

Department of Linguistics, Languages, and Cultures

Fall 2025 Faculty Guide



The purpose of this Guidebook is to provide practical information for your work as a faculty member in the Department of Linguistics, Languages, and Cultures at Michigan State University.

Please refer to the MSU Faculty Handbook at <https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/> for further detailed and definitive guidance regarding issues addressed in this Guidebook.

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Mission Statement and Vision

Michigan State University

Michigan State University, a member of the Association of American Universities and one of the top 100 research universities in the world, was founded in 1855. We are an inclusive academic community known for our traditionally strong academic disciplines and professional programs, and for our liberal arts foundation. Our interdisciplinary enterprises connect the sciences, humanities, and professions in practical, sustainable, and innovative ways to address society's rapidly changing needs.

As a public, research-intensive, land-grant university funded in part by the state of Michigan, our mission is to advance knowledge and transform lives by:

- Providing outstanding undergraduate, graduate, and professional education to promising, qualified students in order to prepare them to contribute fully to society as globally engaged citizen leaders;
- Conducting research of the highest caliber that seeks to answer questions and create solutions in order to expand human understanding and make a positive difference, both locally and globally;
- Advancing outreach, engagement, and economic development activities that are innovative, research-driven, and lead to a better quality of life for individuals and communities, at home and around the world.

The College of Arts and Letters

The College of Arts and Letters is a vital force that puts the arts, letters, humanities, and culture into action to create meaningful impact in our world.

We bridge tradition to cutting-edge innovation. We leverage new opportunities and technologies in pursuit of age-old humanistic questions. We infuse arts and humanities approaches into the campus community, creating a culturally vibrant environment that enhances students' learning. Above all, our degree programs create synergy between the life of the mind and tangible, transferable skills, launching students onto exciting career trajectories.

Shaping Intentional Lives, Cultivating Creativity, and Global Cultural Understanding

In response to profound geopolitical, social, cultural, and economic changes, today's university must not only prepare students to live and work in a dramatically changing global environment, but also provide them with the skills needed to understand these changes, their impact on social

justice and their imprint on the fabric of our cultural environment. The strength of the American higher education system rests on educating effective problem-solvers who will bring creativity as well as careful argument, innovation as well as introspection to their work and to their lives. To this end, CAL engages students and cultivates critical and creative thinkers who address the challenge of becoming world citizens by contributing to the development of a more humane world.

We are committed to leading academic transformation at MSU by advancing our capacity in information technology, educational technology, digital humanities, digital arts and media, and enhancing online learning within a global context and with an entrepreneurial focus.

The Department of Linguistics, Languages, and Cultures

Our department focuses on three areas: linguistics, literature and cultural studies, and language teaching and learning. We are dedicated to quality teaching, research and outreach.

The faculty places great emphasis on the education of students, from first-year undergraduates through advanced doctoral candidates and on to active research that not only explores cutting-edge theoretical and applied issues but is also closely linked to educational goals and engages students in the classroom. Collectively, departmental teaching and research reflect continuing concern for the local, national and global community.

By the very interdisciplinary nature of the fields represented in the department, issues of how language reflects the nature of the human mind, how language is acquired, the interaction of language and culture, minority perspectives, diversity and internationalization lie at the center of our activities.

Academic Calendar

	Fall 2025	Spring 2026	Summer 2026
Classes Begin	Mon, 8/25	Mon, 1/12	Full Session: 5/11 Session one: 5/11 Session two: 6/30
Holiday - University Closed	Mon, 9/1	Mon, 1/19	Full Session: 5/27 Session one: 5/27 Session two: 7/4
Fall Break	Mon, 10/20 - Tue, 10/21		
Middle of Semester	Wed, 10/13	Wed, 3/9	Full Session: Mon. 6/29 Session one: Wed. 6/3 Session two: Thur. 7/23
Spring Break		Mon, 2/28 - Fri, 3/8	
Holiday - University Closed			Mon. 5/25
Holiday - University Closed	Thu, 11/27 - Fri, 11/28		Fri. 7/3
Classes End	Sun, 12/7	Sun, 4/26	Full Session: Thu. 8/14 Session one: Thu. 6/26 Session two: Thu. 8/14
Final Exams	Mon, 12/8 - Fri, 12/14	Mon, 4/27 - Fri, 5/1	Last class day
Commencements	Fri, 12/12 - Sun, 12/14	Fri, 5/1 - Sun, 5/3	
Holiday - University Closed	Tue, 12/25 - Wed, 1/2		

For additional academic and administrative calendars, please visit:

<https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

For information regarding Final Exam Policy and Schedules, visit:

<https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx>

Department Contact Information

Department Chairperson

Yen-Hwei Lin | liny@msu.edu

Associate Chairpersons

Graduate Studies: Suzanne Wagner | wagnersu@msu.edu

Undergraduate: Jason Merrill | merril25@msu.edu

Program Coordinators/Directors/Conveners

- African Languages - Galen Sibanda (program coordinator)
- Applied Linguistics - Aline Godfroid (convener), Charlene Polio (MA TESOL director), Patti Spinner (TESOL undergraduate director), Shawn Loewen (Second Languages Studies director)
- Arabic - Brahim Chakrani (program coordinator)
- Chinese - Tze-lan Sang (program director), Ho-Hsin Huang (language program coordinator)
- Cognitive Science (minor) - Devin McAuley, Psychology
- German - Senta Goertler for FS25; Liz Mlttman for SS26 (convener), Lynn Wolff (director of graduate studies), Katie McEwen, (basic language program coordinator), Adam Gacs (online language coordinator)
- Hebrew - Yore Kedem (program coordinator)
- Indian and South Asian Studies (minor) - Rajiv Ranjan (program coordinator)
- Japanese - Michael Toole (program director) and Mariko Kawaguchi (language program coordinator)
- Korean - Shannon Quinn (program coordinator)
- Less Commonly Taught Languages (LCTL) - Emily Uebel (program coordinator)
- Linguistics - Betsy Sneller (convener), Alan Munn (director of undergraduate studies), Karthik Durvasula (director of graduate studies)
- Russian - Jason Merrill (program coordinator)

