MEMORANDUM

TO: Deans, Directors and Chairpersons
Faculty and Academic Staff

FROM: Teresa A. Sullivan, Interim Provost and Executive Vice President for
Academic Affairs

SUBJECT: Important Policies for Faculty and Academic Staff

As we head into the spring semester, we take this opportunity to highlight certain University policies that merit close attention by administrators and faculty and academic staff. The policies are listed below. A brief summary of each policy is provided in the attached document, along with websites and contact information should you have any questions. You will note some of these policies have recently been revised and several have specific expectations for units. I would ask that you review these policies, their importance, and where you can learn more about them.

Employment
• Acceptable Use Policy for MSU Information Technology Resources
• Anti-Discrimination
• Conflicts of Interest in Employment
• Conflicts of Interest (Financial)
• Consensual Amorous or Sexual Relationships with Students
• Criminal Background Checks for Faculty, Academic Staff and Executive Management (Self-Disclosure Requirement)
• Dual Appointment
• Faculty Rights and Responsibilities
• Outside Work for Pay
• Overload Pay
• Relationship Violence and Sexual Misconduct

Teaching
• Behavioral Threat Assessment Team (resource)
• The Code of Teaching Responsibility

Research
• Patents and the Development of Copyrighted Materials
• Sponsored Research and Creative Endeavor

Attachment
Important University Policies for Faculty and Academic Staff

Employment

Acceptable Use Policy for MSU Information Technology Resources
The Acceptable Use Policy outlines the university’s expectations and responsibilities for both users of MSU IT Resources and managers of the IT environment. It discusses topics including, but not limited to: usage of IT resources for personal activities, partisan political activity, or business or commercial use. Questions about this policy may be directed to the IT Service Desk at 517-432-6200 or ithelp@msu.edu.

Anti-Discrimination
https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html

The Anti-Discrimination policy (ADP) sets forth expectations for institutional and individual conduct. It applies to all University community members, including but not limited to, faculty, academic staff, support staff, and students. 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:

1. 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
2. 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.

Complaints under this Policy are processed and investigated by the Office of Institutional Equity (OIE) pursuant to the OIE Complaint Procedures. Questions about this policy may be directed to the Office of Institutional Equity at 517-353-3922 or oie@msu.edu.

Conflicts of Interest in Employment
https://www.hr.msu.edu/policies-procedures/university-wide/conflict_of_interest.html

The Conflicts of Interest in Employment policy discusses the expectations, procedure, and approval requirements regarding the employment of relatives in the same unit or department. The policy also defines the term “relative” as a connection between persons by blood, marriage, adoption, domestic partnership, or other personal relationship in which objectivity might be impaired. Relationship to another individual employed by the University shall not constitute a bar to hiring, promotion or reappointment; provided that 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 MSU Human Resources as appropriate.
Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

**Conflicts of Interest, Faculty**
https://coi.msu.edu/guidelines/index.html
The Conflicts of Interest policy addresses the disclosure, review, management, and resolution of conflicts of interests relating to performance by faculty of their research, teaching, outreach, and service responsibilities at the University. A conflict of interest exists when a faculty member’s financial interests or other opportunities for tangible personal benefit may compromise, or reasonably appear to compromise, the faculty member’s independent judgment. Each faculty member is responsible for disclosing his/her own conflicts of interest. Questions about this policy may be directed to the Faculty Conflict of Interest Information Officer in the Office of the Senior Vice President for Research and Innovation at (517) 884-7000 or fcoio@msu.edu.

**Consensual Amorous or Sexual Relationships with Students**
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/consensual_relationship_students.html

The MSU Board of Trustees approved revisions to the Consensual Amorous or Sexual Relationships with Students policy at its meeting on June 21, 2019. It replaces a policy which had not been reviewed since November 8, 1996. While several changes were made, the most significant change is the ban on consensual amorous or sexual relationships between undergraduate students and employees classified as faculty and academic staff. This ban exists regardless of whether or not the faculty member has educational responsibility for an undergraduate student and it exists for as long as the faculty member is employed and the student is enrolled as an undergraduate at MSU. If you have any questions about this policy, please contact the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

**Criminal Background Checks for Faculty, Academic Staff and Executive Management (Self-Disclosure Requirement)**
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/fas-policies-procedures/CriminalCheck.html

The Criminal Background Checks (CBC) policy requires individuals currently employed or engaged by the University (whether paid or unpaid) to notify the Associate Provost and Associate Vice President of Academic Human Resources of certain arrests, convictions, or events within 72 hours or at the earliest possible opportunity by using the Michigan State University Self-Disclosure Form. These include:

1. Professional misconduct or sanctions
2. Any civil rights violation that the individual admitted or was determined by a court or other adjudicative process to have committed
3. Any felony crime for which the individual was arrested and charged or any serious crime for which the individual was convicted or pled “no contest.”
Engagement in any such conduct will not, in and of itself, result in termination of the appointment. However, failure to disclose such information, or any misrepresentation made in connection with the disclosure, could be grounds for termination.

