# POLICY MANUAL
OF THE MICHIGAN STATE UNIVERSITY BOARD OF TRUSTEES

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INTRODUCTION TO BOARD OF TRUSTEES POLICY MANUAL

In order to make the principles stated in the Preamble of the Board of Trustees Bylaws effective and to fulfill the Mission of the University, the Board of Trustees has established policies for the direction of Michigan State University. The policies set forth the Board’s position on issues which are vital to the University. Although Board policy is reprinted and interpreted in several official University publications, the statements of these policies herein, in the event of any conflict or questions, are authoritative and controlling. They may be amended only by formal Board of Trustees action. The Board delegates to the President the authority to implement and interpret these policies and, in order to do so, authorizes him to promulgate further University policies that are consistent with the policies of the Board of Trustees.
EXPLANATION OF NUMBERING SYSTEM

The numbering system used in the Board of Trustees Policy Manual and related University publications is designed to facilitate research of all statements of policy on a given subject, by a given official or affecting a given group.

Each policy statement is assigned a number under the following format:

XX-XX-XX.X

A  B  C  D

A  GROUP AFFECTED BY THE POLICY
    01  Board of Trustees
    02  General University Community
    03  Faculty
    04  Faculty and Staff
    05  Staff Only
    06  Students and Prospective Students

B  GENERAL SUBJECT MATTER
    01  Board of Trustees
    02  Powers and Duties of the University President
    03  Affirmative Action/Equal Opportunity
    04  University Governance
    05  University Academic Programs
    06  Buildings and Lands
    07  Business Affairs
    08  Admission of Students
    09  General Conduct
    10  Student Tuition Fees and Charges
    11  Student Services
    12  Record Retention
    13  Development
    14  Use of University Facilities
    15  Use of University Services
    16  Public Service
    17  Personnel Policies
    18  Athletic Affairs
    19  Patents and Copyrights

C  SEQUENTIALLY ASSIGNED NUMBER (01-99)

D  EFFECTIVE DATE OF POLICY IS THE BOARD OF TRUSTEES' ACTION DATE UNLESS OTHERWISE NOTED. POLICIES CONTAINING REFERENCE DATES EARLIER THAN FEBRUARY 3, 1984, WERE REAFFIRMED BY THE BOARD OF TRUSTEES ON THAT DATE.
1. The Board of Trustees will, from time to time, adopt statements of policy expressing the position of the University on certain matters.

2. The Board of Trustees reserves the right to change its policies as circumstances require.

3. The official copy of the Board’s policies, including effective amendments thereto, is maintained in the Office of the Vice President and Secretary to the Board of Trustees.

4. Board of Trustees Policy is amended by formal action of the Board at a regular meeting or a special meeting.

5. Proposals for changes in Board of Trustees policies may come from a member of the Board of Trustees or from the Office of the President.

6. Any proposed Board policy revision, addition, or deletion shall be clearly identified as such.

Enacted: 12/3/82
Meetings of the Board of Trustees are open to the public as provided by law. The Board regards the opportunity for expression of public views on issues before the Board as an important part of its deliberations.

To accommodate such expression, the Board reserves a portion of its regular meeting for persons who wish to address the Board. Those wishing to address the Board must submit a Public Speaker Request Form to the Vice President and Secretary to the Board of Trustees in advance of the posted deadline for doing so.

Individual presentations on topics that are germane to the action items on the Board’s agenda are limited to three (3) minutes and the total time for presentations on any such item or topic is limited to fifteen (15) minutes.

Individual presentations on topics that are not germane to the action items on the Board’s agenda are limited to three (3) minutes and the total time for presentations on any such topic is limited to twelve (12) minutes.

The Office of the Vice President and Secretary to the Board of Trustees is responsible for the implementation of this policy and may develop guidelines consistent with this policy. Requests for interpretations of the policy shall be referred to that Office.

Enacted: 2/25/77
Amended: 1/26/79, 7/28/83, 2/3/84, 2/5/97, 12/11/09
No motion or resolution shall be voted upon at an MSU Board meeting which is not included on the agenda mailed to the Board members prior to the meeting, unless the motion or resolution is endorsed in writing by six or more Trustees.

Enacted: 1/26/79
It shall be the policy of the Board of Trustees to periodically rebid the University’s financial audit work. The external audit firm, selected through a bidding process overseen by the Trustee Finance and Audit Committee, shall be appointed annually for not more than six consecutive audits. At the completion of the sixth consecutive audit by the same firm, a request for proposals shall be issued to select a firm for the next audit cycle of six years.

If the same audit firm is selected to perform the financial audit for a second six-year period, a change in the partner in charge of the audit will be required. At the completion of the second six-year cycle, the audit firm shall not be eligible for reappointment.

While the Board reserves the right, notwithstanding this policy, to change audit firm at any time, the Board recognizes that both the University and the audit firm selected make substantial initial investments at the beginning of the audit relationship and that both parties anticipate recovery of their costs over the six-year period. Therefore, the Board does not intend to change the audit firm during the six-year audit cycle so long as the service and the fees of the audit firm remain satisfactory through the six year period.

Enacted: 10/26/79
Amended: 12/3/82, 10/13/89, 2/10/95, 5/6/05
Trustees will be reimbursed for all expenses when presented. Expenses will be reviewed periodically by the Chairperson of the Board and Chairperson of the Finance Committee. The Vice President and Secretary shall keep a record of all expenses reimbursed to each Trustee.

Enacted: 2/26/82
Amended: 2/8/85
The following persons shall serve as faculty liaison representatives to the Board of Trustees:

1. The Chairperson of the Steering Committee of University Council.

2. The Vice Chairperson of the Steering Committee of University Council.

3. One faculty representative from the University Committee on Faculty Affairs, selected by the Committee.

4. Two additional representatives selected by the Chairperson and Vice Chairperson of the Steering Committee of University Council from the faculty who are members of the Steering Committee of University Council or members of an ad hoc special committee constituted by the Steering Committee of University Council. These individuals should be chosen to provide additional or special insights or counsel to the Board on topics of present interest to the faculty or topics currently being addressed by the Board. They may, but need not necessarily, change from meeting to meeting.

These representatives will participate with the Board in its regular meetings.

Enacted: 4/22/77
Amended: 6/21/13
The following persons shall serve as student liaison representatives to the Board of Trustees:

1. Chairperson or his/her designate of the Student Board of the Associated Students of Michigan State University.

2. Chairperson or his/her designate of the elected Student Council.

3. President or his/her designate of the Council of Graduate Students.

4. This student will be an at-large appointment by the Vice President for Student Affairs and Services with the advice of the University Committee on Student Affairs.

These representatives will participate with the Board in its regular meetings.

Enacted: 4/16/71
Amended: 6/7/85
Trustees Emeriti are former members of the Board of Trustees of Michigan State University. The University benefits when Trustees Emeriti continue to function as advocates for the University with donors, alumni, government officials, representatives of business and labor, members of the media, and Michigan’s citizens. The Office of the Vice President and Secretary will work with University officials to make sure that information about the University and higher education generally is provided regularly to Trustees Emeriti. This information will include copies of the President’s letters to supporters of the University, the Alumni Magazine, the magazines published by the Colleges, athletic booster group mailings, and Wharton Center materials, along with complimentary subscriptions to The State News and to The Chronicle of Higher Education.

To facilitate activities by Trustees Emeriti on behalf of the University, the following will be offered to Trustees Emeriti: library card; car registration permit; parking lot gate pass; the option to purchase up to four tickets to Wharton Center events; the option to purchase up to four season football and up to four season men’s and women’s basketball tickets, in the same seat locations they had the previous season, with the obligation to pay any seat premiums normally mandated for that seat location; admission to the indoor section of the Spartan Club prior to and during each home football game; the option to purchase up to two season hockey tickets in the same seat location they had the previous season, with the obligation to pay any seat premiums normally mandated for that seat location; the option to purchase one parking pass per sport in zone 1 for home football and basketball games and lot J(67) for hockey games; the option to purchase up to four tickets to the University of Michigan/Michigan State football game when that game is played at the University of Michigan; the option to purchase up to two tickets to the Notre Dame/Michigan State football game when that game is played at Notre Dame; and the option to purchase up to four tickets to any post-season game in any sport.

In addition, Trustees Emeriti may receive complimentary tickets to athletic contests and Wharton Center events, and a free pass to use the Forest Akers golf courses, when the tickets/pass will be used for entertainment purposes to benefit the University. Information about the University purpose for which the tickets/pass will be used must be provided to the Office of the Vice President and Secretary at the time the complimentary tickets/pass are requested.

Enacted: 3/31/78
Amended: 12/1/83, 2/3/84, 6/7/91, 9/18/98, 7/17/06, 4/16/10

Access to special seating areas in athletic venues is contingent solely upon donor status and is not covered under this policy.
Trustee Finance Committee

The role of the Finance Committee is to review proposed policies and Board actions which have significant financial impact, to recommend appropriate action to the Board and to monitor results.

The responsibilities of the Finance Committee include review of proposed actions relating to the establishment of budgets; award of construction contracts; monitoring financial performance; investment policy and management; land management; external borrowings; and such other matters as shall be determined by the Board.

Investment Advisory Subcommittee

The Investment Advisory Subcommittee is a subcommittee of the Finance Committee. Its role is to aid the Finance Committee in the review and evaluation of investment opportunities and strategies.

The responsibilities of the investment advisory subcommittee include providing knowledgeable, objective and independent advice to the members of the Finance Committee and MSU financial staff on strategic investment planning and policy; investment opportunities; and such other matters as shall be determined by the Board and outlined in the Stipulations and Supporting Documents section.

Trustee Policy Committee

The role of the Policy Committee is to review policies and proposed policies which have significant impact on institutional programs and activities, to recommend appropriate action to the Board and to monitor results.

The responsibilities of the Policy Committee include review of the Board of Trustees Bylaws; the Board of Trustees Policy Manual; Board-approved documents such as the Bylaws for Academic Governance and Academic Freedom for Students at Michigan State University; the Ordinances; any proposed changes to Board-approved policies; and such other matters as shall be determined by the Board.

Audit Committee

The role of the Audit Committee is to assist the Board in fulfilling its oversight responsibilities for the financial reporting process; the system of internal control over financial reporting; the audit process and the University’s process for monitoring compliance with laws and regulations.

The responsibilities of the Audit Committee include the review of candidates to serve as independent auditors; financial reporting processes and audits of the financial statements; the internal audit program; summary audit results; University compliance with applicable laws and regulations and such other matters as shall be determined by the Board.
Compensation Committee

The role of the Compensation Committee is to assist the Board in determining compensation for the President and to advise the President regarding appropriate compensation structures for senior executives.

The responsibilities of the Compensation Committee include coordinating the annual evaluation of the MSU President; recommending salary increases for the President to the Board; reviewing external market trends in compensation of university presidents and other senior executives; and advising the President on compensation structures for senior executives and such other matters as shall be determined by the Board.

Enacted: 7/25/86
Amended: 10/20/06
The people of Michigan, through the State Constitution, established the Board of Trustees of Michigan State University and granted the Board general supervision of the University. “The Constitution confers upon the Board of Trustees the freedom, power, and responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research and public service.” Preamble, Michigan State University Board of Trustees Bylaws. In carrying out its public trust, the Board of Trustees has adopted this policy to enhance public confidence in the Board.

I. Fiduciary Responsibilities. Trustees will act in a manner consistent with their fiduciary responsibilities to the University. Trustees will place the University’s interests ahead of their private interests. Trustees will exercise their powers and duties in the best interests of the Board and the University and for the public good.

II. Conflict of Interest. (a) A conflict of interest exists when a Trustee’s financial interests or other opportunities for personal benefit may compromise, or reasonably appear to compromise, the Trustee’s independence of judgment in fulfilling his/her Board duties. (b) Trustees will endeavor to remain free from the influence of, or the appearance of, any conflicting interest in fulfilling their Board duties. Trustees will exercise care that no detriment to the University results from conflicts between their interests and those of the University. (c) Trustees will attempt to refrain from accepting duties, incurring obligations, or engaging in activities that would be incompatible with, or in conflict with, their Board duties.

III. Contracts. No Trustee shall have a pecuniary interest, whether direct or indirect, in any contract with the University that would induce or have the potential to induce action on the part of the Trustee to promote the contract for his/her own personal benefit.

IV. Use of Authority/Information. Trustees will not use their positions, or any privileges or information attendant to their offices, to obtain or provide others with a benefit that is inconsistent with the University’s interests.

V. Outside Influence. No Trustee will solicit or accept any gift, loan, or other thing of value, or the promise thereof in the future, from anyone outside the University which would tend to influence improperly the manner in which the Trustee performs his/her duties.

VI. Competition with University. No Trustee will knowingly compete with the University for any property, asset, or opportunity which may be of interest to the University, unless the University has been informed of the opportunity on a timely basis and has declined to act on it.

VII. Diversion of Opportunity. No Trustee will divert to another individual or entity an opportunity which may be of interest to the University, unless the University has been informed of the opportunity on a timely basis and has declined to act on it.

VIII. Disclosure of Conflicts. If a Trustee believes that he/she may have a conflict of
interest, the Trustee shall promptly and fully disclose the conflict to the Vice President and Secretary to the Board of Trustees and shall refrain from participating in any way in the matter to which the conflict relates until the conflict question has been resolved. The Vice President and Secretary to the Board of Trustees shall inform the Chairperson of the Board, the President, and the General Counsel of all conflict of interest questions which have been disclosed to the Vice President and Secretary. If it is determined that a conflict of interest exists, the Chairperson of the Board and the President shall work with the affected Trustee to address the conflict.

IX. Interpretation. This Policy is to be interpreted and applied in a manner that will best serve the interest of the University.

X. State Law. This policy is in addition to any obligations imposed on a Trustee by the State law on conflicts of interest, P.A. 1968, No. 317, MCL 15.321 et seq.

Enacted: 12/6/06
Trustees may participate in any meeting of the Board by means of videoconference, conference telephone, or other similar communications equipment whereby all persons participating in the meeting, including any members of the general public in attendance, can see or hear each other. Participation as described in the preceding sentence is the same, for all purposes, as participation in person.

Enacted: 9/12/03
I. General Statement

As stated in the Constitution of the State of Michigan and in the Bylaws of the Board of Trustees of Michigan State University (Board), the Board is responsible for the "control and direction of all expenditures from the institution's funds." In carrying out this responsibility with respect to the University's investments, the Board has established a framework for active, professional investment management. This policy states the responsibilities of the parties involved in carrying out the investment program.

The Board will establish an investment program for the investment of University funds for maximum return with an acceptable degree of risk. Within the context of its fiduciary responsibilities, the Board will exhibit social conscience in the administration of the University's investment portfolio.

All institutional funds available for long-term investment (generally at least five years), with the exception of funds restricted by law or by special donor limitations, will be consolidated into the Board's Common Investment Fund (CIF). (See Exhibit A for the CIF Statement of Investment Objectives.) All institutional cash, with the exception of cash restricted by external agreements or by special donor limitations, will be consolidated into the Board's Pooled Cash Fund for investment purposes. The Pooled Cash Fund shall consist of i) the Liquidity Pool (short and intermediate-term commercially available funds) and ii) the Liquidity Reserve Pool. (See Exhibit B for the Pooled Cash Fund Statement of Investment Objectives.)

II. Nature of Assets

Three distinct types of assets are covered by this policy:

1. Institutional Funds - Assets owned and held for long-term investment by the University, such as employee retirement funds and endowment funds, which include endowment trusts and funds functioning as endowments.

2. Annuity and Life Income Funds - Assets held for permanent investment by the University as trustee for the benefit of named beneficiaries, to revert to the University upon the demise of the last beneficiary or after a specified period of time, which should be invested to produce annual returns at least equal to contractually required payments to beneficiaries.

3. Institutional Cash – Cash being pooled and invested pending its intended use.

III. Role of Board of Trustees

The Board:

1. Shall exercise its investment responsibilities through its Finance Committee;
2. Shall, upon the recommendation of the Finance Committee, establish investment policies relating to the administration of its investment portfolio;

3. Shall, upon the recommendation of the Finance Committee, establish investment objectives;

4. Shall, upon the recommendation of the Finance Committee, appoint an investment consultant, investment managers and investment custodians for the Institutional Funds; and

5. Shall receive periodic reports on investment results through the Finance Committee.

IV. Role of Finance Committee

The Finance Committee:

1. Shall, in consultation with the Investment Advisory Subcommittee, make recommendations about policies relating to the administration of the University’s investment portfolio to the Board;

2. Shall, in consultation with the Investment Advisory Subcommittee, recommend to the Board an investment consultant, investment managers and investment custodians for the Institutional Funds;

3. Shall receive periodic reports on the investment status of the portfolios and shall transmit relevant information from such reports to the Board; and

4. Shall consider other investment-related matters.

V. Role of the Chairperson of the Finance Committee

1. The Chairperson of the Finance Committee, or in the event of the temporary absence or disability of the Chairperson, the Vice Chairperson of the Finance Committee, is authorized to appoint investment managers when recommended by the Vice President for Finance and Treasurer (VPFT), in consultation with the investment consultant, when Board action on such new manager appointments at a regularly scheduled Board meeting is not feasible due to the timing of the investment opportunity; provided that
   a. the VPFT shall notify the Board and members of the Investment Advisory Subcommittee of each proposed new manager appointment by fax or email at least one week prior to action on the proposed appointment;
   b. the proposed new manager appointment shall not be acted upon if, within forty-eight hours of the notification, at least three Trustees request a special Board meeting on the proposed appointment;
   c. available members of the Investment Advisory Subcommittee shall be consulted prior to making any new manager appointment pursuant to this Section V; and
   d. amounts committed in connection with new manager appointments shall be within the targeted asset allocation range specified in the CIF Statement of Investment Objectives.

2. In connection with the appointment of an investment manager under this Section V, the Chairperson of the Finance Committee, or in the event of the temporary absence or
disability of the Chairperson, the Vice Chairperson of the Finance Committee, is authorized to approve University administration implementing the appointment through the formation of an entity that will function as an investment vehicle through which University funds may be committed to the newly appointed investment manager; provided that

a. the proposed investment vehicle entity and proposed equity holders of such entity are included in the notice provided under subsection 1 of this Section V,
b. the proposed investment vehicle entity shall not be authorized if within forty-eight hours of the notification, at least three Trustees request a special Board meeting on the use of the proposed entity; and
c. the available members of the Investment Advisory Subcommittee shall be consulted prior to authorizing the use of any new investment vehicle entity pursuant to this Section V.

3. The amount of University funds committed under this Section V in connection with new manager appointments shall not exceed:

   a. 2% of CIF as of June 30 or prior year per new investment manager, or
   b. 10% of CIF as of June 30 of prior year per calendar year.

4. The VPFT shall document compliance with each of the conditions of this Section V before implementing the appointment of a new investment manager or the creation of an investment vehicle entity.

5. Any new investment manager appointment and any new joint investment vehicle created in connection with such appointment pursuant to this Section V shall be reported to the Board and members of the Investment Advisory Subcommittee.

VI. Role of the Investment Advisory Subcommittee

The Investment Advisory Subcommittee:

1. Shall advise the Finance Committee in the review and evaluation of investment opportunities and strategies;

2. Shall provide knowledgeable, objective and independent advice to the members of the Finance Committee and University administration on strategic investment planning and policy, investment opportunities, and such other matters as shall be determined by the Board;

3. Shall review policies relating to the administration of the University's investment portfolio and, when appropriate, shall advise the Finance Committee about such policies;

4. Shall, in consultation with the investment consultant, the investment managers and the University administration, annually review the performance and investment objectives of the portfolio of Institutional Funds investments;

5. Shall, in consultation with the University administration, semiannually review the performance and investment objectives of the Pooled Cash Fund;
6. Shall, in consultation with the University administration, advise the Finance Committee concerning the investment consultant, investment managers and investment custodians for the Institutional Funds; and

7. Shall usually meet with the investment consultant quarterly, but in no case less frequently than three times a year, and shall periodically evaluate the performance of the investment managers, in consultation with the University administration and the investment consultant.

VII. Role of the Investment Consultant

The Investment Consultant:

1. Shall annually develop and communicate to the Finance Committee, through its meetings with the Investment Advisory Subcommittee, an appropriate strategy to meet the Board’s long-term investment objectives for the Institutional Funds;

2. Shall usually meet with the Investment Advisory Subcommittee quarterly, but in no case less frequently than three times a year, and with the Finance Committee as needed;

3. Shall advise the Finance Committee, through its meetings with the Investment Advisory Subcommittee, regarding searches for investment managers and investment custodians;

4. Shall provide a monitoring and measurement program that will permit evaluation of the performance of the CIF portfolio, asset classes within the portfolio and investment managers in comparison with applicable investment market benchmarks and with other managers;

5. Shall provide a monitoring and measurement program that will permit evaluation of the performance of the Liquidity Reserve Pool and investment managers in comparison with applicable investment market benchmarks and with other managers;

6. Shall provide a monitoring and measurement program that will permit evaluation of the performance of the Liquidity Pool and investment managers in comparison with applicable investment market benchmarks and with other managers; and

7. Shall provide such other information pertaining to the Board’s investment program as may reasonably be required and shall report immediately to the Board any major change in its confidence regarding the securities markets.

VIII. Role of the Investment Managers

Each investment manager:

1. Shall report at least quarterly to the University administration on performance and other appropriate matters;

2. Is authorized to execute investment transactions within its established guidelines, subject to any restrictions established by the Board;
3. Shall provide other necessary information for the development of interim reports and shall meet, as necessary, with the Finance Committee, the Investment Advisory Subcommittee and the VPFT; and

4. Shall vote all proxies in a manner most likely to preserve or enhance the value of the underlying investments and normally to support management on routine matters.

IX. Role of the Investment Custodians

Each investment custodian:

1. Shall hold all securities in an agreed-upon nominee name and form;

2. Shall execute all transactions as directed by the relevant investment manager;

3. Shall collect all income pertaining to the securities held, and shall temporarily invest such income in cash equivalents;

4. Shall periodically remit accumulated income to the University, for credit to the appropriate funds or trusts, pursuant to instructions received from the University administration;

5. Shall provide the University with a full monthly accounting of all transactions, together with a listing of all holdings at cost and market; and

6. Shall provide such other information as may reasonably be required.

X. Role of the University Administration

The University administration through the VPFT:

1. Shall continuously monitor and review the investment consultant’s reports, the actions of the investment managers and the status of the University’s investment portfolios;

2. Shall serve as a liaison for communication among the Board, the Finance Committee, the Investment Advisory Subcommittee, the investment consultant and the investment managers;

3. Shall maintain communications, as appropriate, among the Board, the Finance Committee, the Investment Advisory Subcommittee, the investment consultant and the investment managers;

4. Shall make recommendations to the Finance Committee, in consultation with the Investment Advisory Subcommittee, concerning investment policies, structure, objectives and selection of investment managers;

5. Shall rebalance the portfolio, generally on a quarterly basis, in order to stay within the asset allocation parameters established by the Board and to maintain proper diversification among individual investment managers,
a. by reallocating funds among accounts or investment vehicles managed by investment managers already approved by the Board or by the Chairperson of the Finance Committee pursuant to Section V of this policy, or
b. by managing net cash flows into and out of the CIF by adding to underweight positions or withdrawing from overweight positions;

6. Shall report all rebalancing transactions and all new financial commitments to private investments completed during the quarter to the Finance Committee and Investment Advisory Subcommittee, and shall provide quarterly reports to the Finance Committee and Investment Advisory Subcommittee showing potential rebalancing transactions that are likely to occur over the ensuing quarter;

7. Shall have the authority to allocate funds to investment managers already approved by the Board or by the Chairperson of the Finance Committee through use of a joint investment vehicle entity, such as a limited liability company, and shall have the authority to take all actions and execute all documents in connection with the formation, management, operation and dissolution of any such joint investment vehicle entity.