Undergraduate Advisor

Ben Davis

LiLaC Staff and Office Information

Office Phone Number: (517) 353-0740 | Office Fax Number: (517) 432-2736

The main office, B-331 Wells Hall, is open Monday through Thursday from 8:00am - 5:00pm, with the staff working remotely on Friday. The office staff is cross-trained in many administrative areas; however, general duties are assigned to each staff member as follows:

Linguistics, Languages, and Cultures Functional Team Support

Office Operations:

Pam Withers withers@msu.edu

- Chair administrative support
- Ordering supplies
- Guest travel and event support
- Cashnet

Finance:

Suzie Reed manuelsu@msu.edu

Finance Team Primary Contact

- General (GA, GS) Professional Development (GT) Startup (GE) Gift (RN) Endowment (RH, RT), Designated (D), Plant (P) accounts

Additional Finance Support

- External Research, Contracts & Grants (RC): Heather Dainton punghea1@msu.edu
- Internal Grants (RG, HARPS): Sherry Stevens danners@msu.edu
- Pre-Award: Barb Miller bmiller@msu.edu
- Reimbursements, Purchase Orders, Invoices: calfin@msu.edu

Human Resources:

Jennifer Nelson nelsonje@msu.edu

Academic HR Contact

- Hiring
- I-9's
- Fixed-term Reappointments
- Faculty and Visiting Scholars Visas

HR Primary contact for

- Designation B
- Student hires and payroll

-
- Overload and Additional Payments

Academic Operations:

Melissa French mfrench@msu.edu (LiLaC at large; German & Linguistics graduate programs)

Marina Valli vallimar@msu.edu (SLS & MATESOL graduate programs)

- Graduate student (TA/RA/TE) hiring and appointments
- Graduate and Undergraduate Programs (Melissa French)
- Fellowships and Scholarships
- Campus Solutions
- Work Copy
- Schedule Change Support

Functional Team Leads in CAL:

Office Operations: OfficeOps@cal.msu.edu

Tom Hakes hakes@msu.edu

Finance: calfin@msu.edu

Carly Ensign ensignca@msu.edu

HR: calhr@msu.edu

Melissa Staub staubmel@msu.edu

Academic Operations: dalimon8@msu.edu

Leann Dalimonte dalimon8@msu.edu

For more information about working with unionized support staff, please refer to the supplementary documentation “Unionized Support Staff” found [here](#).

Department and College Committee Membership

Standing Department Committees

For more information about the following committees, including committee selection and rotation procedures, please refer to the Department Bylaws:

<https://lilac.msu.edu/resources-for-faculty-and-staff/>

Department Advisory Committee

The Department Advisory Committee (DAC) advises the Chairperson on matters affecting the Department as a whole. Membership is determined by rotation and members typically serve two-year terms. This year's membership is:

Xiaoshi Li (AAMES: African, Asian, Middle Eastern and Slavic programs)

Charlene Polio (Applied Linguistics)

Senta Goertler for FS25; Liz Mittman for SS26 (German)

Betsy Sneller (Linguistics)

Galen Sibanda (fixed term faculty representative)

Wenying Zhou (fixed term faculty representative)

Millie Hacker (graduate student representative)

David Rabinkov (undergraduate student representative)

Suzie Reed (staff member/liaison)

Faculty Evaluation Committee

The Faculty Evaluation Committee (FEC) evaluates all Tenure System faculty and submits their evaluations to the Department Chair. The FEC consists of members from each of the three Department Sections. Membership is determined by rotation and members typically serve two-year terms. This year's membership is:

Language teaching & learning:

Patti Spinner (1st year)

Koen Van Gorp (2nd year)

Linguistics:

Alan Munn (1st year)

Literature & culture:

Brahim Chakrani (2nd year)

Fixed Term Evaluation Committee

The Fixed Term Evaluation Committee functions similarly to the FEC. Membership consists of three Fixed Term faculty members and is determined by rotation. This year's membership is:

Takuma Miura (1st year of a two-year term) (Japanese)

Yore Kedem (1st year of a two-year term) (Hebrew)

Katie McEwen (2nd year of a two-year term) (German)

Department Graduate Committee

The Graduate Committee consists of the Director of Graduate Studies of each program offering graduate degrees, a representative of graduate students in the department, and the Associate Chair for Graduate Studies of the department.

Lynn Wolff (German)

Karthik Durvasula (Linguistics)

Shawn Loewen (Second Language Studies)

Charlene Polio (MA TESOL)

Suzanne Wagner (Associate Chair for Graduate Studies)

Emirhan Yildizhan (Graduate student representative)

Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee consists of four faculty members representing major and minor programs, and tenure-system and fixed-term faculty, plus the Associate Chair for Undergraduate Studies of the department, and the academic advisor.