If you have any questions about this policy, please contact the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

**Dual Appointment**
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/dual_appointments.html

The Dual Appointment policy states that no faculty/academic staff member holding a full-time appointment at Michigan State University may, during the term of the appointment, or while on leave of absence, simultaneously hold a paid appointment at another institution. Exceptions to this policy must be approved in advance by the Dean and by the Provost and Executive Vice President for Academic Affairs (or designee). Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

**Faculty Rights and Responsibilities (FRR)**
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/faculty_rights.html

The purpose of the Faculty Rights and Responsibilities (FRR) policy is to acknowledge the fundamental rights and responsibilities of faculty in carrying out the mission of the University as members of both the academic and the broader public community. It discusses the rights and responsibilities surrounding academic freedom and responsibility, academic governance, teaching, research and creative activity, service, relations with colleagues, and relations to the University and the community. Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

**Overload Pay**
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/overload_pay.html

The Overload Pay policy discusses the eligibility, process and approval guidelines for performing overload assignments related to teaching, research, outreach activities, and academic and student support activities. Overload pay assignments require prior written approval (a) by the immediate supervisor of the individual who will undertake the proposed overload pay assignment; (b) by the administrator of the major administrative unit (“MAU”) in which that individual is appointed; and (c) if the unit in which the overload pay assignment is to be performed is different from the unit in which the individual is appointed, by the administrator of, and the MAU administrator for, the unit in which the overload pay assignment is to be performed. In order to be approved, the faculty or academic staff member must be satisfactorily performing their duties and the proposed assignment represents a substantial increase over the individual’s regularly assigned duties. Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.
Outside Work For Pay
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/outside_work_for-pay.html

The Outside Work for Pay policy discusses faculty members’ obligation to obtain written approval before engaging in paid work outside the University. The Policy applies to work such as consulting and expert witness testimony, as well as any work for a faculty-owned business. The policy permits faculty to obtain approval to engage in outside work for pay for a total average of four days per month (calculated as one full day for any portion of a day that is spent engaged in outside work), provided that the work will enhance the faculty member’s expertise as a teacher and scholar and all other policy requirements are met. MSU’s Patent Policy and policy on the Development of Copyrighted Materials will apply to employees’ activities as they engage in Outside Work for Pay. If you have any questions about this policy, please contact the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Relationship Violence and Sexual Misconduct (RVSM)
https://civilrights.msu.edu/policies/index.html

Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible – an environment that supports career and educational advancement on the basis of job and academic performance. Relationship violence, stalking, and sexual misconduct subvert the University’s mission and offend the University community’s integrity. Relationship violence, stalking, and sexual misconduct are not tolerated at Michigan State University.

MSU’s RVSM policy applies to all members of the University community - faculty, academic staff, support staff, and students. The policy also prohibits relationship violence, stalking, and sexual misconduct by third parties (e.g., guests, visitors, contractors) towards members of the University community through a University program or activity.

All University employees 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 (faculty, staff, or student) or which occurred at a University-sponsored event or on University property to the Office for Institutional Equity (OIE) and the MSU Police. The OIE is responsible for investigating allegations of prohibited discrimination and harassment, including relationship violence, stalking, and sexual misconduct, and provides training to recognize and prevent such incidents.

Unit administrators are responsible for ensuring that employees within their units have completed the required online RVSM training. The University prohibits retaliation, including retaliatory harassment, against individuals who report relationship violence, stalking, or sexual misconduct or who participate in the University’s handling of such reports. Questions about this policy may be directed to the Office of Institutional Equity at 517-353-3922 or oie@msu.edu.
Teaching

Behavioral Threat Assessment Team
http://btat.msu.edu/

Faculty or administrators who become aware of troubling student or employee behavior are encouraged to contact the Behavioral Threat Assessment Team (BTAT). The BTAT exists to facilitate a multidisciplinary, coordinated response to reports of students, employees, or other individuals on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community. Questions about the BTAT may be directed to the MSU Police Department at 517-355-2222 or btat@police.msu.edu.

Code of Teaching Responsibility
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/teaching_responsibility.html

The Code of Teaching Responsibility policy sets forth faculty and academic staff members’ instructional obligations, including developing course content and syllabi, informing students of grading criteria, handling testing documents and term papers, holding regularly scheduled classes, and being accessible to students. The policy also prohibits students from commercializing course notes and materials without the written consent of the instructor. Questions about this policy may be directed to the Office of the Ombudsperson at (517) 353-8830.

Research

Intellectual Property
https://technologies.msu.edu/researchers/patent-copyright-policy/msu-patent-policy
https://technologies.msu.edu/researchers/patent-copyright-policy/msu-copyright-policy

The Patent Policy and policy on the Development of Copyrighted Materials govern the ownership, protection, use, and commercialization of University inventions and copyrighted materials created by University faculty, students and staff. Questions about this policy may be directed to MSU Technologies at 517-355-2186.

Sponsored Research and Creative Endeavor
https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/sponsored_research.html
http://ctlr.msu.edu/combp/mbp315EBS.aspx

The general statement and guidelines concerning sponsored research discuss the standards of procedure in government or industry-sponsored research conducted at the University. These guidelines reference important issues confronting faculty, such as appropriate use of facilities, proper budgeting, or obtaining appropriate approvals for research projects involving use of animals, human subjects or hazardous substances. If you have any questions about these guidelines, please feel free to contact the Office of the Senior Vice President for Research and Innovation at (517) 355-0306.