8. Shall report monthly to the Board and the Investment Advisory Subcommittee any market value decline in excess of both 10 percent and $500,000 in the value of the CIF, of the Liquidity Reserve Pool, of the Liquidity Pool or of Institutional Funds that are separately invested due to donor limitations;

9. Shall report quarterly to the Board and the Investment Advisory Subcommittee any market value decline in excess of both 10 percent and $500,000 in the value of the University’s investment with an investment manager; and

10. Shall have the authority to appoint, or may act in the role of, the investment managers and investment custodians for the Pooled Cash Fund and shall report any such appointments to the Finance Committee, the Investment Advisory Subcommittee and the Board.

XI. Endowment Spending

1. In fulfillment of its fiduciary duties as trustee of the University’s endowment and other Institutional Funds, the Board causes those Funds to be invested to generate amounts that may be expended for the purposes for which those Funds were established (“programmatic spending”) and amounts that may be accumulated for reinvestment to preserve the value of those Funds, and their purchasing power, against inflation. These are the priorities for the use of the University’s endowment and other Institutional Funds. The Board may also permit reasonable and appropriate costs to be charged to the endowment and other Institutional Funds. These charges may include reasonable and appropriate costs of administering and managing the Institutional Funds, such as reasonable and appropriate internal and external investment costs and, for certain Institutional Funds, fund-raising costs. Additional returns, if any, generated by the investment of the Institutional Funds may be used to add real principal growth to such Funds, to better preserve their long-term value, to improve and further diversify the investment options for such Funds, and, thus, to enhance opportunities to stabilize and increase annual expenditure rates for such Funds.
2. In accordance with these precepts:

a. (i) The University will make available for programmatic spending 5.0 percent of the average market value of the CIF as calculated for the 20 quarters of the five calendar years prior to the beginning of the fiscal year in which the spending is expected to occur, expressed as a dollar per unit annual distribution amount based on the number of units in the CIF at the time of the calculation. Programmatic spending distributions will be made to CIF unit holders on a periodic basis during the fiscal year based on the number of units in the CIF held when each periodic programmatic spending distribution is made. The VPFT will determine when the periodic programmatic spending distributions will occur.

(ii) This programmatic spending rate shall be reviewed annually by the Finance Committee, in consultation with the Investment Advisory Subcommittee. In connection with each of these reviews, the University’s investment staff shall present an analysis of the projected impact of inflation on the University’s endowment and other Institutional Funds, including how inflation is expected to affect their purchasing power (i.e., the expenditures of amounts for the purposes for which those funds were established).

b. Reasonable and appropriate internal and external investment costs for the CIF, including the costs of the investment consultant, the investment managers and the investment custodians and the University’s own investment management costs (staff and support), shall be deducted in determining the average market value of the CIF available for programmatic spending pursuant to Section XI (2)(a)(i) of this policy.

c. The President and the VPFT are authorized to establish annual assessments for endowment stewardship, including fund raising, against those of the University’s endowment and other Institutional Funds established entirely or primarily with private donations. The amount of the assessments must be reasonable and appropriate, particularly when considered in the context of the University’s priorities for the use of its endowment and other Institutional Funds. In any event, the amount assessed may not, without further Board action, exceed 1 percent of the average market value of the CIF units held by such Funds. The calculation of the amount assessed and its allocation to the Funds subject to assessment shall be conceptually consistent with the methodology by which programmatic spending distributions are calculated and allocated under Section XI (2)(a)(i) of this policy. Assessments will be made periodically during the fiscal year, as determined by the VPFT. Not less than 30 days prior to the annual review of the programmatic spending rate pursuant to Section (2)(a)(ii) of this policy, the President and the VPFT shall provide a written report to the Finance Committee and other members of the Board stating the amount, if any, of the assessment for the following fiscal year and how it was determined.

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1 The per unit annual distribution amount will be allocated evenly over the periodic programmatic spending distributions during the fiscal year. The amount of the periodic programmatic spending distributions will not be reduced if the number of units in the CIF increases between when the per unit annual distribution amount is calculated and when the periodic programmatic spending distributions occur.
3. If the University has accepted a gift to an endowment fund documented by a gift instrument in which the donor gives legally binding instructions for the investment of, or expenditures from, that fund which are inconsistent with the foregoing, the University will comply with those special instructions. The VPFT shall calculate the annual programmatic spending distribution and assessment for each endowment fund which is not invested in the CIF in accordance with applicable law and report the programmatic spending rate and assessment amount for each such fund to the Finance Committee. Insofar as possible, given each such fund’s investments and the instructions of its donor, the priorities for the use of such funds should be the same as those for endowment funds invested in the CIF.

Enacted: 1/26/79
Amended: 4/15/83, 6/8/84, 2/6/87, 10/14/88, 12/6/91, 4/10/98, 9/22/00, 6/5/03, 5/7/04, 11/12/04, 5/18/07, 12/05/08, 4/24/09, 4/16/10, 9/17/10, 12/10/10, 10/21/11, 12/14/12, 1/25/13, 4/12/13, 6/21/13, 9/11/15
Statement of Investment Objectives
Exhibit A: Michigan State University’s Common Investment Fund

INTRODUCTION

This statement defines the investment objectives of Michigan State University’s Common Investment Fund (“CIF”), which is composed primarily of the University’s endowment funds. While other Institutional Funds (e.g., the Retirement Fund) may use the CIF as an investment vehicle, the separate statements of investment objectives for these funds shall govern their investment if their investment objectives are materially different from those of the endowment funds.

INVESTMENT OBJECTIVES

The investment objectives of the CIF are:

1. to achieve a total rate of return sufficient to generate the amount annually made available for spending\(^1\) by the University’s programs supported by endowment funds and still provide a modest increase in the inflation-adjusted unit value, and
2. to achieve the desired return while assuming only moderate risk.

The University will seek to achieve these investment objectives by diversifying across major asset classes (e.g., marketable equities, private investments, hedge funds, fixed income) as well as within each asset class (e.g., by investment style, capitalization, industry).

SHORT-TERM PERFORMANCE GOALS

Short-term performance goals for the CIF and for individual managers will be to outperform appropriate market and peer benchmarks over rolling three and five-year periods. Furthermore, adherence to the investment style for which individual managers were selected will be monitored. Private investments will be expected to outperform their respective median vintage year benchmarks.

LONG-TERM PERFORMANCE GOALS

The following long-term performance goals of the CIF are expected to be achieved over rolling ten-year periods:

1. A total annual return greater than the rate of inflation plus 6.0%, after fees and expenses.
2. To the extent an actively managed strategy is used, a risk-adjusted, excess annual return greater than 1.0%, after fees and expenses. Risk-adjusted, excess return is defined as a portfolio’s actual return over and above that of the benchmark portfolio as predicted by the Capital Asset Pricing Model. (See Figure No. 1.) The Jensen measure is used to calculate the risk-adjusted return.

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\(^1\) The current endowment spending policy authorizes the University to make available 5.0% of the average market value of the endowment as calculated for the twenty quarters of the five calendar years prior to the beginning of the fiscal year in which the spending is expected to occur.
The passive index portfolio will be composed of benchmark indices, for which passive index funds exist, and weighted to reflect the CIF’s asset allocation. It should be noted, however, for private investments for which passive index funds do not exist, well-established indices corresponding to marketable securities will be used.

Table No. 1 lists the benchmark indices and long-term performance goals for each major asset class. The long-term performance goal for each individual manager will be based on the asset class and investment style for which the manager was selected.
Table No. 1

Benchmarks & Long-Term Performance Goals

<table>
<thead>
<tr>
<th>Major Asset Class</th>
<th>Benchmark</th>
<th>Long-Term Performance Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Equity</td>
<td>Russell 3000</td>
<td>If passive, benchmark. If active, risk-adjusted excess return of 1.0% after fees</td>
</tr>
<tr>
<td>Developed Global ex U.S. Equity</td>
<td>MSCI EAFE</td>
<td>If passive, benchmark. If active, risk-adjusted excess return of 1.0% after fees</td>
</tr>
<tr>
<td>Emerging Markets Equity</td>
<td>MSCI Emerging Markets</td>
<td>If passive, benchmark. If active, risk-adjusted excess return of 1.0% after fees</td>
</tr>
<tr>
<td>Marketable Real Assets</td>
<td>Real Asset Blended Benchmark (50% MSCI U.S. Natural Resources / 25% FTSE NAREIT Equity Index / 25% S&amp;P GSCI)</td>
<td>If passive, benchmark. If active, risk-adjusted excess return of 1.0% after fees</td>
</tr>
<tr>
<td>Private Real Assets</td>
<td>Vintage year median IRR for asset class</td>
<td>Meet or exceed benchmark</td>
</tr>
<tr>
<td>Private Investments</td>
<td>Vintage year median IRR for asset class</td>
<td>Meet or exceed benchmark</td>
</tr>
<tr>
<td>Hedge Funds</td>
<td>HFRI Fund of Funds Diversified Index</td>
<td>Meet or exceed benchmark</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>Barclays Aggregate</td>
<td>If passive, benchmark. If active, risk-adjusted excess return of 0.50% after fees</td>
</tr>
</tbody>
</table>

ASSET ALLOCATION

Table No. 2 sets forth the policy targets and ranges for each major asset class:

Table No. 2

Asset Allocation

<table>
<thead>
<tr>
<th>Major Asset Class*</th>
<th>Target</th>
<th>Range</th>
<th>Rationale*</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Equity</td>
<td>16.0%</td>
<td>11.0%-27%</td>
<td>Maximize real returns</td>
</tr>
<tr>
<td>Developed Global ex U.S. Equity</td>
<td>10.0%</td>
<td>8.0% - 20%</td>
<td>Maximize real returns &amp; diversification</td>
</tr>
<tr>
<td>Emerging Markets Equity</td>
<td>8.0%</td>
<td>4.0% - 12.0%</td>
<td>Maximize real returns &amp; diversification</td>
</tr>
<tr>
<td>Real Assets</td>
<td>10.0%</td>
<td>7.5% - 15.0%</td>
<td>Real Asset &amp; diversification</td>
</tr>
<tr>
<td>Private Investments</td>
<td>26%</td>
<td>12% - 32%</td>
<td>Higher returns than equities &amp; diversification</td>
</tr>
<tr>
<td>Hedge Funds</td>
<td>22%</td>
<td>17%-30.0%</td>
<td>Low volatility &amp; moderate correlation with equities</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>8%</td>
<td>3% - 17%</td>
<td>Deflation hedge &amp; diversification</td>
</tr>
</tbody>
</table>

* See detailed descriptions of each asset class listed below.
**U.S. Equity.** This asset class consists of marketable equity securities of primarily U.S.-based companies. Managers may hold equity securities of non-U.S.-based companies which are traded as American depositary receipts (“ADR’s”) on U.S. stock exchanges. It is intended to be a long-term hedge against inflation and provide a real return of about 7%. Several sub-categories of this asset class include: large capitalization companies, small capitalization companies, value-style investing and growth-style investing. While the benchmark for this entire class is the Russell 3000 Index, individual managers may have specific benchmarks corresponding to their investment style and capitalization category.

**Developed Global ex U.S. Equity.** This asset class consists of marketable equity securities in developed countries outside the U.S. It is intended to provide long-term performance similar to U.S. equities, but will provide some diversification due to imperfect correlation. This class will be diversified geographically.

**Emerging Markets Equity.** This asset class consists of marketable equity securities in emerging markets. It is intended to provide long-term performance similar to U.S. equities, but will provide some diversification due to imperfect correlation. This class will be diversified geographically.

**Real Assets.** The University will seek to reduce the volatility of the CIF and provide a hedge against sudden, unanticipated inflation by investing a portion of its available funds in real estate and natural resource investments, such as oil, gas, timber and minerals oriented investments. Risks related to the real estate investments will be minimized by diversifying through use of real estate investment pools or partnerships that are varied as to property type, location, investment life cycle and investment manager. This core real estate portfolio may be supplemented with less diversified specialty funds or direct investments. Risks related to natural resource investments will be controlled by diversifying among operators and acquisition prospects and by geography.

**Private Investments.** The University will seek to enhance the total return of the CIF by investing a portion of its funds in private investments, which include distressed, private equity and venture capital investments. These investments are illiquid and higher risk/return assets than marketable securities. Risk will be controlled by diversifying across a number of fund managers and by geographic focus, industry emphasis, financing stage and vintage year. This core private investments portfolio may be supplemented with less diversified specialty funds or direct investments.

**Hedge Funds.** The University will seek equity-like returns while reducing the volatility of the CIF by investing a portion of its funds in strategies designed to achieve positive absolute returns with less correlation to broad market trends while employing risk management techniques intended to reduce downside potential. Managers employing “long/short” strategies invest primarily in equities and mitigate market risk by purchasing equity shares that are expected to appreciate in value and selling short equity shares that are expected to decline in value. Managers employing event-driven and arbitrage strategies seek to maximize returns by investing in publicly announced corporate transactions, such as mergers, tender offers, liquidations, bankruptcies and reorganizations or in arbitraging temporary discrepancies in securities pricing in the equity and fixed income markets. Distressed security managers invest primarily in bonds and bank loans trading at a significant discount to par value as a result of the debtor’s troubled financial condition.
Fixed Income. This asset class is intended to reduce the portfolio’s exposure to market risk and provide a hedge against sudden, unanticipated deflation. Foreign currency bonds may be held to enhance total return and provide diversification.

INVESTMENT GUIDELINES

1) Investment guidelines are provided in Exhibit C.

2) Additional guidelines may be adopted by separate Board action. They will be communicated to the affected investment managers.

Updated: 10/14/88, 6/8/90, 12/6/91, 12/11/92, 3/31/94, 7/14/95, 11/8/96, 9/22/00, 6/5/03, 11/14/03, 11/12/04, 6/17/05, 2/10/06, 5/18/07, 12/5/08, 6/19/09, 9/17/10, 10/21/11, 12/14/12, 4/12/13, 9/11/15
Statement of Investment Objectives
Exhibit B: Michigan State University’s Pooled Cash Fund

INTRODUCTION

This statement sets forth the investment objectives of Michigan State University’s Pooled Cash Fund (“PCF”), which is a subset of the University’s overall cash pool. (See Figure No. 1.)

PCF ASSETS

The PCF has two components -- the Liquidity Pool and the Liquidity Reserve Pool. The Liquidity Pool shall be composed of short-term (less than one-year maturity) and intermediate-term (maximum ten-year maturity) commercially available funds (three-year maximum average portfolio duration). These funds shall be available on a daily basis. The target range for the Liquidity Pool shall be 30 - 60 days of operating cash \(^{(1)}\).

The Liquidity Reserve Pool shall be composed of commercially available funds (six-year maximum average portfolio duration) and up to a $75 million bank line of credit or its equivalent. (See Figure No. 1.) The target amount for the Liquidity Reserve Pool shall be 30 days of operating cash \(^{(1)}(2)\).

The PCF minimum amount shall be the greater of (1) 45 days of operating cash or (2) the minimum daily liquidity to support five days of maximum commercial paper maturities.

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(1) One day of operating cash equals the daily average of operating expenses less depreciation as reported in MSU’s Audited Financial Statements for the prior fiscal year.
(2) See also footnote 1 to Table No. 1 in the event the University employs a bank line of credit in the Liquidity Reserve Pool.
(3) Overall Cash Pool amounts in excess of 60 days of operating cash may be invested on a long-term basis with other Institutional Funds in the University’s Common Investment Fund (CIF).
(4) The PCF minimum amount shall be the greater of (1) 45 days of operating cash or (2) the minimum daily liquidity to support five days of maximum commercial paper maturities.
Table No. 1 summarizes the target allocations for each component of the PCF.

<table>
<thead>
<tr>
<th>PCF Composition</th>
<th>Target Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum Amount</td>
</tr>
<tr>
<td>Liquidity Pool</td>
<td>The greater of (1) 45 days of operating cash or (2) the minimum daily liquidity to support 5 days of maximum commercial paper maturities</td>
</tr>
<tr>
<td>Liquidity Reserve Pool</td>
<td>30 days of operating cash&lt;sup&gt;(1)&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

1. Up to $75 million of this amount may be represented by a bank line of credit or its equivalent. Any Liquidity Reserve Pool target amount for which the bank line of credit would substitute would count towards satisfying the PCF minimum amount.

**INVESTMENT OBJECTIVES**

The investment objectives for each component of the PCF are:

**Liquidity Pool.** The primary objective is to provide a liquid source of funds to meet the University’s daily cash requirements. A secondary objective is to yield a competitive investment return while bearing minimal principal risk.

**Liquidity Reserve Pool.** The primary objective is to provide a source of funds in the event the Liquidity Pool is insufficient to meet the University’s cash needs. A secondary objective is to earn a higher investment return than the Liquidity Pool. Because of the very low likelihood that these funds would be needed to meet cash flow requirements, a greater degree of principal risk is acceptable in order to obtain a higher return.

**SHORT-TERM PERFORMANCE GOALS**

Short-term performance goals for each component of the PCF, and for individual managers, will be to outperform (if actively managed) net of fees appropriate market and peer benchmarks over rolling one, three and five-year periods. Furthermore, adherence to the investment style for which individual managers were selected will also be monitored.

**LONG-TERM PERFORMANCE GOALS**

The following long-term performance goals of the PCF are expected to be achieved over a ten-year period, measured on a ten-year rolling basis.

1) A total annual return net of fees greater than the rate of inflation
   a. plus 1.5% for the Liquidity Pool, and
   b. plus 3.0% for the Liquidity Reserve Pool.
2) To the extent an actively managed strategy is used, a risk-adjusted, excess annual return net of fees greater than
   a. 0.25% for the Liquidity Pool, and
   b. 0.50% for the Liquidity Reserve Pool.

Risk-adjusted, excess return is defined as a portfolio’s actual return less the capital market line return corresponding to the same risk level. (See Figure No. 2.)

![Figure No. 2 Illustrative Example](image)

*The passive index portfolio would be the appropriate fixed income benchmark index.

Table No. 2 lists the benchmark indices and long-term performance goals for each PCF component. Similarly, the long-term performance goal for each individual manager will be for it to contribute a risk-adjusted return corresponding to its respective component of the PCF.

<table>
<thead>
<tr>
<th>Table No. 2</th>
<th>Benchmarks &amp; Long-Term Performance Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PCF Component</strong></td>
<td><strong>Benchmark</strong></td>
</tr>
<tr>
<td>Liquidity Pool</td>
<td>Merrill Lynch 1-3 year Treasury Index</td>
</tr>
<tr>
<td>Liquidity Reserve Pool</td>
<td>Barclays Aggregate</td>
</tr>
</tbody>
</table>
INVESTMENT GUIDELINES

1) Liquidity Pool - Investment guidelines are provided in Exhibit C.

2) Liquidity Reserve Pool – Investment guidelines are provided in Exhibit C.

3) Additional guidelines may be adopted by separate Board action. They will be communicated to the affected investment managers.

Updated: 6/24/83, 2/3/89, 2/7/92, 6/10/94, 10/24/97, 12/8/00, 11/12/04, 12/5/08, 4/16/10, 12/14/12, 6/21/13
<table>
<thead>
<tr>
<th>Liquidity Pool</th>
<th>Liquidity Reserve Pool</th>
<th>Common Investment Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Separately Managed Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Permitted Securities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketable fixed income securities such as: U.S. government and agency issues; corporate debt; certificates of deposit; time deposits; repurchase and reverse repurchase agreements; mortgage-backed; asset-backed; securities issued under Rule 144A; dollar denominated U.S. and foreign issuers; derivatives for hedging purposes and creating portfolio risk profiles that could otherwise have been achieved using fixed income instruments authorized in these guidelines; commingled and global funds that invest in securities authorized in these guidelines.</td>
<td>Marketable fixed income securities such as: U.S. government and agency issues; U.S and non-U.S. corporate debt; certificates of deposit; time deposits; repurchase and reverse repurchase agreements; inflation indexed bonds; mortgage-backed; asset-backed; securities issued under Rule 144A; obligations of state and local governments and non-U.S. government and agency issues; derivatives for hedging purposes and creating risk portfolio profiles that could otherwise have been achieved using fixed income instruments authorized in these guidelines.</td>
<td>Marketable securities. Non-marketable securities may be held in the Real Assets, Private Investments and Absolute Return asset classes.</td>
</tr>
<tr>
<td><strong>Diversification:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No more than 15% of the portfolio’s market value may be invested in dollar denominated foreign securities of developed countries. No more than 10% of the portfolio’s market value will be invested in securities of any single issuer, except those which are obligations of, or fully guaranteed as to both principal and interest by, the U.S. government or its agencies.</td>
<td>No more than 10% of the portfolio’s market value may be invested in securities below BBB. No more than 30% of the portfolio’s market value may be invested in securities denominated in foreign currencies. No more than 10% of the portfolio’s market value will be invested in securities of any single issuer, except those which are obligations of, or fully guaranteed as to both principal and interest by, the U.S. government or its agencies.</td>
<td>In accordance with asset allocation guidelines. Individual investment managers’ guidelines at time of manager appointment or as later amended by agreement of both parties.</td>
</tr>
<tr>
<td><strong>Fixed Income:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Quality:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Portfolio:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AA</td>
<td>AA</td>
</tr>
<tr>
<td><strong>Security (at purchase):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term</td>
<td>Long-term</td>
<td>Short-term</td>
</tr>
<tr>
<td>A1/P1</td>
<td>BBB</td>
<td>A2/P2</td>
</tr>
<tr>
<td><strong>Maturity/Duration:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 year maximum maturity of any security.</td>
<td>No maximum maturity of any security.</td>
<td>No maximum maturity of any security.</td>
</tr>
<tr>
<td>3 year maximum average duration of the portfolio.</td>
<td>6 year maximum average duration of the portfolio.</td>
<td>6 year maximum average duration of the portfolio.</td>
</tr>
<tr>
<td><strong>Commingled Funds:</strong> Funds’ investment guidelines at time of manager appointment or as later amended prevail.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A Resolution of the Michigan State University Trustees
Concerning Sanctions against the Republic of South Africa

Whereas, the Trustees with the faculty, staff and students of Michigan State University, in common with millions of people around the world, have sought to support their common cause with the peoples of South Africa in eliminating discrimination on the basis of race, creed, and gender;

Whereas, since 1978, the Michigan State University has supported the struggle against the apartheid system of racial discrimination in South Africa through education research, and extension, including conferences, workshops, and publications;

Whereas, the Transitional Executive Council of South Africa has announced elections in April 1994 in which, for the first time, all South Africans will be eligible to vote;

Whereas, representatives of the majority peoples of South Africa have called on all the friends of South Africa to end economic and cultural sanctions in light of the irreversibility of the process which they believe will create in 1994 a majority-rule and democratic government to represent all the people of South Africa;

Therefore, be it resolved that the Board of Trustees of Michigan State University:

Hereby revokes its resolutions passed in 1978 sanctioning South Africa and divesting from corporations operating in the Republic of South Africa;

Hereby urges the Michigan State University Foundation to undertake a similar revocation of its resolutions sanctioning South Africa;

Calls on the corporations, public and private institutions, and individuals in Michigan to re-engage with South Africa to seek to build educational and citizen exchange as well as foreign trade and investment between the two peoples as the foundation for a more just, prosperous, and democratic non-racial South Africa;

Urges the faculty, staff, and students of Michigan State University, through its departments, centers, and institutes, to continue and to increase their activities to assist in the educating and training of disadvantaged South Africans and to assist the State of Michigan in establishing and enlarging such educational, trade, financial, and citizen exchange as is helpful in building a non-racial and democratic South Africa and increasing the foreign trade and linkages of the State of Michigan;

Urges all corporations, institutions, and individuals in Michigan to continue to honor the special United Nations sanctions against South Africa relating to arms, nuclear matters, and oil, until those sanctions are revoked by the Security Council of the United Nations;
Calls on all those who re-invest in South Africa to abide by the Code of Conduct of the South African Council of Churches (attached), as revised from the *Platform of Guiding Principles for Foreign Investors* of the African National Congress and the Congress of South African Trade Unions,

States unequivocally that these actions to end sanctions and to re-engage with South Africa do not constitute a recognition of the white minority government as though it were representative of all the people of South Africa; and,

 Asserts that the Trustees of Michigan State University, as representatives of the people of Michigan, stand ready to re-impose our acts of sanction if we are called to do so by the democratic movement of South Africa because of any interference with the orderly progress to democracy and majority rule by the present or succeeding government or other powerful minority forces in South Africa.