Xiaoshi Li (for major programs)

Alan Munn (for minor programs)

Peter De Costa (tenure-system faculty representative)

Sadam Issa (fixed-term faculty representative)

Jason Merrill (Associate Chair for Undergraduate Studies)

Ben Davis (Advisor)

Malosza Syrocki-Autery (Undergraduate representative)

College Councils and Committees

For committee descriptions, records of membership and minutes, and meeting schedules, visit <https://cal.msu.edu/faculty/staff-resources/councils-committees-project-teams/>

College Curriculum Committee (CCC) - Jason Merrill

College Advisory Council (CAC) - Tze-lan Sang

College Graduate Committee (CGC) - Suzanne Wagner

(meeting attendance available for all directors of graduate studies)

College Undergraduate Committee (CUC) - Alan Hezao Ke and Xiaoshi Li

College Inclusive Practices Committee (CIPC) - Aline Godfroid

Commencement Schedule

Each semester, the Department is responsible for sending six faculty representatives to the undergraduate commencement. The Department does this by rotation and, according to the rotation schedule at this link:

https://docs.google.com/spreadsheets/d/1sY2810BIC4NbmAt-hFiTtND8CwMToTahqp8lrH10_w8/edit#gid=0

For 2025-2026, it is the following faculty members' turns to attend to this responsibility:

Fall 2025	Spring 2026
Paula Winke	Koen Van Gorp
Lynn Wolff	Aline Godfroid
Liz Mittman	Suzanne Wagner
Alan Munn	Jason Merrill
Brahim Chakrani	Michael Toole
Betsy Sneller	Deo Ngonyani

Attending commencement ceremonies is mandatory service for tenure-system faculty members. Faculty are required to inform Office Operations and HR staff members, as well as the department chair, if they have switched or found a substitute for their required service so the rotation can be updated. Please use the link above to mark in red if you make a switch with another faculty member.

Please note that this rotation is based on attendance to the **undergraduate** commencement ceremony and not advanced degree ceremonies.

Department and Wells Hall Policies

Faculty Travel Support

The 2025-26 policy is forthcoming. Please refer to the policy document for details.

Expense reports for out-of-pocket expenses submitted more than 90 days after the trip return date will not be reimbursed. Late expense report submissions will be rejected by the Controller's Office.

Travel is located in the EBS system under the Travel and Expense tile. Below is helpful information to get you onboarded to the new system:

- Quick Reference Card-User Profile Settings: All faculty will have to verify their information pertaining to travel in the Concur online profile. Please check to see if all the information in the profile is correct. Under the Profile (upper right hand corner in blue), click profile settings. On the left, you will see various headers. Under Request Settings, click Request Delegate and then click Add, and enter your Office Operations support person's user id (withers) and click add. For each person, click on Can Prepare, Can Submit Requests, Can View Receipts, and Can Preview For Approver and then click Save. As a delegate, the staff will be able to view your Request and Expenses and help walk you through it.
- Tips & Tricks: The best way to learn is hands-on. While an overview of the system's scope is helpful, actually learning how to submit a travel request or expense report is most effective when you are actually working on one. Please review the video guides to get an overview of how the new system will work. To get started and FAQ check out <https://travel.msu.edu/education/concur-faq>.
- The Trip Request (formerly the Pre-Trip Authorization) is required **before** any travel takes place and is completed in EBS. Failure to complete this will result in no reimbursement as the system will give you a hard stop and will not let the expense report go through for approval. To process a new Request (formerly the Pre-Trip Authorization); click on New and then Start Request. You will need to know estimates of how much the trip might cost and where the funding will come from. Based on your funding limit, you will only need to list expenses up to that amount.

Please complete your trip request at least 2 weeks before a domestic trip and 4 weeks before an international trip.

[Travel @ State Website](#)

Please visit the Travel at State Website to stay up to date on any changes, upcoming travel courses, reference guides, signing up for the travel listserv: <https://travel.msu.edu/education>

If you have any questions please reach out to the CAL Office Operations team at officeops@cal.msu.edu. You may also call the main office at 517-353-0740. You can also seek one-on-one assistance from the Travel Office Lab:

<https://travel.msu.edu/education/open-labs-learn-more>

Student and TOC Hiring

Please complete the Student Hiring Request form ([Student Hiring Form](#)) or TOC Hiring form

<https://forms.office.com/Pages/ResponsePage.aspx?id=MHEXli9k2UGSEXQjetVofWfXAfqtM7dCpKzUs9IcjdUOUZYU0wxWUuLTEE4UlcYtZJRSDZaNUQ3TC4u>) **before** you communicate a work assignment to anyone - student (graduate or undergraduate), staff, faculty, or individuals outside of MSU. Legally, the required hiring paperwork must be completed and approved by the appropriate approvers before your employees are eligible to work. If you are uncertain if your situation is employment or another type of assignment or mechanism, such as a fellowship or a reimbursement, you can ask your OO or HR team member for clarification.

Without knowing the details of the intended employee's work eligibility situation, there is a risk that you will unintentionally enter into a verbal agreement (contract) for employment with temporary or on-call workers who do not have legal authorization to work. The office strongly encourages you to also make yourself aware of basic work eligibility requirements particularly for student workers.

For example, international students are restricted to 20 hours of work a week during the fall and spring semester for all MSU work assignments, with very little flexibility on when you might be able to extend those hours (fall break, winter break, spring break). Domestic students are eligible to work up to 29 hours a week with similar restrictions on when those hour limits can be extended. Please note: graduate assistants are employed for 20 hours of work every week as part of their graduate assistantship. Summer guidelines are different, students are available to work up to 40 hours of work a week (20 additional hours if they hold a GA position in the summer).

