty Member at Michigan State University”
  - February 18, 2020
  - 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 (slide 2 of 2)

## Other University Policies

- Conflict of Interest in Employment
- Outside Work for Pay
- Overload Pay
- Consensual Amorous or Sexual Relationships with Students
- Acceptable Use Policy with Respect to MSU IT Resources
- 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

## (slide 2 of 4)

- 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

## (slide 3 of 4)

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



# Some Final Key Resources

(slide 4 of 4)

- **Kara Yermak**, Director, Academic Human Resources, [burtkara@msu.edu](mailto:burtkara@msu.edu)
- **Kathy Lewless**, Director, Academic Human Resources, [lewlessk@msu.edu](mailto:lewlessk@msu.edu)
- **Melissa Sortman**, Director, Academic Human Resources, [lewlessk@msu.edu](mailto:lewlessk@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 until 2:30 p.m. 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/msu2019](https://Pollev.com/msu2019) 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)*
  - *Available until 2:30 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***

*Senior Vice President for Research and Innovation*

# Office of the President

***Samuel L. Stanley Jr.***

*President of Michigan State University*

# Board of Trustees

***Dianne Byrum***

*Chair of the Board of Trustees*



# 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) – **Only available until 2:30 p.m.**
- 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)