Enacted: 3/31/78
Amended: 12/8/78, 12/3/82, 11/19/93
Purpose

The Board of Trustees of Michigan State University (Board of Trustees) has determined that prudent use of debt and debt-related derivative instruments can help MSU achieve its strategic objectives while maintaining its credit ratings at desirable levels, based on an appropriate balance of access to capital markets, financial risk and cost of capital. This policy states the principles that shall govern the use of debt and debt-related derivative instruments to finance Michigan State University (MSU) capital projects.

Principles

1. MSU shall incur Debt (as defined below) in strict compliance with applicable law and with Debt-related contractual covenants, and shall engage in regular internal compliance monitoring.

2. MSU shall incur Debt to fund only capital projects that are consistent with MSU’s mission and strategic priorities, and financings shall be coordinated to minimize the fixed costs of undertaking a borrowing.

3. MSU shall incur Debt to fund capital projects only with the prior approval of the Board of Trustees.

4. The Vice President for Finance and Treasurer, in consultation with the Provost, shall be responsible for analysis and recommendations to the President and Board of Trustees in connection with incurring Debt for capital projects.

5. MSU shall seek to maintain national credit ratings in the AA/Aa range at a minimum and shall use selected actual and pro forma financial ratios, consistent with major credit rating agency criteria, to confirm that it is operating within appropriate parameters for its desired credit rating.

6. MSU may incur Debt bearing interest at variable rates when advantageous in light of market conditions.

7. MSU shall not enter into Debt-related derivative transactions for speculative purposes, but rather shall use Debt-related derivatives only to minimize Debt-service costs and manage interest rate risk.

8. In entering into interest rate swaps and other derivative transactions, MSU (a) shall limit counterparty risk through protections such as (i) diversity in counterparties, (ii) assessment and monitoring of counterparty credit ratings and (iii) collateralization for credit support requirements, and (b) shall limit structural risk by protections such as (i) closely coordinating derivative amortization schedules with related Debt and (ii) using recognized market interest rate indices.
Debt Subject to Policy

As used in this Policy, “Debt” means MSU obligations for the repayment of borrowed money, however evidenced, incurred to fund the construction or acquisition of capital assets, and related derivative interest rate swaps, caps, floors, and similar arrangements; except that installment purchase obligations, capital lease obligations and obligations payable from specified sources other than MSU general revenues (as defined in MSU bond indentures) are not included in the definition of “Debt” as used in this Policy, even if the obligations are incurred to acquire capital assets.

Implementation

The Board of Trustees, a Michigan constitutional corporation, has the authority to incur Debt secured by the revenues it controls. The authority for the following actions relating to incurring and managing Debt is delegated to the Vice President for Finance and Treasurer and the Director of Investments and Financial Management, or either of them individually:

- Establishing guidelines and practices to implement the foregoing Principles;
- Engaging Debt advisors, underwriters, remarketing agents, swap counterparties, liquidity providers, Debt-service trustees or other external parties necessary to issue or administer Debt; and
- Executing and filing the annual disclosure required by Rule 15c2-12 of the United States Securities and Exchange Commission.

Policy Reporting Requirements

The Vice President for Finance and Treasurer will provide an annual report to the President and the Trustee Finance and Audit Committee that will detail all outstanding Debt (by series, for bond Debt), including the amount outstanding, interest rates, maturity dates, terms, performance and market values of related derivative instruments, and associated Debt-service requirements, and will summarize the changes in outstanding Debt since the last report. The report also will compare MSU’s Debt capacity to rating agency medians of public institutions of higher education with comparable credit ratings.

Enacted: 6/16/06
When the President redelegates his authority to another University officer, such action shall be recorded in a redelegation statement filed in the Office of the Vice President and Secretary to the Board of Trustees.

Enacted: 10/1/82
Michigan State University maintains Cowles House as the official residence for the President and family and requires that the President reside there as a condition of employment.

Enacted: 3/16/50
Amended: 12/3/82
Article I. Purpose

Michigan State University's scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. The University, consistent with its policies and governing law, promotes institutional diversity and pluralism through mechanisms such as affirmative action, within an over-arching strategy promoting equitable access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts.

This policy states expectations for institutional and individual conduct. It applies to all University community members, including faculty, staff, students, registered student organizations, student governing bodies, and the University's administrative units, and to the University's contractors in the execution of their University contracts or engagements, with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs occurring off-campus, including but not limited to cooperative extension, intercollegiate athletics, lifelong education, and any regularly scheduled classes;
3. University housing; and
4. Programs and activities sponsored by student governing bodies, including their constituent groups, and by registered student organizations.

Article II. Prohibited Discrimination

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 educational, 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.

These prohibitions are not intended to abridge University community members' right of free expression or other civil rights.
Article III. Mediation and Adjudication

Mediation of claims and disputes, through consultation provided by offices serving the University, is encouraged\(^6\).

Complaints under this policy may be submitted for non-disciplinary adjudication according to the provisions of the "Procedures of the Anti-Discrimination Judicial Board." Upon its review, the ADJB may recommend that appropriate disciplinary proceedings be initiated, if such has not already occurred. Disciplinary proceedings are governed by the documents listed in Appendix A.

Excepting the President and the General Counsel, any University community member may be named in a complaint.

APPENDIX A

The contracts, policy documents, and procedures listed below provide avenues for the consideration of disciplinary complaints or actions against the various members of the Michigan State University community.

- Academic Freedom for Students at Michigan State University
- Bylaws of the Medical Staff, Colleges of Human and Osteopathic Medicine: Michigan State University
- MSU Extension Service Continuing Employment Policy & Dismissal Hearing Procedure
- Dismissal of Tenured Faculty for Cause
- Faculty Grievance Procedure
- General Grievance Procedure for Non-Unionized Employees
- Graduate Student Rights and Responsibilities
- Medical Student Rights and Responsibilities
- Michigan State University collective bargaining agreements
- Personnel Policies and Procedures Manual

Footnotes:
1 This policy does not apply to the conduct of a contractor's internal affairs, nor does it apply to the conduct of contractual engagements to which the University is not a party.
2 The Anti-Discrimination Policy User's Manual, University ordinances, written regulations and policies, and published ADJB decisions approved by the President, provide guidance on the conduct prohibited by Article II of this Policy.
3 Limitations are inappropriate if they are not directly related to a legitimate University purpose. The Anti-Discrimination Policy User's Manual provides additional guidance on inappropriate limitation as defined by this Policy.
4 For purpose of this Policy, "employment opportunity" is defined as job access and placement, retention, promotion, professional development, and salary.
5 For the purposes of this Policy, the reference to “gender identity” shall be interpreted to include protection against gender stereotyping based on a person’s gender expression. In other words, gender stereotyping is impermissible discrimination or harassment based on a failure to conform to stereotypical gender norms.
6 Consultation with one or more of the following may be useful:
   - the chairperson, director, or dean of the relevant unit,
   - supervisory support personnel,
   - the Women's Resource Center,
   - the Ombudsman,
   - the Office of Minority Student Affairs,
   - Student Life or Residence Halls Staff,
   - Sexual Assault Crisis & Safety Education,
   - faculty or staff academic advisors,
   - the MSU Counseling Center, and
   - the Faculty Grievance Official.
PROCEDURES OF THE ANTI-DISCRIMINATION JUDICIAL BOARD

Article I. Composition and Selection of the Anti-Discrimination Judicial Board

1. The Anti-Discrimination Judicial Board (ADJB) shall consist of at least fourteen individuals serving staggered terms, and shall include at least two minority persons (6), five women, five men, and one handicapper. Membership shall comprise:

   A. Three junior-status, undergraduate students selected by ASMSU. Each student shall serve for a term of two years.

   B. One graduate student, to serve for a term of two years, selected by the Council of Graduate Students.

   C. Four members selected by the University Committee on Academic Governance from the tenure system faculty and job security system specialists. Each such member shall serve for a term of three years.

   D. Four individuals, to serve for terms of three years, selected by the Executive Vice President for Administrative Services from a slate comprised of two nominees from each recognized bargaining unit and two nominees from the non-unionized support employees.

   E. Two individuals, to serve for terms of two years, appointed by the President. All selectors shall strive to ensure membership diversity, being cognizant of the factors listed in Article II of the MSU Anti-Discrimination Policy. Additional Presidential appointments shall be made if necessary in any given year to ensure the minimum diversity of membership mandated above. When and if necessary, such appointees shall serve for two years.

   No member of the ADJB shall serve more than two consecutive terms. All selecting groups and University officers are expected to give due consideration to the necessity for a diverse total membership.

2. Terms on the ADJB shall begin on August 15th. Thereafter, the ADJB shall select one of its members to serve as chairperson for the entire year. Vacancies during terms shall be filled in accord with these procedures. The chairperson shall appoint members of hearing panels, as provided herein.

3. The position of "ADJB Coordinator" shall be established, reporting to the President of Michigan State University. The ADJB Coordinator shall ensure the provision of appropriate staff support services for the ADJB and generally facilitate the efficient operation of the group. In addition, at all hearings and appeals, the ADJB Coordinator shall:

   - preside without vote to ensure consistency and equity in procedure;
   - provide the legal advice needed by the ADJB; and
   - draft majority and minority opinions for finalization and approval by the ADJB, at the request of the group's members.
Procedural rulings made by the ADJB Coordinator while presiding over hearings and appeals may be appealed in writing to the President, upon completion of the ADJB proceedings.

Article II. Jurisdiction

1. The ADJB shall have jurisdiction only over those complaints filed by and pertaining to members of the University community which allege discrimination as defined in the All-University Policy entitled "MSU Anti-Discrimination Policy."

2. A complaint filed with the ADJB must be filed within thirty (30) calendar days of the alleged discrimination. Either the ADJB Coordinator or the full ADJB by majority vote may waive the 30-day time limit for good cause shown. A complaint must simply, concisely and directly specify the time, place, and nature of the alleged discrimination, as well as the individual(s), group, or entity alleged to be responsible for the discrimination. The complaint must also contain a short and plain statement of the remedy sought.

3. The ADJB shall not proceed to consider any claim: (a) for which another procedure for final and binding adjudication is provided within the University by contract, unless both contracting parties agree to submit the matter to this ADJB or (b) which, based on the same set of facts, has been submitted for adjudication under the rules of another University procedure. However, when a complaint has been adjudicated under another University procedure, the ADJB may review such findings upon the written request of the complainant, to assure itself that any non-disciplinary matters relating to prohibited discrimination were satisfactorily addressed. If, in its judgment, such non-disciplinary matters were not adequately addressed, it may accept the complaint for further consideration on the basis of the non-disciplinary charges of discrimination only.

4. The ADJB shall have no jurisdiction respecting disciplinary charges against individuals, and no disciplinary sanctions shall be imposed through the procedures set forth herein. Alternative disciplinary channels exist for the consideration of such charges against any member of the University community. (See Appendix A.) On the basis of its non-disciplinary proceedings, the ADJB may recommend that separate, de novo disciplinary proceedings be initiated by relevant administrators for alleged violations of the "MSU Anti-Discrimination Policy" when such actions were known, or reasonably should have been known, to be prohibited by that policy.

5. The ADJB shall address all jurisdictional questions by a majority vote of the full Board. Immediate presidential review of jurisdictional decisions may be requested under Article IV by either party to a dispute.

Article III. Procedures

1. Initial Filing of a Complaint

   A. When an individual files a complaint with the ADJB, the ADJB Coordinator shall refer the matter in writing to the chairperson of the ADJB, who shall appoint five voting members of a Hearing Panel to be convened and presided over by the ADJB Coordinator. The ADJB Coordinator shall provide a copy of the complaint to the party or parties against whom it is made.
B. A contested matter shall be heard without undue delay. The hearing and its record shall be closed unless both parties consent to an open hearing. The ADJB Coordinator shall give the parties reasonable notice of the hearing, which notice shall include:

1) A statement of the date, hour, place and nature of the hearing; (a hearing shall not be continued or adjourned except for good cause and in the discretion of the ADJB Coordinator);

2) A copy of this policy and the general rules of conduct for hearings.

C. The complainant is required to establish the basis for and produce evidence in support of the complaint. Complainants assume the burden of proof, which must be met by a preponderance of the evidence (7).

D. After the complainant presents his/her case, the respondent shall present his/her case. Respondent may elect to forego answering a complaint.

E. Parties may be accompanied by an advisor of their choice, who may provide private counsel to the party during a hearing but shall have no official voice in the proceeding. Advisors must be members of the faculty, staff, or student body of the University. Each party shall be responsible for the presentation of his/her own case. Each party shall have the opportunity to present witnesses, and to question witnesses presented by the other.

F. The Hearing Panel shall render a decision in writing, without undue delay, and the ADJB Coordinator shall transmit copies of it promptly to the ADJB chairperson and the parties. The Panel's decision shall address all major questions raised. The recommended relief, if any, shall be tailored to remedy charges which have been substantiated. The decision shall state the name(s) of the prevailing party/ies and the party/ies against whom any complaints have been substantiated. The Panel shall carefully and clearly state its factual findings and the reasoning supporting its decision.

2. Appellate Procedures

A. A party may appeal the decision of the Hearing Panel to the full ADJB by filing a written request with a short, written statement in support of the party's position on appeal with the ADJB Coordinator. The appeal shall be filed within 14 calendar days of receipt of the Panel's decision, and a copy shall be provided to the opposing party. The opposing party shall have 14 calendar days from receipt of the request in which to submit a written statement in support of its position on appeal.

B. Appeals shall be based on the record established at the initial hearing and shall be limited to the following two issues:

1) whether the evidence previously presented provides a reasonable basis for the resulting findings and recommended remedies (if any), and
2) whether specified procedural errors were so substantial as to effectively deny the appealing party fundamental fairness.

C. The ADJB chairperson shall provide written notice to both parties of the scheduled hearing date.

D. With the exception of the ADJB Coordinator, members of the initial Hearing Panel shall not participate in the appellate hearing or deliberations. An appellate quorum shall be necessary to hear any appeal and shall consist of a majority of those ADJB members who did not serve on the original hearing Panel.

E. Parties may be accompanied by an advisor of their choice, who may provide private counsel to the party during an appeal but shall have no voice in the proceeding. Advisors must be members of the faculty, staff, or student body of the University. Each party shall be responsible for the presentation of his/her own appeal.

F. The ADJB shall give each party the opportunity to present an oral argument, based on the record established at the initial hearing, in support of his/her position on appeal.

G. The hearing shall be closed unless both parties consent to an open hearing.

H. The ADJB's review on appeal shall be limited to the record established at the initial hearing, the Hearing Panel's decision, the written statements submitted by the parties, and the parties' oral arguments. Findings of fact by the Hearing Panel may not be overturned unless clearly erroneous.

I. The ADJB shall render a decision without undue delay. The ADJB may affirm or reverse the Hearing Panel's decision in whole or in part and/or remand it to the original Hearing Panel for reconsideration. Recommended relief, if any, shall be tailored to remedy those charges which have been substantiated.

Article IV. Final Resolution

1. Decisions issued by the ADJB (including those of jurisdiction) and unappealed decisions of its Hearing Panels shall be forwarded to the President by the ADJB Coordinator in the form of a recommendation, without undue delay.

2. Within 30 calendar days, the President shall either concur with the decision and direct appropriate action to implement it, or for stated cause, shall overrule or modify the decision. When the President overrules or modifies a decision, he/she shall provide written reasons to the ADJB and to the parties.

Article V. The ADJB's Advisory Function

The ADJB shall meet with the ADJB Coordinator regularly (at least once annually and no more than monthly at the discretion of the Board) to review and consider any policies or practices brought to its attention, which may have contributed to allegations of unlawful discrimination or
harassment. The ADJB may meet with University administrators to obtain information regarding relevant policies and practices. Upon discussion and review, the ADJB may make such advisory operational recommendations to the President as it deems appropriate.

**Article VI. Other Provisions**

1. **Time Limits**

   With the exception of the thirty-day filing deadline in Section II of Article II, all time limits set forth above shall be suspended during regularly scheduled vacations or semester breaks in the University's academic year. Summer semesters shall similarly be excluded from consideration when calculating time limits applicable to complaints brought by students not then enrolled.

2. **Regular Reports**

   The ADJB Coordinator shall make annual reports to the President, who shall share them with the Board of Trustees and University community.

3. **Assistance with Complaints**

   Individuals considering filing complaints with ADJB may obtain advice and procedural assistance through the ADJB coordinator and, as appropriate, the bodies listed in footnote #5 of Article III of the MSU Anti-Discrimination Policy.

Enacted: 2/28/70
Amended: 2/19/71, 4/21/72, 2/25/77, 4/9/93, 12/5/03, 4/13/07
Approval Requirement: Prior approval of the Board of Trustees is required for the planning and implementation of construction of a new building or other real property improvement or maintenance project:

1. whose estimated cost would exceed $1,000,000;
2. that would change the height or footprint of an existing building other than a temporary building; or
3. that would make a material long-term change to the landscape.

Procedures. The administration shall prepare written procedures for obtaining the following required Board of Trustees actions:

1. Project planning approval, including authorization to obtain design and planning services, such as architecture or engineering, for more detailed planning
2. Project implementation approval, including approval of a recommended project budget and schematic designs and authorization to submit documentation to the State of Michigan concerning the project and to award contracts (except for design-bid-build contracts) and incur other costs on the project that, in total, do not exceed the approved project budget by more than ten percent; and
3. For design-bid-build projects, the award of the contract after the bid process.

Project Labor Agreements. A project labor agreement (PLA) is an agreement between a construction manager, design builder, or general contractor on a University construction project and the union(s) representing workers on that project.

1. The University will not enter into a PLA for its construction projects, but, in certain circumstances, in order to obtain project. Specific benefits in cost savings, efficiency, timeliness, and quality, it may require a construction manager, design builder, or general contractor on a project, with its contractors and subcontractors on that project, to enter into a PLA in connection with that project, and may specify one or more of the terms that the PLA must contain, including the basis, if any, upon which a contractor or subcontractor on the project may be excused from entering into the PLA.
2. The written procedures prepared by the administration for obtaining Board approval shall include a requirement that the Vice President for Finance and Treasurer (VPFT) report to the Board on the utility of requiring that the successful construction manager, design builder, or general contractor on the project agree to enter into a
PLA in connection with the project. If a construction manager or design builder will be used for the project, the VPFT will make the report when obtaining project planning approval from the Board. If a general contractor will be used for the project, the VPFT will make the report when obtaining project implementation approval from the Board. In the event that the VPFT chooses to require that a PLA be used in connection with the project, the VPFT will explain to the Board, by reference to one or more project specific factors like those following, why that requirements advantageous to the University:

a. Cost savings (e.g., from reduced costs for extra shifts or shifts starting at atypical hours, as on work near classrooms, laboratories, or offices that must be kept open during the day);

b. Reduced risk of delay in completion of a time-sensitive project (such as work on residence halls that must be finished by the start of school in the Fall or athletic projects that must be completed before a season begins);

c. Enhanced access to skilled trades whose work is needed to complete a project (taking into consideration other major construction projects in the area); or

d. Improved efficiency in project management on large, complex, multi-year projects.

Emergency Construction. If an emergency, such as damage or destruction resulting from fire, flood, or explosion, compels immediate action involving construction, so that waiting to obtain Board of Trustees approval would jeopardize, for example, the safety, security or viability of a building or increase the later cost of restoration or replacement, the administration is authorized to undertake and continue to implement measures to secure the building and to remediate the damage or destruction arising from the emergency, and to approve work necessary in light of the circumstances, even though no Board approvals for that project have been obtained. In such a situation, the VPFT shall follow the notification process described below.

Changes During Approved Construction. If during the performance of construction approved under this Policy an unforeseen exigent condition or occurrence is identified that requires immediate action, the administration is authorized to undertake and continue to implement measures to resolve or remediate the unforeseen exigent circumstances and to approve work necessary in light of the circumstances, even though such action may result in total construction project expenses exceeding the approved budget by more than ten percent. In such a situation, the VPFT shall follow the notification process described below.

Notification Process. Upon the occurrence of an emergency requiring immediate construction planning and implementation or upon the discovery of an exigent circumstance that is likely to result in total construction project expenses exceeding the approved budget by more than ten percent, the VPFT will promptly notify the Chair of the Trustee Finance Committee of the situation, provide information about the emergency or the exigent circumstances, identify the project costs (as known at the time), and identify the planned source of funding for the new or additional costs. Unless the Finance Committee Chair requests earlier notification, at its next
scheduled meeting the VPFT will give the Finance Committee an update of the information previously provided to the Chair. The VPFT will add to the file a written memorandum that will include his/her approval of expenditures, the information discussed with the Finance Committee Chair and a description of the circumstances precipitating the costs. The Board shall receive a copy of the file memorandum. Once final costs are determined, a project budget, for emergency construction, or an amended project budget, reflecting additional work on an approved project due to exigent circumstances will be presented to the Finance Committee and the Board for approval.

Enacted: 4/13/06
Amended 2/22/08

Subsequent to the adoption of Board Policy 02-06-01, Michigan’s Fair and Open Competition in Governmental Construction Act became law. The Act prohibits governmental units like the University from requiring or prohibiting project labor agreements on their construction projects. The United States Court of Appeals upheld the Act in Michigan Building & Construction Trades Council, et al v. Snyder, 729 F.3d 572 (6th Cir. 2013).
PROLOGUE:

Naming buildings and facilities at Michigan State University has become increasingly significant because of the growing importance of private giving and the value of naming gifts for institutional advancement. For this reason, and because of the longevity of named buildings and facilities and the need to maintain the integrity of MSU’s values and public image, a relatively predictable, published process for considering such gifts is advantageous. At the same time, each naming opportunity and gift has a different context, and the University must remain flexible enough to seize special funding opportunities. Therefore, though it is expected that these naming guidelines will serve as generally used standards for naming buildings and facilities, they are not intended as a set of rigid policies that permits no occasional, well-justified exception.

I. COMMITTEE

A. There shall be a University Advisory Committee on the Naming of Buildings and Facilities.

B. The Committee shall advise the President on the appropriateness of proposed names or changes in names for buildings and facilities at Michigan State University. Facilities shall include designated areas of the campus, major spaces within buildings, streets and any other physical facilities of the University.

C. Authority for naming University buildings and facilities is vested in the Board of Trustees. The Policy Committee of the Board has responsibility for evaluating proposed names for buildings and facilities.

D. This procedure neither constrains the authority of the Board, nor supplants the responsibility of its Policy Committee. The Advisory Committee provides a mechanism for advising the President on the appropriateness of proposed names for buildings and facilities at Michigan State University. This procedure is based on the premise that the Board and its Policy Committee look to the President for guidance in naming buildings and facilities at the University.

II. COMPOSITION

A. The University Advisory Committee on the Naming of Buildings and Facilities shall be composed of four faculty members, one non-faculty staff member, one alumnus of the University, and one student. In addition, the University Archivist shall serve ex officio as a member of the Advisory Committee without vote.