Although it is a student's responsibility to keep track and be aware of their own hour restrictions, and it is the office's job to manage compliance with suitable federal and university regulations regarding employment, it is necessary that faculty be aware that students that might be otherwise best equipped to help with your research might not be eligible to work. If any given student reports work hours beyond their work eligibility, their work authorization

could be revoked, their visa status could be put under review, and they could be dismissed from the university.

Technology and Computer Support

For College technical support, please visit ithelp.msu.edu and submit a service request and IT support will get in touch with you. If you need to temporarily borrow any tech equipment, Office Operations can help you check out the item/s you need from the PodTech library or CAL's tech office.

Classroom Computer and Technology Support

If you encounter problems with your classroom computer, overhead projector, or any other classroom technology, please contact MSU Classroom IT Services at (517) 432-6200. If you would like to order equipment for your classroom or if you require assistance setting up your equipment, please contact MSU IT Services at (517) 353-3960.

Spartan 365 (Microsoft 365)

Spartan 365 is a suite of Microsoft Office software customized and configured for MSU's unique environment. Spartan 365 offers robust features, a secure and collaborative environment, and the ability to use it on multiple devices. You can login to your Spartan 365 account at <http://spartan365.msu.edu>.

For more information about Spartan 365, visit <https://tech.msu.edu/technology/collaborative-tools/spartan365/>.

MSU Domains

MSU Domains is a website creation service available for MSU faculty, staff, and graduate students to host public research project sites, teaching materials, or other professional needs using the WordPress platform. For more information about MSU Domains including how to get started with your Domains website, visit <https://domains.cal.msu.edu/>.

Business Continuity Plan

In the event of an emergency, the critical personnel identified to maintain necessary department operations are Pam Withers (primary) and Tom Hakes (backup). The department phone number is programmed to forward to these staff members if necessary and emergency plans are in place to remotely handle all time-sensitive processes electronically if travel to

campus is not advised. Faculty members are asked to refer to the main MSU web page for additional information and staff will receive text messages with additional administrative instructions.

Copying and Printing Policies

Printing and copying can be done on the second, third, or fourth floors of Wells Hall.

If you need assistance connecting your computer to the printer in B-282, B-382 or B-482, please submit a service request with IT Services ithelp.msu.edu. These service calls can often be done remotely and only take a few minutes.

Directory Listing

To find MSU employees' or students' directory information, visit <https://lilac.msu.edu/faculty/>. Please check out [this cheatsheet](#) on how to update your own profile. If you need help, please email lilac@msu.edu or Pam Withers withers@msu.edu.

Faculty Email List

All faculty members are encouraged to share information with the department email list by submitting and receiving emails. To send information to the faculty email list, please use the following email addresses: lilac-ts@list.msu.edu (to send information to all Tenure System faculty), and lilac-ft@list.msu.edu (to send information to all Fixed-Term faculty). All email list correspondence must have a business purpose and, once approved, will be sent to the faculty list within 24 hours of submission. Please remember to add these email addresses to your safe sender list so you don't miss an important message!

Also, **do not "reply all" to correspondence from an email list.** Replying to an email list communication in this way will send your reply to everyone on the email list.

Phones

Outside Calls

Most office phones are set to make campus calls only but can receive calls from outside. If you occasionally need to place a call to an outside line, you may use the phones in the staff office. If

you constantly need to make outside calls for business purposes, please make a request to set your phone for outside calls via the department email lilac@msu.edu.

Campus Calls

To dial an on-campus phone number from a campus line, use the last 5 digits of the phone number you're trying to reach. You do not have to "dial out" to make an internal phone call.

Acoustics in Wells Hall

Please keep in mind that sounds and conversations in Wells Hall hallways travel, echo, and amplify. Please exercise discretion when having conversations of a private nature.

After-hours Air Circulation in Wells Hall

The building fans that control air flow in Wells Hall B-wing shut down at 5:30pm and are off throughout the weekend. By pressing the "on" button on specific thermostats located on the 3rd and 4th floors, you can turn on the fans on the 3rd and 4th floors for four hours. To turn on the fans for the northern section of the B-wing, use the thermostats in the 3rd and 4th floor kitchenettes. To turn on the fans for the southern section of the B-wing, use the thermostats located under the monitors by the elevators on the 3rd and 4th floors.

Copy/Mail Rooms

B-382 (LiLaC) and B-482 (RCS) are accessible with your MSU Identification Card. If your MSU ID Card is not working to open your department's mail room, please email your department email address (lilac@msu.edu) with your name, your ZPid on your ID Card, and the six digit code on the back of your ID Card.

Classroom Access

If your classroom door is locked, please contact Custodial Services at (517) 355-8485.

Conference Rooms

All Wells Hall Meeting Room reservations are now booked through Outlook.

How to book a room: [Outlook Meeting Room Reservation System \(PDF\)](#)

Guidelines and Policies: [Meeting Room Reservation Policy \(PDF\)](#)

How to make a room reservation request:

To make a reservation, open outlook, go to your Outlook calendar, create a meeting and invite the meeting room to the meeting. Be sure to include information about how many people will be involved in the meeting and an organizer contact (if it's not you). When you submit the meeting request, the event goes into workflow for approval.