B. The terms of the faculty, staff and alumni members of the Committee shall be six years. The term of the student member of the Committee shall be two years.
C. The members of the Committee shall be appointed by the President. For each vacant faculty position, the faculty of the University Committee on Academic Governance will provide the President with at least two nominees. For each vacant staff position, the President will request one nominee from each of the unions representing University employees. For each vacant alumni position, the Michigan State University Alumni Association will provide the President with at least two nominees. For each vacant student position, the President will request one nominee each from the Council of Graduate Students and the Associated Students of Michigan State University. At the discretion of the President, additional nominations may be requested from any or all nominating groups. The President will appoint the members of the Committee from the persons nominated.

D. At the time the Committee is initially constituted, the alumni representative shall serve a term of five years, the non-faculty staff representative shall serve a term of three years, and one term each of three, four, five and six years shall be allocated to the four faculty representatives by lot.

E. In the event that a member of the Committee is not able to complete the term of office, the President shall request a list of nominees from the appropriate group or groups described in II.C. At the discretion of the President, additional nominations may be requested from any or all of the nominating groups. The President will appoint a person from among the nominees to fill the remainder of the term of office.

F. The members of the Committee are representatives not only of their constituent groups, but also of the collective institutional values of the University. Insofar as possible, nominees for the Committee shall be distinguished members of their groups.

III. GUIDELINES

In considering suggested names for buildings and facilities and making recommendations to the President, the Committee shall utilize the following guidelines:

A. Academic buildings and facilities may be named on the basis of primary academic use, location or for a person or business entity.

B. Non-academic buildings and facilities may be named on the basis of primary use, location, for a person or business entity, or, in the case of athletic facilities, in recognition of the primary sports conducted therein.

C. Proposals for naming buildings and facilities solely on the basis of primary use or location, shall be submitted directly to the President, and are not considered by the Committee.
D. When a proposal is made to name a building or facility at MSU after an individual, that individual should be a person whose life, work or activities exemplify values for which Michigan State University stands. The following criteria are suggested:

1. Buildings and facilities may be named in honor of extraordinary faculty, staff or alumni who a) have been deceased for five years or longer, b) over a long and illustrious career, exemplified values for which Michigan State University stands, and c) brought great credit to the University through major scholarly, professional or public service contributions that have stood the test of time. It should be noted that faculty, staff and alumni, living or deceased, who are worthy of recognition for exceptional University service, but who are not qualified donors or their designees (as noted below), are eligible for commemoration in a variety of significant ways other than having buildings or facilities named in their honor.

2. Buildings and facilities may be named in honor of living persons, if such persons are a) major donors who exemplify values for which Michigan State University stands and who satisfy conditions for major donors as outlined in these guidelines, or b) persons who exemplify values for which Michigan State University stands and who are designated by a major donor who satisfies conditions for major donors as outlined in these guidelines.

3. In the case of donations for buildings and facilities, the building or facility designated with the name of a donor or designee shall be consistent with the donor’s wishes and commensurate with the magnitude of the gift. Except in unusual circumstances, it is expected that naming a building or facility for a donor or designee will not be considered unless the gift covers –

   a) in the case of a new building or facility, approximately 50% of the private support portion of the costs of the new building or facility. Naming gifts for new buildings or facilities that are substantially State financed will be handled on a case-by-case basis;

   b) in the case of an existing building or facility, approximately 25% of the building’s or facility’s replacement costs, as determined by the University;

   c) in the case of an addition to, or a substantial renovation of, an existing building or facility, approximately 50% of the cost of the addition or renovation.

Whenever possible, donors will be encouraged to consider providing endowments for maintaining the building or facility to be named. More than one building or facility may be named by and/or for the same donor or designee, provided that such buildings’ or facilities’ names include language to distinguish them.

4. Buildings or facilities may be named for corporations or other business entities, if the business entity’s overall history and activities are consistent with values for which Michigan State University stands. When naming
buildings and facilities for business entities, the appropriateness of the business’ name in a public context should be taken into consideration. Ordinarily, a building or facility named for a business entity would retain that business entity’s name as long as that business entity remains in existence. If the name of a business entity changes after a University building or facility is named for the business entity, the name of the University building or facility would not change unless a change is recommended by the President and approved by the Board of Trustees in accordance with these guidelines.

5. Hyphenating or changing the name of buildings or facilities named for, or at the designation of, a donor will rarely be appropriate, and any such situation will require careful consideration on a case-by-case basis. The names of other buildings or facilities may be changed or hyphenated to honor one or more other persons, business entities or groups that meet the naming criteria if the President recommends the change and the Board of Trustees approves the change in accordance with these guidelines.

IV. PROCEDURES

A. Proposals for the naming of buildings and facilities of Michigan State University shall be submitted to the President of the University (with prior approval of the Provost or appropriate Vice President).

B. The President shall inform the University Advisory Committee on the Naming of Buildings and Facilities of all proposals for naming of buildings and facilities, except proposals for naming buildings and facilities solely for their primary use or location. The President shall seek the advice of the Committee in a manner and on a schedule appropriate to the circumstances relating to the specific proposal. The manner and schedule for the Committee’s consideration of a proposal shall be determined by the President or his /her designee in consultation with the Committee.

1. When the President and the Committee determine that it is appropriate and feasible, ample opportunity for all constituencies of the University community to react to a naming proposal may be provided to guide the Committee in its recommendation. The Committee may seek comments from the current or prospective faculty, student and staff occupants of the building or facility. College and department advisory committees, staff groups, student groups and alumni groups may be consulted as appropriate. Open meetings may be held to receive public comment on a proposed name.
2. Proposals for permanent names for new buildings or facilities, which require Board approval, should be submitted to the President and the Committee during planning and design. The Board of Trustees may approve the permanent names of the buildings and facilities along with their construction budgets, thus eliminating assignment of working titles for buildings and facilities.

3. Prompt and expeditious consideration by the Committee may be appropriate to some proposals. In these cases, the President may seek the advice of the Committee on short notice and may request that the Committee provide its advice after brief consideration. A single meeting advisory session may be utilized when immediate response to a prospective donor is required.

4. The President may ask the office of Campus Park and Planning and the Executive Space Committee to provide the University Advisory Committee on the Naming of Buildings and Facilities with information relating to the building or facility proposed to be named.

C. The Committee shall provide the President with a recommendation on each proposal submitted to it.

D. The President will provide the Secretary of the Board of Trustees with a recommendation for each naming proposal requiring Board approval.

E. Except in unusual circumstances, and then subject to appropriate consultation, namings should not be announced publicly prior to consideration by the MSU Board of Trustees. The preferences of donors regarding confidentiality of proposed naming gifts should be given careful consideration.

Enacted: 4/25/80
Amended: 2/3/84, 11/9/89, 10/12/01
Michigan State University recognizes the basic role of political parties and partisan elections in the American system of governance and, therefore, acknowledges the University's responsibility to facilitate the free exchange of ideas in a political as well as an academic sense. The eligibility of a great majority of its students to vote further obligates the University to assist students, as well as faculty and staff, to exercise their elective franchise in as enlightened a manner as possible.

Nevertheless, as a public institution serving and supported by all the people of Michigan, the University must take extreme care to avoid political favoritism and improper partisan activity. In order to meet these dual public responsibilities, the University's policy on the use of facilities is:

1. Subject to other provisions of this policy, University facilities may be used for the following purposes:
   a. Educational conferences sponsored by a political party.
   b. County, state or national committee meetings of a political party.
   c. Meetings or rallies with or on behalf of candidates for political office.
   d. Voter registration and/or polling places.

2. Activities referred to in Section 1 must be sponsored in accordance with the following criteria:
   a. Political and public organizations may have access to facilities normally available to the public (e.g., Kellogg Center, the Union, etc.) for purposes specified under Section 1.a. or 1.b. above, subject to the usual rules governing the use of such facilities.
   b. Registered campus organizations may request use of University facilities only for purposes specified under Section 1.c. above. The "All-University Policy for Use of University Facilities and Services by Students and for Revenue Producing Projects for Students" shall apply to such requests.
   c. Contingent on agreements between the University, the City of East Lansing, and the East Lansing Public Schools, facilities may be utilized for voter registration or as legal polling places. In the latter instance, state or local election laws restricting campaign activity in these locations shall apply.

3. Established rates, fees, maintenance, etc., provided for under University policy, shall be charged for the use of all facilities.

4. Residence halls are specifically excluded from this policy but remain subject to all established rules governing their use.

5. Established University rules and regulations to which this policy is subject include, but are not necessarily limited to:
a. All-University Policy for Use of University Facilities and for Revenue Producing Projects for Students.*

b. Ordinance 13 (Buildings).

c. Ordinance 16 (Disorderly Assemblages or Conduct).

d. Outside Speakers Policy. (See: Speakers on Campus 06-09-01)

e. Student Organization Registration Policy.

6. All requests for the use of University facilities under this policy shall be submitted to the Office of the President or the designee of the President for approval.

Enacted: 4/22/72
Amended: 2/3/84
BACKGROUND

This Real Estate Policy supplements Article 11 of the Bylaws of the Board of Trustees of Michigan State University (“Board”). “Real Estate” means interests in land (surface or subsurface), buildings, air rights, water rights, and mineral rights.

POLICY

**Purposes:** University real estate should (i) serve the University's instructional, research, or outreach missions, (ii) provide protection for other University real estate, or (iii) be held for future such uses (“University Purposes”).

**Purchase:** Based upon its assessment of the University’s needs and independent appraisal of real estate suitable for University Purposes that becomes available for purchase, the administration may recommend that the Board purchase the real estate. Purchase of real estate will require the Board’s approval. If necessary, the administration may obtain options to purchase real estate pending final action by the Board with respect to the purchase, preferably after obtaining independent appraisal of the real estate to be optioned.

**Gifts:** The Board may accept gifts of real estate to be used for University Purposes, including gifts subject to restrictions that do not render such use impractical. Gifts of real estate also may be accepted for sale.

**Sale:** When University real estate is not needed for University Purposes, the real estate may be publicly offered for sale, with the terms of the offer, such as asking price and inclusion or exclusion of mineral rights, to be based upon independent appraisal and upon consultation with the Board Finance Committee. Any sale of University real estate will require Board approval.

**Easements:** The President and the Vice President for Strategic Infrastructure Planning and Facilities are each authorized to grant easements and similar rights in University-owned real estate that do not materially affect its use for University Purposes or its value.

**Real Estate Leases:** The President and Vice President for Strategic Infrastructure Planning and Facilities are each authorized to execute on behalf of the Board, as lessor or lessee, leases of real estate for terms of less than ten years and to execute on behalf of the Board, as lessor, oil and gas leases in accordance with the Board’s prior separate delegation of authority concerning such leases. Board approval will be required for execution of any other real estate leases.

Enacted: 4/2/82
Amended: 4/4/86, 2/13/04
Michigan State University is committed to having responsible and ethical contractors and subcontractors on its construction projects. To achieve that goal, the University will take the following steps.

**Contractor Qualifications**

The University will obtain information from and about the contractors on its major construction projects. Depending on the extent of the University's prior experience with a contractor, that information may include:

- The contractor's experience on projects of similar size and complexity.
- References from other owners.
- The contractor's creditworthiness/financial condition.
- The contractor's safety record and prior history of OSHA/MIOSHA, environmental, or other regulatory violations, discrimination claims, prevailing wage violations, criminal convictions, liens, and litigation (including arbitrations) with owners, contractors', subcontractors, unions, or employees.
- Qualifications of management and supervisory personnel to be assigned by the contractor to the project.
- Access to labor necessary for contract performance.

**Contract Specifications**

Contracts for the University's major construction projects will include terms requiring:

- Compliance with all applicable health, safety and environmental laws and regulations during performance of the contract, and timely provision to the University of copies of any complaint or allegation of a violation of any such regulation, and of any accident report, relating to work performed under the contract.
- Contractors and subcontractors to maintain and make available to the University, upon request, documentation of compliance with the Michigan Prevailing Wage Act, including certified payroll reports and complete payroll records.
- Training for all workers assigned to perform work under the project, including any required OSHA/MIOSHA training.
- Registration of apprentices in bona fide training programs consistent with Prevailing Wage Act requirements.
- Contractors and subcontractors to implement and take steps to enforce a requirement that workers on the project be drug and alcohol free on the job site.
- Promotion of work force and contractor diversity to the fullest degree permitted by law, including prohibition of illegal discrimination and violation of the University's Anti-Discrimination Policy.
- Promotion of competition through small business development, by encouraging opportunities for qualified new and small businesses, including those owned by women.
and minorities, to participate in work under the contract, as contractors, subcontractors, and suppliers.

- Contractors and subcontractors to carry appropriate liability insurance in amounts established by the University's Office of Risk Management and Insurance; to comply with Michigan law on worker's compensation; to provide bid, payment, and performance bonds for the completion of the contracted work; and to maintain these coverages through the period specified by the Office of Risk Management and Insurance.
- Compliance with licensing requirements applicable to those assigned to perform work under the contract.

Work Force Management

On its major construction projects, the University will seek evidence that each successful contractor is able to furnish skilled tradespersons and laborers (a) in numbers sufficient to complete the work under the contract on a timely and cost effective basis, and (b) who are able to work in harmony with the employees of other contractors or subcontractors performing work on that project in order to achieve its completion on a timely and cost effective basis.

In that regard, the University will not discourage a contractor from entering into a project labor agreement (PLA) for a construction project at the University when the contractor determines that a PLA will enhance its ability to perform the work on the project. Further, the Vice President for Finance and Treasurer (VPFT) is authorized to require the successful contractor to enter into a PLA when doing so would advance MSU's project-specific interests in cost savings, efficiency, timeliness, or quality and would promote the institutional goals set forth in this Policy. The VPFT should not require a contractor to enter into a PLA on any project or part of a project when doing so would unreasonably restrict competition in the contracting or subcontracting process.

Definitions

For purposes of this Policy:

a) a "major construction project" is a construction or other real property improvement or maintenance project whose planning and implementation require Board of Trustees approval under Board Policy 02-06-01, "Construction and Other Real Property Improvements: Project Planning and Approval".

b) a "contractor" includes a construction manager and a design builder.

Enacted 2-22-08
As a publicly supported institution of higher education, Michigan State University must be operated in the public trust. Each unit of the University and every University employee is responsible for protecting the integrity of the name of the University.

The University recognizes that many of its activities provide potential sources of revenue through legitimate and worthwhile opportunities for sponsorship, advertising and promotion of entities and their products and services. While this revenue can be beneficial to the University community and in turn to the State of Michigan, the University's reputation and image are paramount and must be protected.

**Endorsements**

No official University publication or statement and no activity carried out in the name of the University, or by any individual officially acting on behalf of the University, shall constitute or be construed as a University endorsement of any commercial product or service. Further, sponsorship and advertising consistent with this policy are not intended and shall not be deemed to constitute the University's endorsement of related commercial products or services.

**Sponsorship, Advertising**

The University may extend the following donor and sponsorship acknowledgment, advertising and promotion opportunities to non-University entities:

1. **Sports, Performing Arts and Similar Activities.** Sponsorship recognition and advertising on programs, tickets, uniforms, equipment, banners, or other media or fixed or electronic recognition panels used in conjunction with University sports, performing arts and similar activities which may be attended by the public on a complimentary or fee basis.

2. **Public Broadcasting.** Sponsorship recognition and advertising on public broadcasting programs in accordance with applicable federal public broadcasting regulations.

3. **Other Academic Functions**
   a. Acknowledgment by the University of donors who provide substantial resources which make structures, facilities or programs possible, provided that acknowledgment through naming opportunities shall be subject to the University's policy on naming gifts.
   b. Acknowledgment of gifts and grants where such recognition is limited to information necessary to identify the donor and the nature or purpose of the gift.
   c. Acknowledgment of the cost underwriting of conference and other academic programs by a commercial donor, provided that such donor acknowledgment is limited to an appropriately modest statement of identification.
Administration

The Office of the Vice President and Secretary to the Board of Trustees is responsible for the implementation of this policy. Requests for interpretations of the policy shall be referred to that Office. Prior approval of the Board of Trustees shall be required to erect permanent and substantial structures for purposes of commercial recognition. Those responsible for any activity subject to this policy shall exercise reasonable judgment and taste in the acceptance of sponsorship and advertising and consider health implications of products to be advertised.

Enacted: 3/15/74
Amended: 4/11/97
General

The University shall establish a risk management program which includes a systematic and continuous identification of loss exposures, the analysis of these exposures in terms of frequency and severity probabilities, the application of sound risk control procedures and the financing of risk consistent with University financial resources.

Each person, regardless of official or unofficial status, who assumes or is assigned responsibility for the work or activities of others is administratively responsible for their safety during such work or activities. Investigation of accidents involving employees or students during work, class, or sponsored activities is the responsibility of the person whose job it is to supervise the person injured.

Patient Care

The University shall minimize the conditions which may produce an actual or alleged deficiency in patient care, with the purpose of achieving high standards of patient care and lowest practicable loss levels. The President is empowered to establish rules, regulations and procedures necessary to implement an effective quality assurance and risk management program.

Supervision of the general and patient care risk management system will be the administrative responsibility of the Office of Insurance and Risk Management.

Enacted: 7/27/79
Amended: 12/3/82
Freedom of expression and communication are central to the basic purposes of the University. The University strives to seek that balance between maximum freedom and necessary order which best promotes an environment conducive to the many faceted activities of teaching, learning, and research.

University regulations and ordinances are developed to prevent unnecessary and improper interference with those activities and functions carried out in furtherance of the University's mission. Individuals or groups will be held accountable to the University for violations of duly promulgated regulations and ordinances. Individuals or groups who engage in behavior which disrupts University activities may also be held accountable, under the law, to established legal and judicial authorities.

Enacted: 6/14/68
Amended: 12/3/82
Michigan State University will not engage in the sale of lottery tickets and will not permit the sale of such tickets on the campus.

Enacted: 11/16/72
Amended: 12/3/82
Employees

Consistent with State and Federal Law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Michigan State University, and at any site where work is performed by individuals on behalf of Michigan State University.

Pursuant to applicable University procedures governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on University premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable University procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources, Academic Human Resources or Student Employment Office.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by University employees. The Employee Assistance Program provides preventative programs and counseling for employees experiencing substance-dependency problems. Assistance is available on a voluntary basis. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate labor contract or policy.

Students

Michigan State University's compliance with provisions of the Drug-Free Schools and Communities Act Amendments of 1989 applying to students is achieved through a comprehensive alcohol and other drug prevention program which includes policy enforcement, education programs and treatment services.

General Student Regulations 2.06 and 2.07 prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Michigan State University property or as part of any of its activities. These regulations are as follows:

2.06 No student shall possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug prohibited by federal or state laws."

2.07 No student shall possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by state law and University ordinance."

Alleged violations of MSU regulations are adjudicated through the MSU student judicial process. Consequences for violations may include, but are not limited to, some form of
disciplinary probation, required attendance at educational programs, referral for assessment and treatment, relocation to a new living environment, and suspension from Michigan State University for sale of illegal drugs or repeated violations of the regulations. In addition, students can expect to be arrested and fined for violations of State Law on campus.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by students. Information about education and treatment services may be obtained from the Olin Health Education Office, Olin Health Center.

Enacted: 10/12/90
The compelling scientific findings, as summarized by the United States Surgeon General and the Environmental Protection Agency indicate that the simple separation of buildings into "smoking" and "nonsmoking" sections does not eliminate the unequivocal health risks that result from Environmental Tobacco Smoke (ETS). In light of these findings, Michigan State University is committed to eliminating harmful exposures to environmental tobacco smoke unwanted by students, faculty, staff and visitors, and adopts the following SMOKE-FREE policy.

1. Smoking will not be permitted in any enclosed space, regardless of location, except specifically designated private residential space and hotel rooms. Smoking will not be permitted near exits and entrances of buildings, except at a reasonable distance or unless otherwise designated.

2. Cigarettes and other tobacco products will not be sold on university grounds.

3. This smoke-free policy applies to all Michigan State University facilities and vehicles, owned or leased.

Smoking cessation programs provided by Healthy U and Olin Health Center are available to assist persons who wish to quit smoking. Questions, problems and complaints regarding this policy should be handled through existing departmental administrative channels and administrative procedures, including the Housing Options Committee. Persons found to have violated this policy will be subject to disciplinary action in the same manner and magnitude as violations of other University policies.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy.

Enacted: 07/16/93
1. Dependent children, spouses, and MSU-recognized same-sex domestic partners of eligible faculty and staff (see below) who are appointed prior to the second week of a semester or summer session will be entitled to a course fee courtesy. The course fee courtesy consists of the credit of an amount equal to one-half of the applicable Michigan resident on-campus undergraduate course fees.

2. Faculty and staff eligible under the course fee courtesy policy are as follows: full-time tenure system faculty, full-time librarians in the continuous employment system, full-time specialists in the continuing appointment system, individuals appointed full-time in the MSU Extension continuing appointment system, individuals appointed full-time in the Continuing Faculty Appointment System for the National Superconducting Cyclotron Laboratory, individuals appointed full-time in executive management positions and other continuing positions (appointments without end dates) in the Academic Personnel System, full-time Health Programs faculty members upon the commencement of the first additional appointment, full-time fixed term faculty and academic staff with at least 60 Full-Time-Equivalent (FTE) service months, and those who have access to the program by virtue of a labor contract.

3. Dependent children shall be defined as (a) all legally dependent children of eligible faculty or staff; and (b) such children who have eligible faculty or staff as their legal guardians.

4. Dependent spouse shall be defined as the legally recognized spouse of an eligible faculty or staff member.

5. Domestic partner shall be defined as the MSU-recognized same-sex domestic partner.

6. Course fees shall be defined as the amount associated with credit hour enrollment and shall not include the registration fee or such fees, taxes and charges as may be collected for third parties.

7. The course fee courtesy will be granted through the semester in which the 120th credit is attempted provided the dependent child or spouse/same-sex domestic partner is registered as a student in good academic standing at Michigan State University in a curriculum leading to the first baccalaureate degree or to a certificate in the Agricultural Technology program. For undergraduate students with transferable credits, the course fee courtesy is granted through the semester in which the combination of transferable credits and Michigan State University credits attempted equals 120.

8. Except as stipulated below, the Course Fee Courtesy for dependent children and spouses/same-sex domestic partners will be discontinued at the conclusion of the semester or summer session at which the employment of the eligible faculty or staff member is terminated. The dependent children and spouse/same-sex domestic partner of an eligible faculty or staff member participating in the University's Long-Term Disability Program or who dies while on active service or while participating in the University's Long-Term Disability Program retain eligibility as if the eligible faculty or staff member were still living or were not participating in the University's Long-Term Disability Program as long as they meet the other eligibility requirements of the Course.
Fee Courtesy Policy. The dependent children and spouse/same-sex domestic partner of eligible faculty or staff members who retire in accordance with Michigan State University's retirement policy also retain eligibility as long as they meet the other eligibility requirements of the Course Fee Courtesy Policy.

9. If the dependent child or spouse/same-sex domestic partner drops courses or withdraws from school during the refund period, any refund applicable to the course fee courtesy will revert to the University.

10. Dependent children and spouses/same-sex domestic partners of eligible faculty and staff on approved leave of absence will be eligible for the course fee courtesy.

Enacted: 7/23/82
Amended: 7/29/83, 12/2/83, 4/6/84, 7/26/91, 12/6/91, 6/28/02
The Archives shall be the depository for University records which are no longer administratively necessary in the several departments, but which have historical or other value. The Archives may also receive personal papers of officials, faculty, staff, students, alumni, and others.

The records of the official activities of the University officers and offices are the property of Michigan State University. Such property is not to be destroyed without the approval of both (a) the officer in charge of the department where the papers are produced or accumulated, and (b) the Director of University Archives and Historical Collections.

Restrictions may be placed on the use of confidential records and papers entrusted to the Archives by the Board of Trustees, administrative officials and other donors.

Enacted: 11/21/69
Michigan State University shall have a centralized development program which will have the primary responsibility for all programs and activities relating to private sector support for the University and its components.

As of this date, authority for the final approval of all internal programs, activities, and procedures which originate on the campus by any person, group, or organization associated with the University for purposes of raising funds from nongovernmental sources shall reside with the President.

Enacted: 9/26/80
Gifts and grants represent a vast resource for the future of Michigan State University. Certain gifts and grants may, however, be inconsistent with University needs or require additional support for which resources are too limited to permit proper administration of the gift. The President shall, therefore, promptly evaluate, or cause to be evaluated, any gift or grant tendered, to determine acceptability. If approved for acceptance, it shall be promptly acknowledged with appreciation.

The President shall cause a report of gifts and grants received to be presented to the Board of Trustees for acceptance at each regular meeting of the Board. Formal acceptance of all gifts and grants shall be by Board action.

Enacted: 9/26/80
All University broadcasts shall conform to the standards and requirements for public broadcasters established by the Corporation for Public Broadcasting (CPB) and the Federal Communications Commission (FCC).

The University Broadcast services should operate in keeping with the Mission Statement of Michigan State University. Major goals shall be to promote learning and the quality of life for the citizens of the area served.

Enacted: 2/8/55
Amended: 12/3/82
Michigan State University shall inform, encourage, and assist faculty, staff, and students to register to vote and to use their elective franchise.

Michigan State University personnel are urged to assist and cooperate with voter registration groups and media representatives in their efforts to publicize voter registration requirements and information and to register students to vote during university student registration and at other appropriate times and places of public convenience.

Enacted: 9/6/71
Michigan State University will support its trustees, officers, faculty, and staff when acting in the performance of assigned duties on behalf of the University. This policy also applies to students while engaged in approved academic programs and volunteers who are performing services for the University with prior written approval of the appropriate University official. The University will defend, save harmless, and indemnify such persons against any suit or proceeding, wherever brought, premised upon the fact that he or she is or was a member of the Board or an officer, employee, student, or volunteer of the University. The indemnity extends to expenses including attorney fees, judgments, fines, and amounts paid in settlement, actually and reasonably incurred, and with respect to any criminal action or proceeding where such person had no reasonable cause to believe that his or her conduct was unlawful. As a condition of indemnification, the trustee, official, employee, student, or volunteer is required to cooperate fully on a continuous basis with the University Attorney and the Office of Insurance and Risk Management.

Enacted: 3/15/74
Amended: 1/21/77, 9/2/83, 2/3/84
Organization

The Council shall be composed of the following 13 members:

1. Six faculty members (it shall be the policy as a general rule to make appointments from the ranks of teaching, research and extension faculty);

2. The faculty member appointed by the President as Faculty Representative to the Intercollegiate Conferences, ex officio;

3. The Director of Athletics, ex officio;

4. The Director of Alumni Relations, ex officio;

5. The Controller, ex officio;

6. Two Alumni Members;

7. The President of Student Government, ex officio.

The faculty members shall be appointed by the President, subject to the approval of the Academic Senate. Three shall be appointed each year to serve a two-year term. An alumni member shall be nominated by the Alumni Varsity Club and the second by the Alumni Advisory Council. Both alumni members are to be recommended by the Alumni Advisory Council to the President for appointment. Alumni members shall not be employees of Michigan State University.

Terms of office shall begin on July 1 following the member's appointment or election.

Vacancies occurring during the term of any member shall be filled by appointment by the President in the case of faculty, and upon the recommendation of the Director of Alumni Relations in the case of alumni.

Officers

The officers of the Council shall be a chairperson, vice chairperson, and a secretary. The Director of Alumni Relations shall serve as secretary. The Faculty Representative to the Intercollegiate Conference shall serve as chairperson. The vice chairperson shall be elected at the first regular meeting following July 1 and will take office immediately to serve a one-year term.

Duties

1. Rule on eligibility of students for intercollegiate competition.

2. Vote on intercollegiate conference legislation under the terms of the White Resolution.

3. Vote on National Collegiate Athletic Association legislation requiring faculty action.

4. Review schedules and develop schedule policy.
5. Control complimentary ticket allocation.

6. Determine ticket prices and policies.

7. Determine athletic contest television and radio policy.

8. Determine athletic awards policy.

9. Serve in an advisory capacity to the University administration on matters of intercollegiate athletic policy.

10. Serve in an advisory capacity to the Athletic Director on such matters as the Director may refer to the Council.

11. Serve in an advisory capacity to the Faculty Representative concerning special matters requiring faculty action on the Big Ten or National Collegiate Athletic Association.

12. Determine what sports shall be part of the intercollegiate athletic program.

**Responsibilities**

1. The Director of Athletics shall advise the Council as to the development of the athletic program at each regular meeting.

2. The Faculty Representative shall advise the Council as to relationships with other members of the Big Ten and on all matters requiring faculty action at each regular meeting.

**Meetings**

The Council will meet during the first month of the fall, winter, and spring terms and at such other times as the chairperson may determine.

Enacted: 11/19/55  
Amended: 1/3/56
Standards for sponsored research must be respectful of the purposes, needs and integrity of the University and the rightful claim of the public interest; thus, it is incumbent upon the academic community to be mindful of the conflict-of-interest situations which may arise.

Research projects should conform to all appropriate and established University policies (e.g., patents, copyrights, the use of human and animal experimental subjects, the use of radioactive isotopes and other hazardous substances, etc.).

Sponsored research should be consistent with the policies and plans of the department(s) and college(s) in which the research will be conducted.

The University should retain for its scholars the right of first publication. The imposition of restriction on publication of research results is incompatible with the basic concept of an educational institution. Exigencies of national defense may at times make exceptions to this policy on publication necessary.

Prior to accepting grants or contracts which do not cover all direct and indirect costs, the institution may seek alternative sources of financial support with full recognition that it is making a contribution to the cost of the work.

Research projects should conform to established University policy on patent rights.

Enacted: 3/20/70
Amended: 12/3/82
This policy was approved by the Board of Trustees on April 13, 2012.

I. **PREAMBLE**

As a modern research-intensive land-grant university, Michigan State University is committed to maintaining the trust of the general public which supports it and which it serves. For the University to do so, its faculty must pursue their research, teaching, outreach, and service responsibilities with integrity and proper professional judgment in a manner consistent with the highest standards of their respective disciplines and in the best interests of the University. A faculty member's reputation for integrity and for exercising proper professional judgment can be seriously compromised, however, if the faculty member fails to disclose a significant financial interest that is related to his/her institutional responsibilities. Moreover, an individual faculty member's unmanaged and unresolved conflict of interest can undermine confidence in the University and, thus, harm its standing and that of its entire faculty.

This Policy addresses the disclosure, review, management, and resolution of conflicts of interest relating to the performance by faculty of their research, teaching, outreach, and service responsibilities at the University. For purposes of this Policy, 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 independence of judgment with which the faculty member performs his/her responsibilities at the University.¹

II. **APPLICABILITY**²

This Policy applies to individuals appointed through the academic personnel system with research, teaching, outreach, or service institutional responsibilities. This Policy also applies to other individuals who have independent responsibility for proposing, conducting, or reporting the results of University research and other sponsored projects.³

III. **IMPLEMENTATION**

A. **Disclosure**

Faculty members must annually disclose all significant financial interests⁴ and other opportunities for tangible personal benefit that are related to the faculty member's institutional responsibilities. Faculty members must also submit an updated disclosure within thirty days of acquiring any new significant financial interest or other opportunity

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¹ In amplification and not in limitation of the foregoing, a conflict of interest exists if a faculty member’s financial interests (or other opportunities for tangible personal benefit) directly and significantly affect the design, conduct, or reporting of the results of research or other sponsored projects.

² For purposes of this Policy, the individuals described in Section II (Applicability) will generally be referred to as “Faculty” or “Faculty Members,” although the term encompasses, and the Policy applies to, all individuals described in Section II.

³ For a more detailed description of this Policy’s application to individuals involved in University research and other sponsored projects, refer to the Faculty Conflict of Interest Handbook.

⁴ A significant financial interest” is defined in the Faculty Conflict of Interest Handbook.
for tangible personal benefit. “Institutional responsibilities” refer to the faculty member’s professional responsibilities on behalf of the University, which include research, teaching/education, outreach, and service activities, both within and outside the University, in the general area of expertise for which the faculty member is employed by the University.

Disclosures will be made in accordance with the procedure established by the Faculty Conflict of Interest Officer (FCOIO). Each faculty member shall provide all information necessary for the University to review, manage, and resolve any conflicts of interest involving that faculty member.

The University shall respect the confidentiality of private financial and other private information supplied by faculty, and shall not release this information publicly unless it is legally required to do so, the resolution or elimination of the conflict of interest requires public disclosure of the information, or the faculty member consents to its public disclosure.

B. Faculty Conflict of Interest Officer

The Vice President for Research and Graduate Studies (VPRGS), in consultation with representatives of the University Committee on Graduate Studies (UCGS) and the University Committee on Faculty Affairs (UCFA), will appoint a FCOIO to administer this Policy. The FCOIO shall serve as a resource to faculty and administrators on defining and addressing faculty conflicts of interest and shall convene and serve, ex officio, as a non-voting member of the Conflict Review Committee described in Section III.D of this Policy.

The FCOIO shall develop and maintain an institutional procedure for faculty members to report significant financial interests and other opportunities for tangible personal benefit, as required by this Policy.

The FCOIO, in consultation with relevant administrators and appropriate academic governance committees, shall arrange for the preparation of a handbook for faculty, incorporating a list of frequently asked questions, explaining and interpreting this Policy. Assessment, management, and resolution of conflicts of interest should take into account the different norms, customs, and expectations of the various disciplines found among faculty in the University.

C. College-Specific Addenda

Each college (or relevant non-college unit) is encouraged to prepare, in consultation with the FCOIO, a supplement to the conflict of interest handbook, with frequently asked questions, that addresses conflict of interest issues specific to the disciplines and activities of the faculty of that college. A college may also adopt its own addendum to this Policy to address specific conflict situations which occur in that college. Such addenda must be prepared in consultation with the FCOIO and approved by the VPRGS. College-specific addenda must be consistent with, and no less stringent than, the provisions of this Policy and federal law and regulations regarding conflict of interest.

D. Conflict Review Committee

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The VPRGS, in consultation with representatives of the UCGS and the UCFA, shall appoint a Conflict Review Committee (CRC) composed of at least five faculty members from different disciplines, one of whom they will select as chairperson. At the discretion of the VPRGS, additional members may be appointed to the CRC. CRC members shall serve for staggered three-year terms and may be reappointed to additional terms. The FCOIO shall convene the CRC and serve, ex officio, as a non-voting member. The FCOIO and CRC have the authority to invite any input they deem necessary to assess a potential conflict of interest.

The FCOIO shall make the initial assessment about the existence of a conflict of interest based on the extent to which a disclosed significant financial interest or opportunity for tangible personal benefit could reasonably be expected to affect, or be perceived to affect, a faculty member’s performance of a University responsibility. If the FCOIO determines that a disclosed interest may create a real or potential conflict of interest, the FCOIO shall forward the disclosure to the CRC for additional assessment. If the CRC determines that no conflict of interest exists, it shall inform the faculty member and the VPRGS of that determination in writing. If the CRC determines that a conflict of interest exists as a result of the disclosures made by the faculty member, or as a result of a report made by another party, the CRC shall develop a written plan for the resolution or management of the conflict of interest.

The FCOIO shall submit the plan to the faculty member and the faculty member’s unit administrators for review and comment. If the faculty member does not agree with the CRC’s plan for the management or resolution of the conflict of interest, the faculty member may file a written objection detailing the nature of his/her objections with the VPRGS within ten days of receiving notice of the CRC’s plan. The CRC’s plan, along with any written comments submitted by unit administrators, and the objections of the faculty member shall be submitted to the VPRGS. The VPRGS may accept the CRC’s plan or decide to implement an alternative plan for the management or resolution of the conflict of interest. The VPRGS shall issue his/her decision within thirty days of his/her receipt of the CRC’s plan and any supplemental material. The VPRGS shall report his/her decision to the CRC, faculty member, unit administrators, and FCOIO.

In devising the plan to address the conflict of interest, the CRC shall seek to employ the least intrusive management techniques that will suffice to resolve the ethical and legal concerns arising from the conflict.

The CRC may recommend to the Provost and VPRGS the issuance of specific guidelines to investigators and other faculty regarding common conflict situations.

IV. SPECIFIC REQUIREMENTS FOR RESEARCH AND PROJECTS FUNDED BY THE PUBLIC HEALTH SERVICE AND NATIONAL SCIENCE FOUNDATION

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5 For purposes of this Policy, references to a faculty member’s “unit administrators” include the relevant department chair, dean, and/or separately reporting director.

6 This thirty-day period may be extended by the FCOIO upon the written request of the VPRGs.
The Public Health Service (PHS) and National Science Foundation (NSF) have developed policies and procedures to ensure that the design, conduct, and reporting of research funded under PHS or NSF grants, cooperative agreements, and contracts will not be biased by conflicts of interest affecting the investigators responsible for such research.

The PHS/NSF regulations require that each institution and investigator applying for, receiving, or being supported by PHS/NSF funds be compliant with PHS/NSF rules regarding training and disclosure prior to applying for funds and the establishment of conflict of interest management plans prior to the expenditure of funds.

Investigators applying to PHS or NSF must disclose to the University all "significant financial interests" (as defined in the regulations) related to the investigator's institutional responsibilities. Further, investigators participating in PHS- or NSF-funded research are required to submit an updated disclosure of significant financial interests within thirty days of acquiring any new significant financial interest.

A conflict of interest exists if the University determines that the investigator has a significant financial interest that could directly and significantly affect the design, conduct, or reporting of PHS- or NSF-funded research. The University will not authorize the expenditure of any funds under a PHS- or NSF-funded research project until (a) all investigator disclosures have been reviewed for potential conflicts of interest; and (b) if a conflict of interest exists, a plan satisfactory to the VPRGS to manage the conflict of interest has been developed and implemented.

To the extent that these or any other legal requirements are more stringent than this Policy, they will take precedence. For a detailed description of the disclosure requirements applicable to PHS/NSF investigators, refer to the “Guidelines on Conflict of Interest Pertaining to Applications for NSF and PHS Research Support,” which is a supplement to this Policy.

V. NON-COMPLIANCE

A faculty member who violates this Policy is subject to disciplinary action. Any University employee or student who knowingly files a false allegation that this Policy has been violated, or who knowingly provides false information to or intentionally misleads University officials who are investigating an alleged violation of this Policy, may be subject to disciplinary action. The VPRGS shall establish a mechanism, after consulting with the FCOIO, for investigating concerns or allegations regarding significant financial interests and other opportunities for tangible personal benefit of faculty which are not reported as required under this Policy. The review and investigation of concerns or allegations that this Policy has been violated will be conducted confidentially to the extent permitted by law, except insofar as information needs to be disclosed so that the University may effectively investigate the matter or take corrective action.

If the failure of a faculty member to comply with this Policy has biased the design, conduct, or reporting of funded research, the University may, and in some cases is required to, notify the awarding agency of the compliance failure and the corrective action taken by the University.

VI. TIMING OF IMPLEMENTATION
The current Faculty Conflicts of Interest Policy was approved by the Board of Trustees on April 13, 2006. This revised Faculty Conflicts of Interest Policy shall supersede the current Policy upon approval by the Board of Trustees.

Effective August 24, 2012, all individuals who have independent responsibility for proposing, conducting, or reporting the results of University PHS- or NSF-funded research must be in compliance with this Policy and related University policies and guidelines applicable to PHS or NSF-funded research.

The President, in consultation with the VPRGS, shall determine the timing of implementation of the annual reporting requirement under Section III, Part A of this Policy for covered individuals to whom the foregoing paragraph does not apply. Such individuals shall comply with the disclosure requirements set forth in the Faculty Conflicts of Interest Policy approved by the Board of Trustees on April 13, 2006 until the President has determined that the disclosure requirements set forth in this revised Policy are applicable to them, which shall be no later than January 1, 2015.
Appendix: Role, Appointment, and Evaluation of the Faculty Conflict of Interest Officer (FCOIO)

1. Role of the FCOIO

   A. Serves as an information resource to faculty and administrators on defining and addressing conflicts of interest, as defined in the Policy.

   B. Prepares an institutional procedure to be used in establishing conflict reporting mechanisms.

   C. Convenes the Conflict Review Committee (CRC) and serves, ex officio, as a non-voting member.

   D. In consultation with relevant administrators and appropriate faculty committees, arranges preparation of a handbook incorporating a list of frequently asked questions explaining and interpreting the Policy.

2. Appointment of the FCOIO

   A. The FCOIO shall be appointed by the Vice President for Research and Graduate Studies (VPRGS) after consultation with representatives of the University Committee on Graduate Studies (UCGS) and University Committee on Faculty Affairs (UCFA). The FCOIO shall serve at the pleasure of the VPRGS.

   B. The FCOIO shall report to the VPRGS. The FCOIO shall keep the Provost and President informed about the implementation of this Policy and about educational and other activities of his/her office.

   C. Should the FCOIO recuse himself/herself from FCOIO duties with regard to a particular conflict of interest, the VPRGS shall appoint a substitute after consultation with the chairperson of the Academic Subcommittee of the UCGS.

3. Evaluation of FCOIO

   The VPRGS shall evaluate the performance of the FCOIO at intervals not to exceed five years pursuant to criteria established by the President, Provost, and VPRGS in consultation with the UCGS. The VPRGS shall submit the results of this evaluation to the President, the Provost, and the UCGS.

Enacted: 4/13/06
Amended: 4/13/12

*Please note that this policy supersedes the Interim Guidelines for Potential Conflicts of Interest in Academic Areas of the University which were repealed by the Board of Trustees on 5/16/08.*
Policy Overview

Full-time faculty members are compensated for full-time professional effort for the University. Faculty may have duties in instruction, research, or outreach, or in a combination of these areas. Regardless of the character of the faculty member’s duties, the University expects that each full-time faculty member will carry a reasonable and full-time load, assuming a proper share of the total functions and responsibilities of the department/school, college, and University. Within this framework, the University recognizes that, through consulting and other relationships with government, industry, not-for-profit organizations, and others outside the University, its faculty members can make valuable contributions off campus while enhancing their expertise in their discipline.

This Policy is intended to protect the integrity of the faculty-University professional relationship, to ensure that approved outside work for pay is consistent with the University’s mission, and to provide that faculty members remain accessible to students, colleagues, and the public.

II. Applicability

This Policy applies to all faculty members (tenure system and fixed term) at the rank of instructor through professor who hold appointments of at least 50% time. Faculty appointed less than full-time are not eligible to perform outside work for pay during regular University duty periods. With the exception of the approval process, outside work for pay performed during non-duty periods is subject to the remaining provisions of this Policy.

Certain activities are expected of faculty members as part of their normal scholarly activities and are not regulated by this Policy (even if a faculty member is paid to do them by a person or entity other than the University). These include, but are not limited to:

- presentations at professional meetings and other similar gatherings
- peer review of articles and grant proposals
- leadership positions in professional societies
- preparation of scholarly publications
- editorial services for educational or professional organizations
- service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- musical and other creative performances and exhibitions, if there is an expectation in the faculty member’s discipline that he/she will engage in such performances or

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1 This Policy does not apply to unrenumerated outside activities, whether of a charitable or professional nature. However, faculty members are expected to arrange their outside activities so as to avoid conflicts of commitment. A “conflict of commitment” occurs when the time and attention a faculty member devotes to outside activities interferes with the performance of his/her responsibilities to the University.

2 Executive managers (senior level University administrators, including associate and assistant vice presidents and specified directors) and academic administrators (e.g., deans, department chairs, and school directors) are also subject to this Policy and must obtain prior written approval from their direct supervisor before engaging in outside work for pay.

3 A faculty member or unit administrator may (1) request an individual or group exemption from specific provisions of this Policy, or (2) request that a particular activity or type of activity be exempt from this Policy. Such requests must be approved in writing by the applicable department chair/director and dean/separately reporting director and by the Provost or his/her designee. Failure to request or receive exemption approval in writing results in coverage of the activity under this Policy.
exhibitions.

III. Limitations on Performing Outside Work for Pay During Duty Periods

Faculty members may request approval to engage in outside work for pay during duty periods if all of the following conditions exist:

1. All approved outside work for pay and overload pay assignments for the faculty member will not exceed a total average of four (4) days a month.

2. The work in question will enhance the faculty member’s expertise as a teacher and scholar in his/her discipline.

3. The work will not interfere with the performance of the faculty member’s University duties, including those non-classroom responsibilities expected of all faculty members.

4. The work will not adversely affect the University’s interests or violate University policies or regulations.

5. The work will be of a professional nature.

IV. Definitions

1. “Outside work” is any work performed for a person or entity other than Michigan State University.

2. “Work” is any service or activity in the general area of expertise for which the faculty member is employed by the University. Examples of work include, but are not limited to, consulting, advising, research, demonstrating, performing, outreach, or teaching in the faculty member’s discipline.

3. “Pay” is anything of value received in consideration for work (except reimbursement of expenses, indemnification, or insurance coverage for claims arising out of or occurring in connection with the work). Examples of pay include, but are not limited to, any salary, fee, honorarium, stock, stock option, monetary gift or contribution beyond actual expense, or the promise of any of these in the future. Work for any business or other for-profit enterprise owned or operated by a faculty member or by his/her relative(s), shall be considered “pay” (whether or not the faculty member receives anything of value in consideration for the work) because of the likelihood that the faculty member’s work will increase the value of the business or enterprise to the faculty member’s direct or indirect financial benefit.

V. Required Approval

1. A faculty member must request and obtain the written approval of his/her unit administrator and dean/separately reporting director before engaging in outside work for pay. (See the Outside Work for Pay Authorization form.)

2. University administrators to whom the Authorization Form is submitted may seek additional information or clarification from the faculty member regarding the proposed outside work for pay.

4. If a request to engage in outside work for pay is denied, the unit administrator shall provide the faculty member with written reasons for the denial. A faculty member may not challenge a decision to deny approval for outside work for pay through the Faculty Grievance Procedure unless the faculty member alleges that the denial is contrary to University policy or established practice.

5. Each dean/separately reporting director shall keep Authorization Forms submitted by faculty on file for at least three years.

6. Each dean/separately reporting director shall submit annual reports to the Office of the Provost concerning the outside work for pay performed by faculty in that college/administrative unit. The reports shall not identify individual faculty by name.

VI. Non-Duty Periods

Faculty who hold academic year appointments or part-time appointments of at least 50% time may engage in outside work for pay during non-duty periods if the work does not adversely affect the University’s interests, violate University policies or regulations, or circumvent University policies or regulations that would apply if the work was performed during the duty period. The University does not limit the amount of time faculty may spend on outside work for pay at times other than their duty periods.

A faculty member must provide written notice to his/her unit administrator prior to engaging in outside work for pay during non-duty periods by submitting an Outside Work for Pay Authorization form.

VII. Intellectual Property

The University’s policies regarding intellectual property are applicable to faculty members engaging in outside work for pay.