The Calendaring system functions on a first come first serve basis, but we do reserve the right to bump a non-CAL reservation if there is a CAL need that pops up even after the reservation has been confirmed. Be sure to check out the meeting room reservation policy linked above. It explains how we prioritize usage of the rooms and explains your responsibility as a meeting planner/meeting host.

Once you submit your reservation, it routes for approval. After approval, you'll be able to find your reservation (and share it) from your own Outlook Calendar.

Here is a list of the outlook addresses for the meeting room calendars.

Wells B240 Small Meeting Room (4 people) CAL.Wells.B240@msu.edu

Wells B241 Small Meeting room (4 people) CAL.Wells.B241@msu.edu

Wells B243 Meeting room (25 people) CAL.Wells.B243@msu.edu

Wells B342 Meeting room (40 people) CAL.Wells.B342@msu.edu

Wells B402 Meeting room (8 people) CAL.Wells.B402@msu.edu

Wells B440 Small Meeting room (4 people) CAL.Wells.B440@msu.edu

Wells B441 Small Meeting room (4 people) CAL.Wells.B441@msu.edu

Wells B442 Meeting room (12 people) CAL.Wells.B442@msu.edu

Wells B443 Meeting Room (12 people) CAL.Wells.B443@msu.edu

Wells B310 Presentation Space (50 people) CAL.Wells.B310@msu.edu

Wells Atrium 2nd floor B wing CAL.Wells.Atrium@msu.edu

Note also the following procedures regarding conference rooms:

- Meeting rooms are to be used to conduct MSU business only.
 - No regularly-occurring classes are allowed to be conducted in these rooms. All classes must take place in the room listed on the Schedule of Courses.
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- If you book a room and you find you will not use it, please cancel your reservation as soon as possible so others can make use of the room. Do not book multiple rooms for convenience.
 - Office hours are not to be scheduled in meeting or conference rooms if possible.
 - When scheduling rooms, please include your business purpose, net id, and number of attendees in the Title. In the Description, list your name and contact number. (example: Faculty Meeting - withers (25) - Pam Withers 353-0740.
 - All conference rooms will be locked by 5pm and on weekends. If you need to reserve a room after 5pm, please see the office operations team members for an After-Hours Key Checkout.
 - You are responsible for cleaning the rooms after use and, if after-hours or on a weekend, locking the room when you are finished with it. Please make your own arrangements for setup and cleanup after your event.
 - If at all possible, please do not book a larger room than you need.
 - Room reservations may be changed at the discretion of the Dean's Office and department chairs.
 - **IMPORTANT!** Please make sure that all technology has been turned off when you are finished. The projector bulbs are very expensive and can only be purchased through special order.

Contact Information

It is critical that your personal contact information on file with MSU remains current at all times. Check and update your personal address through EBS by using the "Personal Profile" tab. In this tab you can update your direct deposit information, your home address, and your emergency contact information.

Course Overrides

Faculty who receive and wish to grant direct requests from students for an override into an undergraduate course should copy Ben Davis (LiLaC advisor) davis500@msu.edu in their response to the student and include the qualifying language "pending availability in the class." Graduate students can make requests directly to their Academic Operations staff member.

Keys and Door Access

If you need a building key, please contact Pam Withers withers@msu.edu. Office Operations can process your door ID card access to Wells Hall spaces. Please complete the Qualtrics form

to request access.

<https://forms.office.com/Pages/ResponsePage.aspx?id=MHEXli9k2UGSEXQjetVofTOwwRb5N3FJto1AXkBRs7xUMElLOFhGOFMwQUo0NVVHVepRSFQwNUtZSS4u>

Kitchens

Please remember that the 2nd, 3rd, and 4th floor kitchens are community spaces. All food should be labeled with your name and an expiration date. If food is not labeled or it is past its expiration date, it will be thrown away. Food heated in the microwave needs to be covered to avoid messes. The coffee pot needs to be shut off and emptied nightly. Dishes need to be washed and put away. Do not leave food in the sink. Please remember that the custodial staff is not responsible for cleaning the kitchens.

Mail Services

Student Pickup

There is a designated student pick-up and drop-off tray in the main office at B-331 Wells Hall where students can leave assignments with a description sheet to be turned over to their instructors. If the instructor would prefer, the office staff will put the assignments into his or her mailbox instead.

Express Mailings

Department policy requires all express mailings (U.S. Postal/FedEx/DHL/UPS) be first approved by the department chair.

U.S. Postal Service Mail

USPS mail will be distributed to faculty mailboxes daily. Any outgoing mail should be dropped off to B-331 Wells Hall for that day's pickup. Please include your last name above the sender's address in case of mail being returned and to process postage charges.

Package Deliveries

If packages are delivered for Tenure System faculty, the packages will be put in the faculty member's office. Fixed-Term faculty and students who receive packages will be emailed. The delivery will be held in B-331 Wells Hall for security purposes.

Please be advised that having personal mail and/or packages delivered to the department is against University policy and is therefore not allowed.

Personal Rooms

Room B-284 Wells Hall has been designated as a first-come first-served personal space for those who need privacy for prayer, nursing, or confidential conversations. Room B-450 is designated for instructors who are in open offices and need a space to have sensitive or confidential discussions with students. Please try to limit your use of B-450 to 30 minutes if possible.

Individual Rooms for Fixed-Term Faculty

FT faculty can reserve time to use an individual office to have a confidential conversation with students, to attend an online meeting for privacy reasons, or conduct an online class that's not possible to do in open offices or at home.