VIII. Indemnification

Outside work for pay is not covered under the University’s Indemnification Policy or its Travel Accident Plan.
IX. Other Provisions

1. Faculty may use University facilities, supplies and materials, equipment, services, or employees for outside work for pay, but only if (a) such use would not be contrary to University policy or collective bargaining agreements, (b) such use would not adversely affect the use or availability of such facilities, supplies and materials, equipment, services, or personnel for unit and other University activities and operations; and (c) the University is reimbursed in full for the fair market value of the use of the facilities, supplies and materials, equipment, services, or employees.¹

2. If a faculty member seeks to use intellectual property owned by the University in outside work for pay, the unit administrator must consult with the Office of Intellectual Property before the outside work for pay may be approved or performed. The purposes of this consultation are to avoid violation of third party licenses, to prevent loss of patent rights through premature public disclosure, and to preserve the rights of other authors or inventors.

3. When engaged in outside work for pay, faculty members must make it clear that (a) they are acting in their individual capacities and not on behalf of the University; and (b) that the University does not endorse, sponsor, or support the outside work. A faculty member may use his/her University title when signing reports and letters pertaining to outside work for pay so long as it is clear that the University title is used solely to document his/her professional credentials. Official University letterhead shall not be used in outside work for pay.

4. Faculty members shall not divert to outside work for pay research or teaching opportunities that might reasonably be offered to the University, nor should they knowingly participate in outside work for pay that might compete with the University’s programs.

5. The involvement of University students or staff (especially those for whom the faculty member has oversight responsibilities) in a faculty member’s outside work for pay must be disclosed and may require monitoring.

6. Approval for outside work for pay is subject to termination at any time the University considers such action to be advisable. Written reasons for the decision to terminate approval will be provided to the faculty member by his/her unit administrator. Decisions to terminate approval for outside work for pay are not disciplinary action. A faculty member who wishes to challenge a decision terminating outside work for pay through the Faculty Grievance Procedure must allege that the termination is contrary to University policy or established practice.

7. When involvement in outside work for pay substantially interferes with a faculty member’s performance of his/her University duties, the faculty member’s unit administrator may issue an administrative warning to the faculty member or the faculty member and his/her unit administrator may arrange by mutual agreement a voluntary unpaid leave of absence or a reduction in the faculty member’s appointment. Voluntary leaves of absence should normally not exceed six months, and the frequency and

¹ Faculty using University facilities, supplies and materials, services, or equipment for outside work for pay do not need to reimburse the University for the fair market value of the use if it is a de minimis, incidental use which imposes no, or little, additional cost or expense on the University.
duration of leaves of absence should not impair a faculty member’s contributions to the University.

8. Violation of this Policy may be the basis for discipline under applicable University policies.

9. Individual colleges or other units may establish lower maximum time limits for outside work for pay than those stipulated in this Policy and may promulgate guidelines and impose reporting requirements for outside work for pay in addition to those set forth in this Policy.

X. Applicability to the Medical Colleges

Faculty in the Colleges of Human Medicine, Nursing, and Osteopathic Medicine may engage in outside work for pay pursuant to this Policy, provided that, if the outside work for pay includes patient care or administrative or consulting activities significantly related to, but not directly involved in, the provision of patient care, the income derived therefrom is subject to the provisions of the Michigan State University Practice Plan. Faculty in the College of Veterinary Medicine may engage in outside work for pay pursuant to this Policy, provided that private practice by faculty in the College of Veterinary Medicine may occur only in accordance with College of Veterinary Medicine policy, and provided further that, if a practice plan is established for the College of Veterinary Medicine in the future, any income derived by a faculty member of the College of Veterinary Medicine from private practice will be subject to the provisions of that practice plan.

Enacted: 8/9/51
Amended: 3/4/83, 6/7/91, 11/19/93, 5/5/06
I. Applicability

This Policy applies to full-time faculty members (tenure system and fixed term) at the rank of instructor through professor, full-time academic staff (including specialists, librarians, and extension field service staff), full-time executive managers, and full-time academic administrators (e.g., deans, department chairs, and school directors).

II. Overload Pay

Faculty and academic staff may request approval for overload pay for overload assignments related to teaching, research, outreach activities, and academic and student support activities. Executive managers and academic administrators may request approval for overload pay for overload assignments related to their administrative duties and/or expertise.¹

III. Required Approval

1. 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.

2. In order to be approved, an overload pay assignment must meet the following minimum criteria:

   a) The individual requesting overload pay must have a full-time assignment in her/his department, school, or other administrative unit and be satisfactorily performing her/his assigned duties; and

   b) The individual’s immediate supervisor, after consultation with the administrator of the MAU in which the individual is appointed, must determine that:

      (i) the proposed assignment represents a substantial increase over the individual’s regularly assigned duties; and

      (ii) after considering the other commitments of the individual, including her/his regularly assigned duties, approved outside work for pay, and other professional obligations, the proposed assignment will not adversely affect the individual’s performance of her/his regularly assigned duties.

3. The approval of each overload pay assignment must be recorded on the Overload Pay form.

¹ In accordance with the policy on Outside Work for Pay, faculty, executive managers, and academic administrators may request approval to engage in overload pay and/or outside work for pay for up to a total average of four (4) days per month during duty periods. Academic staff (who are not eligible to engage in outside work for pay) may request approval to engage in overload pay for up to an average of four (4) days per month.
IV. Summer Appointments

Faculty and academic staff members appointed on an academic year basis may have part-time or full-time summer appointments in teaching, research, and/or outreach. The salary for such a summer appointment may not exceed 3/9 of the faculty or academic staff member's salary during the previous academic year. These summer appointments are not considered overload pay assignments and are not subject to this Policy. However, faculty and academic staff members who hold full-time summer appointments are also eligible for overload pay assignments during the summer if such assignments are made pursuant to this Policy.

V. Other Provisions

1. The Office of the Provost shall provide an annual summary of overload pay disbursements made during the prior fiscal year to appropriate MAU administrators.

2. In recognition of collegial expectations usual in a community of scholars, University units may not pay honoraria to faculty members, academic staff, executive managers, or academic administrators for talks, seminars, etc., provided in usual classroom/seminar settings.

3. Individuals performing overload pay assignments pursuant to this Policy remain subject to the same University policies and procedures as are in effect during the performance of their regularly assigned duties.

4. Assignments which might normally justify the payment of overload pay may, by mutual agreement, be compensated for by subsequent release time for research, the assignment of additional graduate assistants / other support staff, or other forms of programmatic/ professional support instead of by overload pay.

5. Major administrative units may establish lower maximum time limits for overload pay than those stipulated in this Policy.

Enacted: 10/16/70
Amended: 7/28/83, 6/12/87, 5/5/06
Faculty members campaigning as political candidates for state or federal offices shall do so on their own time. For the period of such candidacy, it is required that they obtain leaves of absence from employment at Michigan State University or continue work at the University on a part-time basis. Final responsibility for such decisions shall rest with the Board of Trustees.

Leaves of absence are not required of faculty members who become candidates for offices of a temporary or part-time nature, such as members of a municipal charter revision commission, members of a local school board, or holders of municipal office.

Enacted: 12/21/50
Each faculty member shall be appointed according to the following guidelines:

1. Precise terms and conditions of employment should be reduced to writing and delivered to a prospective faculty member before the appointment becomes final.

2. Probationary faculty members should be informed early in the period of appointment of the substantive and procedural standards to be followed in determining reappointment and/or granting of tenure.

3. Recommendations regarding renewal of appointment or granting of tenure should be reached by faculty groups under procedures promulgated by and approved through the faculty.

4. A probationary faculty member should be notified whenever a decision affecting his/her status is under consideration and he/she will be afforded the opportunity to submit material in writing that is considered relevant to such decision.

5. In every case of nonreappointment, probationary faculty members must be given written notice thereof and offered reasons therefore, which must be delivered orally or in writing at the option of the faculty member.

Enacted: 2/19/71
All academic personnel shall be appointed on either an academic year (AY) or annual basis (AN). Such appointments will normally be considered to cover a twelve-month period, except that temporary appointments may be for a shorter period.

An academic year appointment is for a nine-month assignment of duties and responsibilities including related departmental meetings before registration in the fall and commencement and grade reporting in the spring. Such appointments will normally be for the period September 16 through June 15 of the following calendar year.

An annual appointment is for a full-year assignment of duties and responsibilities including periods of annual leave and paid holidays.

Enacted: 2/17/44
Amended: 7/26/91
SABBATICAL LEAVES OF ABSENCE
03-17-07

General Policy

1. A sabbatical leave is intended for the mutual benefit of the University and the faculty member granted a leave. The purpose is to encourage academic and institutional revitalization by providing sustained time for research/creative activities; development of new courses or programs; acquisition of expanded and/or new qualifications and skills; contribution to academic unit plans to improve and/or refocus instructional, research, or public service activities in accordance with the mission of the University.

2. A sabbatical leave is not granted automatically. Each request for a sabbatical leave must include a detailed description outlining the purposes, objectives and scholarly and research activities of the leave and normally should be submitted six months in advance of the starting date of the leave. The plan should indicate how the objectives and accomplishments of the leave will advance the interests and capabilities of the faculty member for fulfilling the aims, objectives and goals of the department/school, college or University. All leaves must have the approval of the appropriate administrators and of the Provost or designee.

3. Within thirty (30) days following the conclusion of a sabbatical leave, a sabbatical leave report, with a separate summary not to exceed one page in length, must be submitted to the department chairperson/school director or dean of a non-departmentally organized college. The report should include an assessment and evaluation of the leave accomplishments in relation to the sabbatical leave plan. Departments/schools and non-departmentally organized colleges should retain a copy of the sabbatical leave report in applicable unit files.

Eligibility

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

2. A sabbatical leave shall not be granted until the faculty member has completed six years of service to the University. Service shall be interpreted to include those activities of interest to and supported by the University, regardless of the source of financial support.

3. Years of service shall count from the date of full-time appointment, or from the ending date of the previous sabbatical leave (except as stated in the following section, number 3, below). However, all leaves of absence shall be excluded in determining years of service for a sabbatical leave.

4. The length of leaves shall not be extended on the basis of more than six years of service since the previously compensated leave.

5. Appropriate applications for a full year of leave (with reduced pay) normally have precedence over shorter-term leaves (with full pay).

Types of Sabbatical Leaves
1. For faculty on academic year appointments, sabbatical leaves are of two types:
   a. One term with no reduction in pay.
   b. Two terms with a fifty percent reduction in the academic year salary. (Payments distributed over 12 months.)

2. For faculty on annual appointments:
   a. Up to six months with no reduction in pay.
   b. Twelve months with a fifty percent reduction in pay.

3. For deans, directors, departmental chairpersons, and other administrative officers:
   a. Three months once in every three years with full pay, initially after six years of service to the University which includes at least three years of administrative service.
   b. Six months with no reduction in pay after at least six years of service to the University since the previous sabbatical or from the date of full-time appointment including at least three years in administrative positions without compensated leaves.
   c. Sabbatical leave eligibility following the return to regular faculty duties requires six years of service to the University since the completion of the sabbatical leave referenced in a. and b., above. Up to three years credit for service between the date of full-time employment or the end date of the sabbatical leave immediately preceding the administrative assignment, whichever is later, and the beginning date of the administrative position may be applied toward this requirement only if the last sabbatical leave as an administrator was a three-month leave (see section 3a, above).

Conditions

1. Recipients of sabbatical leaves are permitted to receive money for activities approved as part of the approved sabbatical plan without prejudice to their receipt of income from Michigan State University, provided that the total remuneration from all sources does not exceed that received from this institution. (Financial support to offset the costs of travel and subsistence are excluded from total remuneration; see 3, below.)

2. Teaching, research and service activities performed during sabbatical leaves must be in accord with the mission of the unit, college and University. Faculty members on sabbatical leave may accept teaching assignments for pay subject to the following conditions:
   a. The teaching assignment must provide and be part of a variety of experiences which serve to improve scholarly/creative competence;
   b. Benefits flowing from the teaching assignment must be demonstrable in the sabbatical leave plan;
   c. The details of the teaching assignment are clearly defined in the sabbatical leave plan and are subject to approval by the applicable chairperson/director, dean and Provost or designee and agreed to in the best interests of the department/school, college and University.
3. In addition to salary, special arrangements may be made to defray travel and similar coincidental expenses, normally provided by externally obtained non-general fund grants or other arrangements. These arrangements normally should be approved in advance as part of the leave application.

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

**Departmental Adjustments**

1. If a sabbatical leave is granted for one year, academic or fiscal, the department involved will be entitled to use the released funds for a replacement, provided approval is given by the dean of the college.

2. If leave is granted for less than a year, the department will be expected to make adjustments such as suspending courses or by reassigning other personnel.

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

Enacted: 5/25/56  
Amended: 2/26/82, 6/12/87, 11/19/93

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

**Preamble:** The purpose of tenure is to assure the University staff academic freedom and security and to protect the best interests of the University. Tenure shall not be considered to protect any person from the loss of his/her position as a result of misconduct which constitutes cause for dismissal as specified in the Dismissal of Tenured Faculty for Cause policy.

**GRANTING TENURE**

Appointments in the tenure system are only at the ranks of professor, associate professor, and assistant professor.

The chairperson of the unit recommending an appointment in the tenure system shall deliver in writing to the faculty member at the time of appointment a copy of the bylaws of the unit or other policy document that specifies the unit's expectations and procedures for reappointment, promotion and tenure. (See section on Non-Tenured Faculty in the Tenure System.)

Recommendations for tenure system faculty appointments, reappointments, promotion and tenure originate in the primary academic unit (department, school or non-departmentally organized college) and are reviewed successively by the Dean, the Provost and are approved by the President. Actions involving the award of tenure are approved by the President, who makes the final recommendation to the Board of Trustees for action. When tenure is granted, it is effective upon the first day of the month after the date of approval by the Board of Trustees.

A faculty member with the rank of professor in the tenure system is granted tenure (appointment for an indefinite period without a terminal date) from the date of appointment at that rank.

An associate professor who has not served previously at Michigan State University usually is appointed in the tenure system for a probationary period of four years. In some cases, upon the recommendation of the unit administrator(s), dean(s), and with the prior approval of the Provost and President, the probationary period may vary in length from two to five years. If an associate professor is reappointed, tenure is granted. Individuals appointed at the rank of associate professor without tenure have the option of requesting reappointment at any point prior to the conclusion of the stipulated probationary appointment period. A negative decision on such a request shall not preclude consideration for reappointment at the time specified upon appointment.

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1 Consistent with the Committee on Institutional Cooperation (Big Ten) and other peer law school policies/practices, the Law College has slightly different lengths for tenure system probationary appointment periods than those described above. An assistant professor may be promoted to the rank of associate professor without tenure after three years of college tenure system employment. An assistant or associate professor must apply for tenure at the latest after completion of ten regular semesters or five years of service at the Law College. A candidate with significant tenure system law teaching experience or exceptional public or private professional experience may be appointed as an associate professor without tenure. In unusual circumstances, an initial appointment may be made at the rank of associate professor with tenure. An appointment at the rank of full professor confers tenure upon appointment. See the Law College's Policy for the Granting of Tenure and Promotion.

2 Such early reviews would occur on the normal review cycle as established by university, college and department/school procedures.
In unusual cases, on recommendation of the unit administrator(s) and dean(s) and with the prior approval of the Provost and the President, and final approval by the Board of Trustees, a faculty member initially appointed at the rank of *associate professor* may be granted tenure from the date of appointment.

An *assistant professor* has not served previously at Michigan State University is appointed initially in the tenure system for a probationary period of four years and may be reappointed for an additional probationary period of three years. If at any time during these two probationary periods an *assistant professor* is promoted to the rank of *associate professor*, tenure is granted. If not promoted to the rank of associate professor at the conclusion of the second probationary period of three years, the individual is ineligible for an additional reappointment unless a special extension is approved (see below). Individuals appointed at the rank of *assistant professor* without tenure have the option of requesting promotion to associate professor with tenure at any point prior to the conclusion of the stipulated probationary appointment period. A negative decision on such a request shall not preclude consideration for reappointment at the normal time.

Extensions in the probationary appointment periods for all faculty appointed in the tenure system require approval of the Chairperson/Director, the Dean, the Provost (or designee) and the University Committee on Faculty Tenure tensions in probationary appointment periods are not interpretations of or deviations from the rules of tenure under section 4.8.5. of the *Bylaws for Academic Governance*.

**OPERATING PRINCIPLES OF THE TENURE SYSTEM**

1. Probationary appointment periods for tenure purposes are calculated from August 16 of the calendar year in which the appointment is effective.

2. A faculty member granted a leave of absence for six to twelve months will have the probationary appointment period extended appropriately. See "Implementation Practices" for additional reasons and procedures for extending the probationary appointment period.

3. A faculty member who is not to be recommended for reappointment by the department chairperson and dean must be so notified in writing by the department chairperson by December 15 preceding the expiration of the appointment. Copies of the notification are to be sent to the dean and provost. Upon written request of the faculty member, the administrative unit making the decision shall transmit in writing the reasons for not recommending further appointment.

4. If a faculty member is not given proper notification, as stated in 3., an extension of one year is automatic, and the faculty member shall consider this arrangement as official notification of separation from the University at the end of the one-year extension.

5. A tenure system faculty member who is not reappointed or resigns may not be appointed

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3 Information on extensions of probationary appointments should originate in the primary academic unit; such information may also be obtained from the chairperson of the University Committee on Faculty Tenure, the department chairperson, the school director, the dean, or the Office of the Provost. See section on Implementation Practices.
in the tenure system, except as approved by the University Committee on Faculty Tenure upon written request by the faculty member, department/school and college.

6. A Foreign National holding non-immigrant status may be appointed within the tenure system; however, he/she may not be appointed with tenure unless (a) he/she has acquired permanent resident status or U.S. citizenship or (b) he/she enters into and complies with the terms of a Faculty Tenure Policy Exemption Agreement approved by the Provost.

7. Questions about the interpretation of the tenure rules are referred to the University Committee on Faculty Tenure. The Committee renders a decision and communicates it to the president, the provost or other appropriate administrative official. In every case, final decision rests with the Board of Trustees. The University Committee on Faculty Tenure also considers the resolution of tenure issues/problems arising from situations not covered in the tenure rules and proposes solutions to the Provost. As appropriate, the Provost may recommend new policies or policy revisions to appropriate academic governance bodies. Changes in the tenure rules require action by the Board of Trustees.

8. Tenure at Michigan State University resides in the University and tenured faculty have "tenure in the university." (See "Principles of Faculty Reassignment").

Enacted: 5/15/52

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1In those situations where the Foreign National chooses not to execute a Faculty Tenure Policy Exemption Agreement but has otherwise been endorsed by the Provost as having met all of the requirements for promotion and tenure, he/she will be placed on a fixed term appointment or have his/her appointment period extended on an annual basis, whichever is appropriate, until permanent resident status or U.S. citizenship is granted, at which time a tenure recommendation will be made to the Board of Trustees.
Preamble

The University is a community of scholars dedicated to the advancement of knowledge. Among the functions of a University is the establishment of a proper intellectual integrity among the faculty, between the faculty and the students, and between the faculty and the national and international academic community. This intellectual integrity is fostered by the creation of an environment of personal interaction and mutual trust whereby its members are mindful of their responsibilities to maintain standards of competence, and a proper attitude of objectivity, industry, and cooperation with their associates within and outside the University community. However, if the community is to be sustained it is necessary for it to take action when commonly held standards of conduct are violated. Thus, disciplinary action up to and including dismissal may be undertaken for cause, with dismissal being reserved for the most serious of cases. Dismissal or the threat of dismissal may not be used to restrain faculty members in their exercise of academic freedom.

Grounds for Dismissal

A tenured faculty member may be dismissed for cause, including but not limited to: (1) intellectual dishonesty; (2) acts of discrimination, including harassment, prohibited by law or University policy; (3) acts of moral turpitude; (4) theft or misuse of University property; (5) incompetence; (6) refusal to perform reasonable assigned duties; (7) use of professional authority to exploit others; (8) violation of University policy substantially related to performance of faculty responsibilities, and (9) conviction of violation(s) of law(s) which are substantially related to the fitness of faculty members to engage in teaching, research, service/outreach, and/or administration.\(^1\)

If dismissal proceedings are initiated against a tenured faculty member and result in a finding of cause, dismissal or disciplinary action other than dismissal may be recommended and imposed. Disciplinary action other than dismissal may include, but is not limited to, reprimand, suspension with or without pay, reassignment of duties, reduction in appointment, denial of salary increase, mandatory counseling, and/or monitoring of behavior and performance.

I. INFORMAL RESOLUTION/PRELIMINARY CONFERENCE STAGE.

Dismissal for Cause Review Officer’s Recommendation

A dean or separately reporting director (“charging party”) proposing to initiate dismissal for cause proceedings against a faculty member must file a written request with the Provost that details the reasons for considering dismissal and provides copies of all relevant documentation, including copies of any past disciplinary action or warnings to the faculty member that his/her conduct might lead to dismissal.

Upon receipt of such a request, the Provost shall notify the faculty member of the request and ask the Dismissal for Cause Review Officer (see Appendix III ) to review the matter and to

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\(^1\) This Policy does not apply with respect to: (1) a tenure system faculty member’s material misrepresentation made to the University in obtaining employment, or (2) cases where disciplinary action other than dismissal is sought. In such cases, the Policy and Procedure for Rescission and the Policy and Procedure for Implementing Disciplinary Action where Dismissal is not sought, respectively, shall be followed.

\(^2\) This Dismissal of Tenured Faculty for Cause Policy (the “Policy”) also applies to the dismissal of non-tenured faculty appointed in the tenure system prior to the expiration of the term of appointment.
provide a confidential report and recommendation to the Provost as to whether dismissal for cause proceedings should be initiated and, if so, whether the faculty member should be relieved from any or all duties during the proceedings.

The review process is intended to provide an opportunity for informal resolution of the matter. Accordingly, meetings between the faculty member and the Review Officer and between the faculty member and the Provost during the review process will proceed without counsel present. At any stage during the review process, the faculty member may elect to forgo meeting or talking with the Review Officer or the Provost.

The Review Officer shall review the reasons for considering dismissal and the evidence in support of dismissal with the charging party. The Review Officer shall also talk with the charging party, faculty member, and the faculty member’s department chairperson/school director, prior to making a recommendation to the Provost.

In reaching his/her recommendation, the Review Officer should consider what steps have been taken to achieve informal resolution of the matter; whether, in cases involving a pattern of conduct, the faculty member had any warning that the conduct might lead to dismissal; and whether any measures might be taken to resolve the matter short of instituting dismissal for cause proceedings. The Review Officer’s report and recommendation should be forwarded to the Provost within 30 days\(^1\) of the Review Officer’s selection by the President, unless an extension of time is approved by the Provost.

**Determination by the Provost**

The Provost shall review the report and recommendation of the Review Officer and determine whether the matter is of sufficient seriousness to warrant the initiation of dismissal for cause proceedings.\(^2\) In reaching his/her decision, the Provost may discuss the matter with the Review Officer, charging party, and/or faculty member.

The confidential report and recommendation of the Review Officer is advisory to the Provost\(^3\) and shall not be available to either party or become part of the record if dismissal for cause proceedings are instituted.

**Conference with the Faculty Member**

If the Provost determines that dismissal for cause proceedings are warranted, he/she shall notify the faculty member and the charging party (the “parties”) of that decision in writing and offer the faculty member an opportunity for a personal meeting. No formal charges shall be filed until 30 days after this notification. The matter may be resolved informally during this time, including by the faculty member’s resignation. If the faculty member is not available for a personal meeting during the 30-day period, the Provost may communicate with the faculty member by telephone and/or by correspondence that provides the faculty member with a reasonable opportunity to confer informally with the Provost.

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\(^1\) Unless otherwise noted, references to “days” in this Policy refer to calendar days.

\(^2\) The decision of the Provost as to whether the matter is serious enough to warrant initiation of dismissal for cause proceedings is not a determination regarding the merits of the charges against the faculty member and shall not be viewed as the Provost’s agreement or disagreement with the charges against the faculty member.

\(^3\) The Provost shall not comment on any information contained in the confidential report of the Review Officer at any stage of the dismissal for cause proceedings unless that information is also contained in the record of those proceedings.
II. MAILING OF NOTICES UNDER THIS POLICY.

Whenever possible, the faculty member shall be sent the notices required by this Policy by certified mail to his/her address of record filed with the University. However, if delivery by certified mail is not possible or if the faculty member refuses or waive delivery of certified mail, mailing notices to the faculty member at his/her address of record by first class mail will be considered sufficient. An email will also be sent to the faculty member’s University email address notifying him/her of the fact that a notice required by this Policy has been sent by one of the methods described above.

III. INITIATION OF FORMAL PROCEEDINGS.

If the Provost determines that the matter is serious enough to warrant initiation of dismissal for cause proceedings, the Provost shall provide written notice of that determination to the President, along with a recommendation as to whether the faculty member should be relieved from some or all of his/her duties during the dismissal for cause proceedings. The parties should receive a copy of this notice. If the President decides to relieve the faculty member from all of his/her duties, the faculty member shall be placed on a leave of absence with pay during the pendency of the dismissal for cause proceedings.

Following written notification by the Provost to the President, the charging party may initiate dismissal for cause proceedings against a faculty member by filing written charges with the President and Chairperson of the University Committee on Faculty Tenure (“UCFT”). The charges must contain: (1) the allegations; (2) the names of the witnesses, insofar as then known, who will testify in support of the allegations; and (3) the nature of the testimony likely to be presented by each of these witnesses.

The Chairperson of the UCFT shall promptly send a copy of the written charges to the faculty member.

IV. MEETINGS BETWEEN THE PRESIDING OFFICER AND THE PARTIES.

As soon as practicable following the filing of formal charges, the Presiding Officer ¹ shall meet with the parties. The purposes of such meetings include:

A. The empanelling of a Hearing Committee (see Appendix I).

B. Exchange of documents and witness lists between the parties.

C. Stipulations by the parties on any relevant matters of fact. Any stipulation shall be reduced to writing and signed by both parties and the Presiding Officer.

D. Rulings by the Presiding Officer on any proposed revisions to the charges that might be offered or requested.

The Presiding Officer may ask legal counsel to attend these meetings. The Presiding Officer shall arrange that minutes of these meetings are made and included in the complete case

¹ The Chairperson of the UCFT shall serve as the Presiding Officer for the selection of the Hearing Committee. In the event that one of the parties is from the same college as the Chairperson of the UCFT, the Associate Chairperson of the UCFT shall preside. If the Associate Chair is unable to serve, the most recent past UCFT Chairperson who is available shall preside. The Presiding Officer is not eligible to serve on the Hearing Committee or any Appeal Panel.
V. THE HEARING.

A. Service on the Hearing Committee shall be a high priority University responsibility for the duration of the hearing. Accordingly, administrators of units shall take all reasonable measures to reduce the Hearing Committee members’ other responsibilities. Unit administrators are encouraged to provide additional support (such as graders and graduate assistants) to Hearing Committee members for the duration of their service.

B. The Secretary for Academic Governance shall make available to the Chairperson of the Hearing Committee any necessary secretarial and clerical assistance.

C. Legal counsel to the Hearing Committee shall arrange for a full stenographic record to be made of the hearing. If any party requests additional copies of the record or an expedited copy of the record, the additional costs of that request shall be paid by the requesting party.

D. The Chairperson of the Hearing Committee shall request the presence of any witness or the delivery of any University document germane to the hearing. University administrators are expected to cooperate with such requests.

E. The Chairperson of the Hearing Committee shall schedule the hearing within a reasonable time after the faculty member is provided notice of the charges against him/her, due consideration being given to the faculty member’s opportunity for the preparation of a defense.

F. The hearing shall be closed, except that the Hearing Committee may consider a request from the faculty member to open the hearing. If such a request is made, the Hearing Committee shall hear the views of both parties on the question and shall determine whether the hearing sessions are to be open or closed. Regardless of the faculty member’s request, the Chairperson of the Hearing Committee may, in the interest of orderly and equitable proceedings, rule that a given session or portion of a session be closed. Sessions or portions of sessions that will involve student testimony or testimony that includes personally identifiable student information must be closed. Sessions that will involve non-student witness testimony may also be closed at the discretion of the Chairperson of the Hearing Committee.

G. The Chairperson of the Hearing Committee shall conduct the hearing in accordance with the procedures stipulated in Appendix II.

H. The charging party or his/her representative shall be present at all sessions of the Hearing Committee at which evidence is presented or arguments are heard, and may (1) present evidence, (2) call, examine, and cross-examine witnesses, and (3) examine all documentary evidence received by the Hearing Committee. The charging party’s advisor or legal counsel (if any) may also be present at the request of the charging party.

I. The faculty member and/or his/her representative may be present at all sessions of the Hearing Committee at which evidence is presented or arguments are heard, and may (1) present evidence, (2) call, examine, and cross-examine witnesses, and (3) examine
all documentary evidence received by the Hearing Committee. The faculty member’s
advisor or legal counsel (if any) may also be present at the request of the faculty
member. If the faculty member cannot be present at a hearing session due to
circumstances beyond the faculty member’s control, the Chairperson may either
reschedule the hearing session or choose to conduct the hearing session in the
absence of the faculty member. If the faculty member chooses not to be present, the
Chairperson shall conduct the hearing sessions in the absence of the faculty member.

J. The Provost (or his/her designee) shall be available to the Hearing Committee to provide
guidance on policy or procedural questions. In the event that a policy or procedural
question is at issue in the dismissal for cause proceedings, the Provost may choose to
file a position statement with the Hearing Committee regarding the policy or procedural
issue. In those cases, the Provost (or his/her designee) will not serve in an advisory
capacity to the Hearing Committee regarding policy or procedural questions.

K. The burden of proof shall rest with the charging party. (See Section VI.A.2 of this
Policy.)

L. Except as provided below, only those members of the Hearing Committee who have
been present at all sessions in which evidence has been presented or arguments have
been heard shall have the right to vote. An exception to this attendance requirement
shall be made by the Chairperson of the Hearing Committee for a member who has
missed, for good cause, no more than one session and who has informed the
Chairperson in writing that he/she has read the official transcript of that session. This
attendance requirement may also be waived by unanimous consent of the parties.

M. Within a reasonable time following final arguments, the members of the Hearing
Committee will vote to determine whether cause has been established. If they
determine that cause has been established, they shall recommend either dismissal or
other disciplinary action(s). If a majority of the Hearing Committee determines that
cause has not been established, the matter is closed.¹

VI. PROCESSING THE RECORD AND RENDERING JUDGMENT.

A. Hearing Committee Report.

1. Within 30 days following the final arguments, the Hearing Committee shall
submit its written report to the parties. If additional time is needed, the
Chairperson of the Hearing Committee shall request an extension of time from
the Chairperson of the UCFT.

2. The Hearing Committee report must include an explanation of its determination
as to whether cause has been established. If the Hearing Committee
determines that cause has been established, the report must also include an
explanation of its recommendation for either dismissal or some other disciplinary
action(s). A report which recommends dismissal for cause must state that at
least one of the charges made against the faculty member has been proven by

¹ If membership on the Hearing Committee has been reduced to four members (see Appendix I, part 11) and there is a “tie” vote on
the issue of whether cause has been established, the Hearing Committee shall issue a split report as its decision to the parties and
the matter will proceed.
clear and convincing evidence.\(^1\) A report which recommends discipline other than dismissal must state that at least one of the charges made against the faculty member has been proven by a preponderance of the evidence.\(^2\)

3. Subject to subsection 4 below, all members of the Hearing Committee shall sign the report attesting that they have read it and that it constitutes the findings and recommendations of a majority of the Hearing Committee.

4. Any member(s) of the Hearing Committee may file and sign a minority report, which shall become part of the Hearing Committee report.

B. Appeals.

1. Grounds for appeal are limited to whether the Hearing Committee committed a prejudicial violation of the required procedures (see Appendix II) during the hearing process.

2. Either party may appeal the decision of the Hearing Committee to the then-current members of the UCFT, excluding the Presiding Officer and any members of the UCFT who served on the Hearing Committee. The remaining UCFT members shall constitute an appellate body (“the Appeal Panel”) and shall select a chairperson by majority vote.

3. A party wishing to appeal (“appellant”) must submit a written appeal to the Chairperson of UCFT within 15 days after the date that the Hearing Committee report was mailed. The Chairperson of UCFT will transmit the appeal and a copy of the Hearing Committee report to the Appeal Panel and the appellee.\(^3\)

4. The appeal must be in writing and must specify the claimed procedural violation(s) on which the appeal is based.

5. The appellee may submit a written response to the appeal. The response must be sent to the Chairperson of the UCFT and the party who initiated the appeal no later than 15 days after the date the appeal was mailed to the appellee.

6. The Appeal Panel will convene to decide the appeal. The Appeal Panel will usually decide the appeal based on the written materials presented and in the absence of the parties. If necessary, the Appeal Panel may request that both parties present oral argument and/or respond to questions regarding the appeal. The Appeal Panel may impose reasonable limits on the time allotted for oral arguments.

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\(^1\) “Clear and convincing” means the standard of proof that is beyond a mere preponderance but below that of “beyond a reasonable doubt.” The “clear and convincing” standard would be met where the members of the Hearing Committee have a firm belief that the facts in issue have been established.

\(^2\) “Preponderance of the evidence” means that the existence of the fact in issue is more probable than not. The “preponderance of the evidence” standard would be met where the members of the Hearing Committee find that the evidence supporting one of the charges is more convincing than the opposing evidence.

\(^3\) The “appellee” is the party who did not file the appeal.
7. The Appeal Panel shall render a decision on the appeal within ten days of receiving all arguments. A decision will be made by a simple majority vote. In rendering a decision, the Appeal Panel may not amend the findings or the recommendations of the Hearing Committee. The Appeal Panel may reach one of the following determinations:

i. No violation found. The Hearing Committee did not commit a prejudicial violation of the required procedures during the hearing process.

ii. Harmless Error. Although a violation of the procedures occurred, it did not materially harm the appellant’s ability to present his/her case fully.

iii. Rehearing. The Hearing Committee committed a prejudicial violation of the procedures during the hearing process which can and should be corrected by the original Hearing Committee.

iv. Rehearing/New Hearing Committee. The Hearing Committee committed a prejudicial violation of the procedures during the hearing process which has tainted the hearing to an extent that correction by the original Hearing Committee is impossible. A new Hearing Committee must be established to rehear the case.

C. Final Hearing Committee Report.

1. After appeals and rehearings, if any, are concluded, the Hearing Committee’s report shall be considered final and shall be sent to the President, the Provost, and the parties.

2. A copy of the complete transcript of the hearing shall be sent to the faculty member.

3. The Chairperson of the Hearing Committee shall file the complete record of the case with the Office of the Provost. The complete record shall contain: (i) the final Hearing Committee report, (ii) any Appeal Panel decision, (iii) meeting minutes (see Section IV above), (iv) the record required by part 11 of Appendix I, and (v) the transcript of the hearing. The complete record shall be held for review in the Provost's Office and shall be available to the President, the Provost, the Board of Trustees, and the parties, for their review, in a place designated by the Provost.

4. If the Hearing Committee finds cause, the Provost and the parties may, within 15 days of the date of the mailing of the Hearing Committee’s report, review the record and file written comments with the Chairperson of the Hearing Committee and the President.¹

¹ When provided an opportunity to comment, the Provost and parties are expected to confine their comments to the record and not introduce new information. However, the Provost may comment on procedural or policy issues at any time.
D. The President, within a reasonable time, will review the Hearing Committee’s report and provide his/her preliminary response in writing, accompanied by supporting rationale, to the Chairperson of the Hearing Committee, the Provost, and the parties.

E. The Provost, the parties, and the Hearing Committee, through its Chairperson, may, within 15 days of the date that the President's preliminary response was mailed, submit written comments to the President about his/her preliminary response.

F. Following the 15 day period for submitting written responses, the President will issue a final report on the charges against the faculty member. Copies of the President’s final report will be provided to the Chairperson of the Hearing Committee, the Provost, and the parties.

1. If the Hearing Committee and the President both determine that there is cause for disciplinary action but not dismissal, the President's final report will conclude the matter and the disciplinary action recommended by the President will be imposed.¹

G. If either the Hearing Committee (by majority vote) or the President recommends dismissal, the President shall submit the following materials to the Board of Trustees: the final Hearing Committee report (along with any written comments), the preliminary response of the President, and the final report of the President. Any Trustee may have access to the complete record of the case.

H. The Office of the Provost shall provide notice to the parties of the date and time that the Board of Trustees is expected to take action on the matter.

I. After reviewing the relevant materials, the Board of Trustees may: (1) dismiss the faculty member for cause, (2) impose discipline other than dismissal, or (3) determine that cause has not been established and close the matter.

VII. CONFIDENTIALITY.

All proceedings and records of dismissal for cause proceedings shall be kept confidential to the degree permitted by the law. The Board of Trustees will decide on a case by case basis whether action taken by the Board pursuant to this Policy will identify the affected faculty member by name.

Appendix I
Procedure for Empanelling a Hearing Committee

1. Except as noted in part 8, below, the Hearing Committee shall consist of five tenured faculty members who are serving as UCFT members on the date of the filing of charges under Section II of the Policy. One alternate will also be selected for potential membership on the Hearing Committee. The expiration of a member's term on the UCFT shall not affect continued service on a Hearing Committee.

¹ Disciplinary action implemented under this Policy may not be challenged through the Faculty Grievance Procedure.
2. In the presence of at least one other member of the UCFT, the Presiding Officer shall conduct a random drawing of the names of all tenured members of the UCFT, placing the names on a roster in order of drawing. This shall be the order in which members will be selected for service on the Hearing Committee. The Presiding Officer shall circulate the ordered roster promptly to the parties and to the members of UCFT. The Presiding Officer shall notify the parties of the date of the meeting at which the roster is drawn and the parties and/or their counsel may, if they choose, attend this meeting.

3. No sooner than two weeks after the circulation of the ordered roster, the UCFT shall meet in the presence of the parties to select the Hearing Committee. All eligible members on the roster are expected to attend. The Presiding Officer shall convene and preside over this meeting. If either party does not attend this meeting, the Presiding Officer may choose to conduct the meeting in the party’s absence.

4. No later than five days before the selection meeting, any potential Hearing Committee member or potential alternate may make a written request to the Presiding Officer that he/she be excused for an appropriate reason. Requests to be excused shall be the first order of business during the Hearing Committee selection meeting. The Presiding Officer shall, if necessary, question members seeking to be excused and then decide whether to excuse any of them.

5. The Presiding Officer shall question each potential Hearing Committee member/alternate about his/her personal or professional relationships, if any, with either party, and ask whether there is any reason he/she would be unable to hear the case and render a fair and impartial judgment. The parties may submit additional questions to the Chairperson. The Chairperson may disallow any questions on grounds of lack of relevance.

6. Each party shall have an unlimited number of challenges for cause and one peremptory challenge. The Presiding Officer shall preside over the challenge process. If a party challenges a potential member/alternate of the Hearing Committee for cause, the party shall state the grounds for the challenge. The standard the Presiding Officer shall follow in ruling on for cause challenges is whether, in light of the challenged person's knowledge of the case, personal or professional relationships with a party, and statements made during the selection and challenge process, the challenged person would be able to fairly and impartially hear the case and render a fair and impartial judgment. The Presiding Officer shall rule on any challenge for cause.

7. If a potential member/alternate is removed from the Hearing Committee roster, the next name on the ordered roster will be advanced to keep the potential membership of the Hearing Committee at six (five members, one alternate). All such replacements are subject to the selection procedures described above.

8. Should the roster of candidates for membership on the Hearing Committee be reduced to less than six, the roster of candidates shall be replenished by randomly selecting available former tenured members of the UCFT in order of most recent service on the UCFT. (All available former tenured members who served during the previous academic year will provide the first supplement, then those who served two academic years ago, and so on.) Should replenishment of the roster be necessary, the Presiding Officer shall identify supplementary candidates in a number sufficient, in the judgment of the Presiding Officer, to fill the Hearing Committee and provide one alternate. Ordering and selection of Hearing
Committee members from the supplementary panel shall proceed in the manner described above.

9. The Hearing Committee shall be composed of the first five present or former UCFT members remaining on the ordered rosters after the completion of the process described above. The next remaining member on the ordered roster will be designated as an alternate.

10. If, prior to the hearing of evidence, any Hearing Committee member is unable to continue service on the Committee, the UCFT shall appoint the alternate as the replacement member. If, due to attrition, the Hearing Committee membership is reduced to four after hearing evidence has begun, the hearing process shall continue. Further attrition shall result in reinitiation of the process.

11. The Presiding Officer shall arrange that a record of the Hearing Committee selection process be made and become part of the official case record. Upon request, a copy will be provided to the parties.

12. After the selection of the Hearing Committee, the Hearing Committee shall elect its Chairperson from its membership by majority vote. The Hearing Committee Chairperson shall be in charge of the hearing process from this point until the Hearing Committee has submitted its report and recommendations.

13. The University shall provide legal counsel for the Presiding Officer and for the Hearing Committee.

Appendix II
Procedure for the Hearing

1. The Chairperson of the Hearing Committee shall be in charge of the hearing.

2. Legal counsel for the Hearing Committee may be present at all hearings and deliberations.

3. Hearing sessions may be scheduled, at the discretion of the Chairperson, on any weekday, weekends during the hours from 8:00 a.m. to 10:00 p.m., or, by unanimous consent of the parties and Hearing Committee members, on University holidays. Reasonable efforts shall be made to accommodate the scheduling requests of the parties and Hearing Committee members.

4. All discussions and votes by the Hearing Committee shall be in executive session. Minutes will not be taken of such sessions and any notes taken during such sessions will not become part of the record of the case.

5. The hearing shall be conducted in an informal manner to the greatest extent possible. Formal rules of evidence do not apply.

6. The Chairperson of the Hearing Committee may, in his/her discretion, exclude evidence, including witness testimony, if the Chairperson determines that such evidence is not relevant to the charges at issue.
7. The Chairperson of the Hearing Committee shall read the charges against the faculty member.

8. The Chairperson of the Hearing Committee shall request an initial statement summarizing the faculty member’s responses, which may be presented by the faculty member or his/her advisor or legal counsel.

9. The charging party (or his/her representative, advisor, or legal counsel) shall present documents/testimony to support the charges. The faculty member and his/her advisor or legal counsel have the right to cross-examine all witnesses. The Hearing Committee will normally withhold questions until the cross-examination of the witness has been completed.

10. The faculty member (or his/her representative, advisor, or legal counsel) shall present documents/testimony to refute the charges. The charging party and his/her legal counsel have the right to cross-examine witnesses. The Hearing Committee will normally withhold questions until the cross-examination of the witness has been completed.

11. After the faculty member’s witnesses have completed their testimony, including any cross-examination, the charging party may present rebuttal evidence. Rebuttal evidence shall be limited to new matters introduced in the faculty member’s case. Surrebuttal evidence (limited to evidence rebutting the charging party’s rebuttal evidence) shall also be allowed.

12. The charging party (or his/her representative, advisor, or legal counsel) shall present his/her closing argument.

13. The faculty member (or his/her representative, advisor, or legal counsel) shall present his/her closing argument.

14. The Hearing Committee shall deliberate to prepare its report and recommendations.

Appendix III
Procedures for Selecting Dismissal for Cause Review Officer

1. A panel of ten tenured faculty members shall be established from which one shall be selected by the President of the University to advise the Provost when a dean or separately reporting director proposes to initiate dismissal for cause proceedings against a faculty member under Section I of the Policy. The reviewer, called the Dismissal for Cause Review Officer, or the Review Officer, may not be from the same college as the faculty member against whom charges may be filed or the dean/separately reporting director filing the charges.

2. The panel shall be composed of tenured faculty members selected by the President in consultation with the Chairpersons of the UCFT and University Committee on Faculty Affairs. It is preferable for panel members to be tenured faculty selected who have (a) experience in chairing grievance panels, standing or ad hoc committees, (b) training or experience in grievances, arbitration, and/or mediation, or (c) legal training.

Panel members shall serve at the pleasure of the President, with vacancies filled in accordance
with the procedure stated above.

Enacted: 3/16/67
Amended: 6/24/77, 6/11/93, 5/5/06
Recommendations for actions affecting the appointment, reappointment or promotion of faculty members under the tenure system must be in accord with the provisions of the tenure system.

At the level of the basic administrative unit, judgments on non-tenured faculty with respect to professional competence (including teaching ability), academic potential, and the needs of the department are made by the responsible administrator after consultation with the tenured faculty and/or other duly constituted group specified in the bylaws of that basic administrative unit. Recommendations for reappointment or promotion which do not involve the award of tenure are reviewed and must be approved successively by the dean, the provost and the president, who makes the final decision. Recommendations for reappointment or promotion which involve the award of tenure are reviewed and must be approved successively by the dean, the provost, and the president, who makes the final recommendation to the Board of Trustees for action.

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

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

If a non-tenured faculty member believes that the decision not to reappoint has been made in a manner which is at variance with the established evaluation procedures, he/she may, following efforts to reconcile the differences at the level of the basic administrative unit and the Dean of his/her college, initiate an appeal in accordance with the Faculty Grievance Procedure.
When reason arises to consider dismissal of a non-tenured faculty member before the expiration of his/her term of appointment, the procedures to be followed shall be identical with those established for the dismissal of a tenured faculty member.

Enacted: 4/17/70
The following guidelines shall govern the practice of medicine in Michigan State University programs and facilities:

1. Medical practice, procedures and care shall conform to state and federal statutes and judicial rulings.

2. Medical practice, procedures and care shall conform to the highest standard of medical ethics established for the profession.

3. All physicians employed by the University shall be free to use their best professional judgment in the treatment of patients in conformity with both legal and (medical) ethical standards.

4. In all cases the confidentiality of the physician-patient relationship shall be honored.

5. Medical practice, procedures and care extended by Michigan State University shall necessarily be limited to those services which can be performed within available financial resources and facilities.

Enacted: 8/22/73
Eligibility Policy

Michigan State University's faculty/academic staff retirement policy provides:

1. Retirement of faculty/academic staff members is optional on the first day of the term following attainment of age 62 with 15 years of service or after 25 years of service at any age.

2. Tenure system faculty members appointed prior to January 1, 1992 who meet the retirement eligibility requirements in 1, above, may serve their final year before retirement on a terminal consultantship basis with agreed upon duties involving at least a half-time assignment provided there were no compensated leaves in the five years immediately prior to retirement. Recommendation for such consultantship must be made by the department chairperson/school director and dean. The salary must be provided by the department/school. In applying for a terminal year consultantship, the faculty member must submit a letter outlining the proposed duties during the period. At the end of the consultantship period, a report on the accomplishments is to be submitted to the department chairperson/school director or dean of a non-departmentally organized college. The form to request terminal consultantship and retirement is available in Room 64, Administration Building.

3. A retired faculty/academic staff member may be re-employed, usually for part-time service, on a semester-to-semester or year-to-year basis. Salary will be determined at the time of appointment for such service. Retired faculty/academic staff who return to active employment at 50% time or more for nine months or longer are eligible to receive benefits such as health, dental, employee paid life, travel accident, base retirement plan with University contribution, and supplemental retirement plan, in the same manner as an active employee.

Enacted: 6/13/58
Amended: 4/27/61, 2/17/62, 5/16/63, 6/6/86, 12/6/91
### 1. Definitions and Exclusions

1. **Definitions**

   - **1.1** Any Michigan State University faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure alleging violation of existing policies or established practices by an administrator, by filing a complaint with the FGO pursuant to the procedures set forth in this document.