- The available rooms are: B356, B357 and B359
- Please make sure to use [the sign-up sheet](#) in advance so that there won't be any usage conflicts.
https://docs.google.com/spreadsheets/d/1W0Pq1HkTdfiPZzije5ocavmGpRnWmWix0iT_SrhFkRdk/edit?gid=1980885567#gid=1980885567
- The room keys are in the department chair's mailbox, marked as Y. Lin. Each envelope that contains a key has indicated a specific room number.
- When you are done using the room, please put the key securely inside the envelope, and put it back to the department chair's mailbox.

Recycling and Trash

Recycling

Wells Hall is a LEED-certified building, meaning everything except for glass and Styrofoam will be recycled. Faculty and staff are responsible for putting paper, plastics, metal, and landfill in the proper receptacles near the bathrooms and at both ends of the corridor.

Other Waste

Waste baskets are not to be placed outside office doors and will not be emptied by custodial staff. Individuals are responsible for emptying their own waste baskets on a regular basis. Garbage bags can be obtained from B-331 Wells Hall if needed.

Supplies

Any faculty member who needs teaching supplies can obtain them from the main office, B-331 Wells Hall.

General Information and Policies

For a detailed description of your rights and responsibilities as a faculty member of Michigan State University, please see the Faculty Handbook section titled “Faculty Rights and Responsibilities” found at

<https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/4Section-HR-Policies.html>.

Anti-Discrimination Policy

For information regarding MSU’s Anti-Discrimination Policy for Faculty, Staff, and Students, please visit https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html

Academic Freedom

From the MSU Faculty Handbook:

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:

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

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to

their 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.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers they should remember that the public may judge their profession and their institution by their utterances. Hence, they 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 they are not speaking for the institution.

https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/academic_freedom.html

Political Activities as Private Citizens

University policy relating to the participation of University employees in partisan political activities as private individuals follows several basic precepts:

- As citizens, University employees have rights to freedom of speech and association which they may exercise in connection with the electoral process.
- Insofar as University employees choose to become actively involved in political campaigns, as candidates or volunteers, they must do so on their own time, and their activities cannot impair the performance of their regular duties at the University. University employees who are candidates for, or elected to, public office may be authorized (and, in certain circumstances, required) to take unpaid leaves of absence.
- Employees may not represent their personal views as those of the University.
- When exercising his/her right to speech in the political process as a private citizen, a University employee should emphasize that his/her comments are entirely his/her own, and not those of the University. Such disclaimers are especially important if the employee is using his/her title or position at the University for identification purposes, or as a way of establishing his/her competence in a field, in connection with his/her speech as a private citizen.

For further detail, faculty and academic staff may refer to the Participation in Partisan Political Activities Policy here:

https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/partisan_political_activities.html and the section of Faculty Rights and Responsibilities (https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/faculty_rights.html) entitled “Relation to the University and the Community.”

Religious Observance Policy

It has always been the policy of the University to permit students and faculty/academic staff 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.

As Michigan State University has become increasingly multicultural, the incidence of conflicts between mandatory academic requirements and religious observances has increased. In the absence of a simple and dignified way to determine the validity of individual claims, the claim of a religious conflict should be accepted at face value. Be aware that some degrees of observance may have a more extensive period of observance. Instructors may expect a reasonable limit to the number of requests by any one student. Some instructors attempt to cover all reasons for student absences from required academic events such as quizzes or exams with a blanket policy, e.g., allowing the student to drop one grade or two quizzes without penalty. If this is meant to extend to religious observances, the instructor should state this clearly at the beginning of the term. If instructors require make-up exams, they retain the right to determine the content of the exams and the conditions of administration, giving due consideration to equitable treatment.

Additional information on MSU's Religious Observance policy can be found on the website of the Office of the Registrar at <https://reg.msu.edu/roinfo/notices/religiouspolicy.aspx>

Acceptable Use Policy

The Acceptable Use Policy lays the foundation for acceptable use of the MSU formation technology environment, including business systems and applications, computing services, MSU networks, databases, and other technology resources. The policy also lays out technology use expectations and responsibilities for the MSU community. To view the policy and additional information and guidelines for the use of technology resources, systems, and data, please visit <https://tech.msu.edu/about/guidelines-policies>.

Development and Use of Copyrighted Materials

MSU follows standard academic practice in disclaiming ownership of traditional academic works, unless one or more “special circumstances” exist. If one or more of these special circumstances exist, the university retains the ownership of the work. It is also the tradition of the university for eligible university authors to share in the third-party licensing revenue.

For more information, read the copyright policy at <http://technologies.msu.edu/researchers/patent-copyright-policy>.

For more information on using materials copyrighted by third parties, including permissions and fair use, visit these resources:

- Copyright Permissions Center at the MSU Libraries: <https://copyright.lib.msu.edu>. Assists faculty in obtaining permission for electronic use of third-party copyrighted materials for educational purposes.
- Course Materials Program at the MSU Libraries: <http://www.lib.msu.edu/about/coursemat>. Obtains permissions for course packs, handouts, and similar hard copy, as well as permissions for electronic use that occurs in conjunction with hard copy use.

MSU Generative AI Resources and Guidelines

Please visit <ai.msu.edu> to read the newly updated [guidelines](#) and explore the available resources <https://ai.msu.edu/resources>.

Policies Related to Instruction

Code of Teaching Responsibility

Satisfaction of teaching responsibilities by instructional staff members is essential to the successful functioning of a university. This University conceives these responsibilities 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.

Course Content

Instructors shall be responsible for ensuring 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 shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.

Course Syllabi

Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:

- Instructional objectives;
- Instructor contact information and office hours;
- Grading criteria and methods used to determine final course grades;
- Date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
- Attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
- Required and recommended course materials to be purchased, including textbooks and supplies.

At the beginning of every semester, Office Operations collects all syllabi for archival purposes.

Student Assessment and Final Grades

Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines.

Testing Documents

Instructors shall be responsible for returning to students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

Term Papers and Comparable Projects

Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.

Class Meetings

It is the duty of all instructors to arrive on time for all of their scheduled class meetings. Instructors should notify their unit and the Chairperson as far in advance as possible about any absence. Except in medical and family emergencies, instructors are responsible for arranging for a substitute or making other suitable arrangements.

Applicability of the Code of Teaching Responsibility to Student Assistants

Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

Instructor Accessibility to Students

Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours

Training on the use of D2L is available in several forms: online self-paced, in-person topic-based, online community, and “getting started” orientations. You can find more information on all of these options on the D2L Help Website at

<http://help.d2l.msu.edu/training>.

Coursepacks (MSU Course Materials Program)

The MSU Course Materials Program is available to assist faculty by facilitating and distributing print and electronic coursepacks. For information regarding development and creation of course packs and copyright services, please visit <https://www.lib.msu.edu/about/coursemat>.

Textbooks

To access the Office of the Registrar's Instructor Service Menu to textbooks, your hire status must be complete. To adopt and order textbooks for your class, visit <https://reg.msu.edu/Forms/Instructor/TextClassList.aspx> and click on "Textbook and Material Entry/Update" under "Textbooks and Supplemental Materials." Select your course and click the "Enter Information" button. Click "Add New Materials" and follow the instructions. If you do not yet have access to the Registrar Office forms menu or you are having difficulties, Academic Operations can assist you in this process.

Publishers generally will send a desk copy as long as the bookstores have ordered new copies of the book. **The faculty are responsible for contacting the publisher to request a desk copy.**

Enhancing Academic Success Early (EASE) Reports

Please file an EASE Report for any student who is having trouble in your class. Filing this report will alert your student's academic advisor early before the problem becomes worse. EASE Reports are filed on the Registrar's website under Instructor Forms <https://reg.msu.edu/Forms/Instructor/InstructorMenu.aspx>.

Federal Family Educational Rights and Privacy Act (FERPA)

Michigan State University maintains student education records and is responsible for their access and release in accordance with the Family Educational Rights and Privacy Act. With limited exceptions, FERPA prohibits the release of personally identifiable information from a student's education record without the student's prior written consent. It is the policy of the University to comply with FERPA.

Periodically you will be asked to pass a FERPA test. This test is given through the D2L community "FERPA for MSU staff and faculty." Typically you will receive an email when it is time to retake the test.

For more information about FERPA and student education records, please visit <https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>. You can also read some frequently asked questions about FERPA at https://reg.msu.edu/Read/FERPA_FAQ.pdf.

Students' Rights and Responsibilities

This document provides the framework for student rights and responsibilities at Michigan State University, including student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. This document also defines channels and procedures for student complaints and grievances. As a faculty member at MSU, it is important for you to familiarize yourself with this document, found at <https://spartanexperiences.msu.edu/about/handbook/student-rights-responsibilities/index.html>.

Helpful Information for New Faculty

New Faculty Orientation

Office of Faculty and Academic Staff Development (OFASD) works with all faculty, academic staff, and academic administrators at MSU as they join the university, establish professional trajectories, and move through various stages of review, promotion, and growth. An all-faculty orientation, held each August, is an opportunity for faculty and academic staff to become acquainted with people and policies that will be important to them at MSU. Orientation is required for all new full-time academics on the East Lansing campus that are contracted for 90% time or greater for two or more semesters. Others who are in faculty or academic staff roles at reduced appointment levels are invited, but not required, to attend.

OFASD has also put together some helpful resources for new faculty members (and useful refreshers for returning faculty) at <https://ofasd.msu.edu/orientations/new-faculty-and-academic-staff-orientation/>

MSU NetID

Your MSU NetID will grant you login access to MSU email, library resources, online HR systems, and many other campus electronic services. After your appointment and hiring paperwork have been completed you will be able to activate your NetID. To activate your

NetID, go to <http://netid.msu.edu> and follow the steps to 1) receive a one-time use PIN, and 2) activate your NetID.

MSU has a two-factor authentication program to protect personal information of its students and employees, and university institutional data. It provides added protection to your electronic devices by requiring a security code in addition to an MSU NetID and password. Register and manage your two-factor authentication credentials by visiting <http://two-factor.msu.edu>.

If you have any questions about your MSU NetID or PIN, please contact the MSU ID Office located in the International Center (Room 170) at (517) 355-4500.

MSU ID Card

In order to receive your MSU ID card, please visit the ID Office in Room 170 at the International Center. Bring with you your government issued photo ID (a valid driver's license, passport, or another kind of state or federal photo ID). Your first University ID card is issued to you at no cost, however replacement cards are \$10. Spouses of faculty members may receive IDs entitling them to certain (but not all) employee privileges. The employee and spouse must both appear in person, present the employee's MSU ID, proof of marriage, and a government issued photo ID. If you lose your ID card and receive a new one from the ID Office, Office Operations can reprocess your door ID card access to Wells Hall spaces.

Relationship Violence and Sexual Misconduct Education

Around August 16th you should receive an email to participate in Relationship Violence and Sexual Misconduct (RVSM) training. This training is mandatory and required to be completed within 30 days of hire. It includes foundational information on relationship violence and sexual misconduct as well as important information about MSU policy and mandatory reporting protocols. Failure to complete the required training will result in notification to Academic Human Resources, which may result in disciplinary action.

Individuals who believe they may have an overwhelming or intense emotional reaction to the content of the online training programs should contact the Office of Institutional Equity at (517) 353-3922 to request accommodation.

Employee Assistance Program

As a faculty member, you have access to confidential counseling services provided at no cost to you. You can call the Employee Assistance Program Office (located in Linton Hall, Room 110) at (517) 355-4506 or email eap@hc.msu.edu to arrange an appointment to meet with a counselor. Visit <http://eap.msu.edu> for more information.

Olin Health Center

Students are able to make appointments to receive medical/mental health care at Olin Health Center, located on the north end of campus along Grand River Avenue. Counseling & Psychiatric Services (CAPS) is an entire department located on the third floor of Olin Health Center. For more information, visit <http://caps.msu.edu> or call (517) 355-8270. Additional services available to faculty, staff, and students include immunizations, TB testing, laboratory services, STI testing, and ergonomic worksite testing evaluation. For more information about Olin Health Center, visit <http://olin.msu.edu>.

International Faculty: Office of International Students and Scholars

MSU is an international university and has a long tradition of welcoming international students and scholars from all parts of the world. The Office of International Students and Scholars (OISS) is the designated office on campus to provide special assistance, advising and programing for the members of MSU's international community. The OISS staff is familiar with the challenges of living in a culture outside your own and are prepared to assist you during the period of your stay on campus. For more information about OISS, please visit <http://oiss.isp.msu.edu>.

It is very important that all newly-arrived international faculty members check in “online” with OISS after arriving in the U.S. Their office is located in Room 105 of the International Center and is open Monday - Friday from 8am to 5pm. Online advising consultations can be scheduled at https://oiss.isp.msu.edu/about/oiss-advising-team/#jL_magic_tabs_scholars_gix2. For more information about international arrivals, including what to do before and after you arrive on campus, please visit [Office for International Students and Scholars :: Maintaining Immigration Status \(msu.edu\)](#)

Payroll and Benefits

To access payroll forms including W-4 and direct deposit signup, use the Enterprise Business Systems Portal (EBS) after your MSU NetID is activated and you have registered your

two-factor authentication credential. You can access your payroll information (including direct deposit sign-up) through the “My Time & Payroll” tile. More information about direct deposit can be found at <http://www.ctrl.msu.edu/COPayroll/directdeposit.aspx>. For more information about the City of East Lansing income tax, visit <https://www.cityofeastlansing.com/1812/Income-Tax>.

Visit <https://hr.msu.edu/benefits/> for information about benefits including health insurance, flexible spending account options, life insurance, prescription coverage, retirement programs, and more. Please note that you cannot enroll in benefit programs until your appointment start date and that you must enroll within 30 days of that date.

Please contact MSU Human Resources at (517) 353-4434 or 1-800-353-4434 with questions regarding your benefits. HR also offers a convenient email helpline at SolutionsCenter@hr.msu.edu. Any questions about payroll and taxes should be directed to the appropriate contact in the Controller’s Office. For an email list, please visit <https://ctrl.msu.edu/ContactUs.aspx>.

Emergency Alerts

The MSU Department of Police and Public Safety (DPPS) is responsible for developing and distributing timely warning and emergency notification messages. These messages are intended to warn the community about certain crimes and notify it of potential dangerous situations on or near campus. These messages inform community members about incidents that may pose an ongoing threat and provide information to promote safety and prevent similar crimes. Sign up for these alerts and get additional information at <http://alert.msu.edu>.

Transportation and Parking

A great way to get to know the beautiful campus at MSU is to take a self-guided walking tour. The walking tour will help identify important buildings and structures all while providing some rich Spartan history. The map and script for this tour is provided at <https://tour.msu.edu/locations/campus>. You can also find a detailed interactive campus map at <https://maps.msu.edu/interactive/> to help you find your way around.

Parking is very limited on our campus. All vehicles are required to be registered with DPPS. To learn more about employee parking permits and to register for your permit, please visit <http://police.msu.edu/parking-services/permits/>. Please note that you will need your MSU NetID

to register for your permit. If you do not have your MSU ID, please see the Department's Unit HR Administrator to request a verification letter.

DPPS also requires all bicycles to be registered, however no fees are assessed for doing so.

The Capital Area Transit Authority (CATA) provides bus service to, from, and around campus. Information about costs and routes can be found by visiting <http://www.cata.org>.

The City of East Lansing

For more information about the City of East Lansing and all of its amenities, please visit <http://cityofeastlansing.com>. Spend some time getting to know our beautiful city and visit some of our many parks, restaurants, shops, and attractions.

Additional Resources for New Faculty Members

MSU Facts: <https://msu.edu/about/thisismsu/facts.php>

New Faculty Orientation Materials:

<https://ofasd.msu.edu/orientations/new-faculty-and-academic-staff-orientation/>

Toolkits for New Employees: <https://www.hr.msu.edu/toolkits/new-employees.html>

MSU Faculty Handbook:

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

MSU Academic Specialist Handbook:

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

Union of Non-Tenure Track Faculty: <https://untf.org/>