   - **1.2** The Faculty Grievance Procedure (FGP) shall not preempt or replace the functioning of the Anti-Discrimination Judicial Board (ADJB) with this exception: a grievant facing disciplinary action short of dismissal, where the grievant asserts that the Anti-Discrimination Policy has been violated, may invoke only the FGP. In such case, a faculty member from the ADJB shall serve on the initial hearing panel.

     - **1.2.1** The FGP shall not preempt or replace the functioning of the University Committee on Faculty Tenure (UCFT) other than to provide procedures for the appeal of administrative decisions not to reappoint non-tenured faculty in the tenure system.

   - **1.3** The provisions of this document do not prohibit administrative review of any grievance prior to or during the pendency of a grievance. Any grievance under administrative review shall be held in abeyance until the review is completed or terminated at the request of grievant.

   - **1.4** A grievant must promptly notify the FGO if an external procedure is initiated by him/her concurrently with a grievance. As a general rule, except in those instances in which the law or legal rulings prohibit the University from truncating internal proceedings, a grievant may not concurrently pursue a claim under the Faculty Grievance Procedure while pursuing the same matter before a court or other external body. Requests for exemptions from this prohibition must be submitted in writing, with a supporting rationale, to the FGO, who shall decide such matters on their merit. Appeals from the FGO's decision shall be adjudicated according to the procedures established in Articles 3.1.6, 3.1.7, and 3.1.8.

     - **1.4.1** In the absence of an exemption from the prohibition in Article 1.4, a grievance filed under the FGP shall be held in abeyance by the FGO pending the termination of the external proceedings.

   - **1.5** The President, the General Counsel and members of his/her staff, and the FGO cannot be named as respondents to a grievance under the FGP.

   - **1.6** Actions of the University Committee on Research in Human Subjects (UCRIHS) and its Chairperson, and those of other Institutional Review Boards (IRBs) and their Chairpersons, cannot be grieved under the FGP. However, disciplinary
action imposed by an administrator on the basis of UCRIHS or another IRB action is grievable under the FGP.

1.7 Decisions and actions taken under the Procedures Concerning Allegations of Misconduct in Research and Creative Activities cannot be grieved under the FGP. Only disciplinary action imposed by any administrator on the basis of a decision under the Misconduct Procedures is grievable under the FGP.

2. Grievance Structure

2.1 The University Committee on Faculty Affairs (UCFA)

2.1.1 The UCFA shall serve as a University grievance advisory committee.

2.1.2 The UCFA shall recommend to the President, pursuant to procedures set forth in the Appendix to this document, one person who shall be appointed as the Faculty Grievance Official (FGO) upon approval of the Board of Trustees.

2.1.3 The UCFA shall periodically review the performance of the FGO according to the procedures set forth in the Appendix to this document.

2.2 The Faculty Grievance Official (FGO)

2.2.1 The FGO shall receive and make every reasonable effort to resolve grievances and assure that all hearings are conducted in accordance with the procedures prescribed in this document.

2.2.2 The FGO shall administer the grievance procedures as set forth in this document and shall advise the parties about appropriate procedures to follow.

2.2.3 The FGO shall have broad investigative authority and shall have ready access to all administrative officials and faculty and to all relevant information and records except those required to be kept confidential by statute and/or judicial decision. Information and records available to the FGO shall be made available to a grievant, in a form that protects the privacy and confidentiality of third parties if, in the FGO's judgment, the grievant has need of them for resolution of the grievance.

2.2.4 The FGO shall respect the confidentiality of information and records and the privacy of all parties whose interests are affected by a grievance.

2.2.5 The FGO shall exercise only those powers delegated to him/her.

2.2.6 The FGO shall not serve as advocate for any party on any grievance and may participate in a grievance proceeding only in his/her official capacity.

2.2.7 The FGO shall provide, upon request, assistance in the promulgation of procedural guidelines by departments, units and colleges.
2.2.8 The FGO may recommend to the UCFA changes in existing faculty grievance procedures.

2.2.9 The FGO shall report once a term to the UCFA and once each year to the Academic Council, and shall sit as an ex officio member of the Academic Council.

2.2.10 The FGO shall forward to the Chairperson of the UCFA, for distribution to the members of the committee, a copy of any decision of the President which overrules, in whole or in part, the findings and recommendations of an appeals hearing panel. The UCFA shall maintain the confidentiality of such documents.

2.2.11 The FGO shall maintain records of all grievances, formal proceedings, findings and recommendations, and decisions.

3. **Initiation of Grievances and Hearing Procedures**

3.1 **Initiation of Grievances**

3.1.1 A grievance may be initiated and processed at the department/unit, college or University level according to the procedures set forth in this document.

3.1.2 A faculty member who feels aggrieved may without delay discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the jurisdiction of the Faculty Grievance Procedure, the UCFT or the ADJB.

3.1.3 In order to establish and retain access to the formal hearing mechanisms at any level (department/unit, college, or University), a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation.

3.1.4 The grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place, and the redress sought.

3.1.5 Within 10 days of receipt of the grievance, the FGO shall forward a copy to the respondent(s) named, and inform the parties in writing of decisions that he/she has made with respect to all of the following:

3.1.5.1 Whether the grievant has standing under the Faculty Grievance Procedure.

3.1.5.2 Whether the grievance has been filed in a timely fashion.

3.1.5.3 Whether the grievance identifies the appropriate respondent(s).
3.1.5.4 Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated, misapplied, or misinterpreted.

3.1.5.5 Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

3.1.5.6 Whether the redress being sought conforms to existing policy and procedures in the appropriate unit of the University.

3.1.5.7 Whether any other jurisdictional or procedural issue(s) need to be decided as part of the initiation of a grievance, and if so, an explanation regarding the matter(s) so decided.

3.1.6 All parties shall have the right to appeal the FGO's decisions on any matter under 1.4 and 3.1.5 by filing a written statement accompanied by supporting rationale with the FGO within 10 days of the issuance of such decisions.

3.1.7 In the event of an appeal, the FGO shall submit the statement of his/her decisions, together with any appeals from the parties, to a three-person standing panel drawn by UCFA from the membership of the University Appeals Board. The standing panel, whose members shall serve two-year terms on a staggered basis, shall deliberate and submit to the FGO written decisions on the issue(s) under appeal within 10 days of its convening by the FGO. Membership on this panel will recuse its members from any additional service as members of the University Appeals Board.

3.1.8 The FGO shall forward a copy of the decisions to the parties within 7 days of their receipt from the standing panel.

3.1.9 A grievant may amend a grievance until five (5) days before a scheduled formal hearing, so long as the proposed amendment concerns the same subject matter as the grievance and is shown to be based on information that became known to the grievant within 30 days before the submission of the proposed amendment. The acceptability of the proposed amendment, including any procedural and/or jurisdictional issues generated by the proposed amendment shall be decided by the hearing panel at the beginning of the hearing.
3.2 Informal Resolution

3.2.1 The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.

3.2.2 Within 40 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved, notice shall be provided to the parties. If the faculty member wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member's right to pursue the grievance.

3.2.3 The FGO shall determine after consultation with both parties the appropriate hearing level (i.e. department/unit, college, or University) and shall notify the administrator at the appropriate level of the written request for hearing.

3.3 Formal Hearing Procedures: Department, College or other Academic Unit

3.3.1 Each department, college, or other academic unit, subject to the approval of the UCFA, shall establish a grievance procedure that assures fair treatment for individuals and that accords with the guidelines contained in this Article and Article 6. A model procedure is available from the FGO.

3.3.2 Upon receipt of notice from the FGO that a hearing has been requested, a formal hearing shall be conducted in accordance with prescribed unit policies within 14 days of establishment of the hearing panel. The FGO shall be involved in the establishment of all hearing panels and shall be present at all hearings to ensure compliance with the procedures set forth in this document.

3.3.3 Whenever a hearing panel loses thirty percent or more of its members, the hearing shall be terminated and a new panel selected.

3.3.4 Hearing panels shall forward their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, respondent, and the administrator who is the respondent's immediate supervisor.

3.3.5 The administrator at the appropriate level shall provide written notification of his/her decision to the grievant, the respondent, respondent's immediate supervisor, and the FGO within 14 days of receipt of the hearing panel's findings and recommendations. Failure to provide written notification shall result in automatic appeal.

4. University Level Hearings
4.1 **University Hearing Board and Hearing Panels**

4.1.1 A University Hearing Board shall be established from which hearing panels shall be selected.

4.1.2 Each college shall select four (4) tenured faculty members and one (1) non-tenured tenure system faculty member to serve as members of the University Hearing Board. Each college with 75 but no more than 199 tenure system faculty members additionally shall select four (4) tenured faculty members and one (1) non-tenured tenure system faculty member. Each college with 200 or more tenure system faculty members additionally shall select six (6) tenured faculty members and three non-tenured tenure system faculty members. The non-college faculty shall select six University Hearing Board members from the tenured faculty and librarians with continuous appointment status. Tenured faculty and librarians shall serve three-year terms and non-tenured faculty shall serve two-year terms. Service shall be limited to two consecutive terms. Annually the Secretary for Academic Governance, in consultation with the colleges and non-college faculty, shall encourage the selection of a diverse group of faculty for service on the University Hearing Board and shall ensure the selection of the appropriate number of University Hearing Board members.

4.1.3 A University hearing panel shall consist of 5 members of the Hearing Board who are selected by the FGO by lot. A Hearing Board member shall serve on no more than one University hearing panel per year.

4.1.4 Each hearing panel shall have a presiding officer selected by the FGO from a list established by the UCFA. The presiding officer shall not be a voting member and shall apply the rules of procedure consistent with the guidelines stated in Article 4.2 and Article 6.

4.1.5 The FGO shall notify each party of the names of the five members of the hearing panel and within 10 days either party may challenge any member for cause. In addition, each party shall have two peremptory challenges. Cause shall be determined by the Presiding Officer. Challenged members of the panel shall be replaced pursuant to the procedures stated in 4.1.3.

4.1.6 If a hearing panel loses two or more of its members during the course of a hearing, the hearing shall be terminated, and a new panel selected.

4.2 **University Hearing Panel Procedures**

4.2.1 The FGO shall convene the hearing panel and shall be present during all formal proceedings.

4.2.2 The hearing shall begin within 14 days of the establishment of the panel and shall be conducted expeditiously in accordance with the procedures of this Article and Article 6.
4.2.3 When a University hearing panel sustains the allegation(s) made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, or practices in the appropriate unit of the University. Its findings and recommendations shall be presented to the FGO within 14 days of the completion of the hearing.

4.2.4 Upon receipt of the panel's findings and recommendations, the FGO shall forward them to the Provost and the parties.

4.2.5 The Provost shall provide written notification of his/her decision to the parties and to the FGO within 14 days of receipt of the hearing panel's findings and recommendations. Failure to provide written notification shall result in automatic appeal to the University appeals panel.

Enacted: 5/19/72
Amended: 4/5/91, 6/9/95, 10/22/99, 6/28/02
Consistent with its public service mission and with regulations governing federally-funded research, the University endeavors to foster the development of its inventions and discoveries through patenting and licensing to industry. A patent provides an incentive for a company to license an invention from the University and to invest in developing and marketing products based on the invention. Licensing proceeds provide a means for the University to recognize and reward the creative research efforts of inventors and to support additional University research.

Any discovery or invention which a) results from research carried on by, or under the direction of, any employee of the University which is supported by University funds or by funds controlled or administered by the University, or b) results from an employee’s duties with the University, or c) has been developed in whole or in part through the utilization of University resources or facilities not available to the general public shall belong to the University (“University Inventions”).

In order to assist the University in protecting University Inventions, University employees and students (including postdoctoral appointees, graduate and undergraduate students) shall disclose any University Inventions to the University prior to disclosing such discoveries or inventions through publications, presentations, or communications with third parties (including research sponsors) in a manner which may inhibit or preclude the University from obtaining patent protection. Such disclosure may also be required to comply with legal and/or contractual obligations owed to governmental or non-governmental research sponsors. University faculty shall not disclose University Inventions in the course of performing Outside Work for Pay unless and until the University has had the opportunity to take the steps necessary to protect University Inventions through patent or otherwise.

The University’s goal is to manage University Inventions in such a manner as to produce the greatest benefit to the University and to the public. The University may, but is not obligated to, seek to protect any University Inventions by patent or otherwise. After receiving disclosure of a University Invention, the University may elect to assign title to the University Invention to the inventor(s).

The University will recover all direct expenses incurred for the patenting, protection and licensing of each University Invention from its licensing proceeds before distributing the net proceeds remaining among the inventor(s), the inventor’s major administrative unit, and the University according to the following schedule:

<table>
<thead>
<tr>
<th>Net Licensing Proceeds on a University Invention</th>
<th>Net Licensing Proceeds on a Particular Inventor(s)</th>
<th>Major Administrative Unit</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $5,000</td>
<td>100%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Next $100,000</td>
<td>33 1/3%</td>
<td>33 1/3%</td>
<td>33 1/3%</td>
</tr>
<tr>
<td>Next $400,000</td>
<td>30%</td>
<td>30%</td>
<td>40%</td>
</tr>
<tr>
<td>Next $500,000</td>
<td>20%</td>
<td>20%</td>
<td>60%</td>
</tr>
<tr>
<td>All Additional Net Licensing Proceeds over $1,005,000</td>
<td>15%</td>
<td>15%</td>
<td>70%</td>
</tr>
</tbody>
</table>
The President shall be responsible for administering this policy and managing University Inventions, including technological know-how that may be licensable but may not be patented or patentable. The President has delegated this authority under this policy to the Vice President for Research and Graduate Studies. The President may authorize exceptions to this policy that she/he determines to be in the best interest of the University.

Particular University Inventions or licensing proceeds may be transferred to the Michigan State University Foundation for administration consistent with the net licensing proceeds distribution table above.

Enacted: 11/15/30
Amended: 10/28/60, 6/21/74, 6/7/85, 2/14/01
Section I -- Ownership Principles

Michigan State University follows standard academic practice in disclaiming ownership of, and royalties proceeding from, traditional academic works (books, essays, works of art, musical compositions and recordings, and the like), unless one or more “Special Circumstances” exist. The Special Circumstances that cause the University to retain copyright ownership are set forth in Section II, below. Works for which Special Circumstances exist and of which the University retains ownership are called “University-owned” works in this Policy.

It is also the tradition at Michigan State University and its peer institutions for eligible “University Authors” to share in third-party licensing revenue received by the University in those cases where Special Circumstances cause the University to retain copyright ownership. Eligible University Authors are identified in Section III.

Students who author or create copyrighted works which are submitted to meet course requirements own the copyrights in such works, even if they have been created using University facilities. Neither the course instructor nor the University may utilize or distribute student-owned copyrighted works for purposes beyond those of the course in which they are submitted without obtaining the written permission of the student. Students also own the copyrights in their theses and dissertations.

Section II -- Special Circumstances in which the University Retains Copyright Ownership

The University retains the ownership of copyrighted works created by one or more of its employees within the scope of their employment whenever at least one of the following Special Circumstances applies:

1. Creation of the work involved substantial\(^1\) use without charge of equipment, materials, or staff services of any of the various units of the University;

2. Creation of the work was supported with money, released time\(^2\), or other substantial\(^2\) resources from any unit of the University;

3. Creation of the work was directly commissioned\(^3\) by the University or one of its units, where the employee(s) who created the work did so using some part of the time for which compensation was received from any University budget, including any grant or contract budget administered by the University or any budget based on special legislative appropriations; or

4. Creation of the work occurs in University-approved faculty outside work for pay, if in the opinion of the administrators approving such outside work for pay the work predictably

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\(^1\) The use of personal computers for word-processing is not considered “substantial” for the purposes of this policy; access to such equipment is provided to members of the general public at various sites on the MSU campus. Other specific examples of equipment, materials, and service uses that are considered substantial or non-substantial by the Office of the Provost may be found in a supplemental handbook.

\(^2\) “Released time” is an adjustment to normal assigned duties that is made to facilitate the creation of the copyrighted work.

\(^3\) “Commissioned” as used herein means the creation of the work was requested, initiated, authorized, or assigned by the University. It does not imply or necessitate that any supplemental payment is made.
competes with University functions or products that are, or reasonably might be, developed and offered by the University in the furtherance of its mission.

In some cases, University units may wish to provide substantial support for the creation of copyrightable works without such support constituting a Special Circumstance. (For example, manuscript completion subventions are common in certain disciplines.) In such event, the unit should contact the Office of the Provost prior to providing the support. The Office of the Provost shall have discretion to grant a waiver in appropriate cases, after obtaining the agreement of all units providing support for the work in question.

Payment of salary to an individual on sabbatical shall not be construed as support for the creation of a specific work, and hence shall not by itself constitute a Special Circumstance.

Any person who has a question as to whether the creation of a particular work falls within the scope of employment and/or qualifies under one or more of the Special Circumstances should initiate an inquiry with the Office of the Provost as soon as possible after the question arises.

Section III – University Authors of Works Owned by MSU

For the purposes of this Policy, a University Author of a work is anyone of the following who, in the scope of his/her employment at the University, authors or creates, either alone or in collaboration with others, a University-owned work:

a) faculty member,
b) specialist,
c) librarian,
d) executive manager,
e) postdoctoral research fellow,
f) research associate appointed through the academic personnel system,
g) MSU Extension or Experiment Station field staff member,
h) NSCL continuing appointment system staff member,
i) graduate or graduate professional student conducting academic research or creative activity, or
j) undergraduate student conducting academic research or creative activity.

Any member of the University community who contributes to the creation of a University-owned work may be treated as a University Author with respect to that work upon the written agreement of all authors or creators of that work who are themselves University Authors.

In addition, the Office of the Provost shall have discretion to enter into agreements whereby University Author status is granted to and accepted by other individuals who hold a copyright interest in a given work and who assign such interest to the University.

If for a given University-owned work there exists no living or dead University Author, then the provisions of this Policy regarding University Authors are inapplicable to that work.

Section IV – External Constraints on Copyright Ownership

Copyrighted works created by University employees and produced under grants to the University from the federal government or other extramural funding sources, or produced under
contracts between the University and third parties, shall be subject to the contract or grant with respect to copyright ownership, distribution and use, and other rights.

Section V -- Internal Use of University-Owned Works

Each use of a University-owned work by any unit of the University shall be subject to the following conditions:

1. Use internal to the University requires approval of the unit\(^1\) primarily responsible for the creation of the University-owned work. Such approval will be deemed implicit when the sponsoring unit\(^5\) agrees to storage and distribution by the University and if the sponsoring unit schedules courses and assigns instructional duties to which the University-owned instructional work is relevant.

2. As long as a faculty member who is a University Author of University-owned material that was not directly commissioned by the University remains a member of the faculty of the University, his/her approval shall be required for internal use of the University-owned work, and his/her contribution should be explicitly acknowledged by the University user.

3. To ensure the viability of long-term programs dependent upon University-owned works directly commissioned by the University, units of the University may use such directly commissioned works on a continuing basis, with or without the approval or further involvement of their University Authors. The contribution of University Authors should be explicitly acknowledged by the University user. A University Author of such work may petition the Office of the Provost that it be withdrawn for good cause (e.g., if the work contains serious errors or deficiencies in content or pedagogy that are not being resolved through amendment). The Office of the Provost may seek peer evaluations of the work in question, to assist it in assessing such withdrawal requests.

4. When a University Author is no longer an employee of the University, the University may make internal use of the University-owned works he or she created without his/her approval or further involvement. A University Author no longer employed by the University may petition the Office of the Provost that such work be withdrawn for good cause (e.g., if the work contains serious errors or deficiencies in content or pedagogy that are not being resolved through amendment). The Office of the Provost may seek peer evaluations of the work in question, to assist it in assessing such withdrawal requests.

\(^{1}\) Questions regarding the identity of such a unit may be referred to the Office of the Provost for resolution.
Section VI -- External Use and Publication

1. Subject to the provisions of this Policy, the University may, at its discretion, assign, transfer, lease, or sell all or part of its legal rights in a University-owned work, or place such work in the public domain. Where academically appropriate and feasible, the University may obtain other forms of legal protection for such University-owned works in the name of the University.

2. University Authors who create a peer-reviewed or public service/outreach work that is University-owned under the provisions of Section II are delegated authority to transfer the copyright in that work to a publisher without administrative intervention, provided all of the following conditions are met:

   a) such transfer is agreed to in advance by the complete set of authors,
   b) the work in question was not directly commissioned by the University,
   c) neither the authors nor their unit(s) will receive compensation for such transfer,
   d) such transfer is reported promptly to the University via the administrative system provided for that purpose,
   e) except for the transfer of copyright, the transfer agreement does not contractually bind the University,
   f) the work and the copyright transfer do not violate third party rights, and
   g) the work and the copyright transfer otherwise conform to scholarly norms.

This authorization may be extended to works involving compensation of authors and/or units where such compensation does not exceed a level periodically approved by the University.

3. All other use, licensing, and/or sale of University-owned works external to the University (for example, use by educational institutions other than the University, by government and other non-profit institutions, and use resulting from lease or other contractual arrangements for commercial distribution of the works) may be undertaken by the University at its discretion following receipt of a written memorandum from all University Authors of the work, agreeing to such external use, licensing, and/or sale. Such agreement shall not be unreasonably withheld.

Section VII -- Revision of University-Owned Works

1. The University Author(s) of a University-owned work may revise it at any time, provided that the revision does not require substantial University resources, and that he/she gives the University and other University Authors of the work (if any) notice of the revision. When substantial University resources are required for an author-initiated revision of a University-owned work, the University Authors shall request advance approval of the resource allocation from the unit(s) sponsoring the work and/or providing the resources.

2. All surviving University Authors primarily responsible for the creation of a University-owned work must concur in its revision, unless the work was directly commissioned by the University.
3. The revision of University-owned works that were directly commissioned by the University may also be initiated by the University at its election, with or without the approval or participation of the work’s original University Authors. However, the University Authors of the original work are entitled to continuing credit for their contributions to the derivative work created through such revision, if they desire to have their names associated with the derivative work. In addition, if the derivative work is externally sold or licensed, the University Authors of the original work are entitled to such participation in University Author royalty sharing under Section VIII as may be equitable in the specific circumstances.

Section VIII -- Payments to University Authors

1. a) If the University markets a University-owned work for external use, any net income actually received by the University (after the documented cost of production, sales, advertising, distribution and any unrecovered overhead, but not to include the costs of original development unless so stipulated in the contract or grant) shall be distributed so that the University Author (or all University Authors collectively if there is more than one) receives the first $5,000 of such net income, 50% of the next $20,000, 30% of the next $50,000, and 25% of all additional net income. The University shall retain and use the remainder of the net income to encourage further development of copyrightable works.

b) If the University contracts with a third party to reproduce and sell a University-owned work, the total royalties shall be negotiated between the University (after consultation with the University Author(s)) and the third party, and the net income shall be distributed to the University Author(s) and retained and used by the University in accordance with the schedule and for the purpose set forth above.

2. If a University-owned work prepared for use in another unit of the University is used for extension instruction with the advice and assistance of its University Author(s), then Michigan State University Extension, in accordance with its existing policies, may make additional payment to the University Author(s) for such advice and assistance.

3. A University Author may be compensated for use of University-owned video materials in which the University Author personally and prominently appears, when such materials are used while the University Author is not on assignment with the University (e.g., when the University Author is not appointed during summer session, or is on leave). Compensation should be mutually agreed upon in advance by the University Author and the unit(s) involved, based upon (a) the amount of continuing responsibility of the University Author for the use of the University-owned video material; (b) whether the University-owned video material is complete in itself or embedded in another work; and (c) the extent to which the University Author’s time and creative efforts have previously been compensated. As a guideline for works in video format, the University author may be compensated on the basis of load credit or salary equal to 1% of the annual salary for each six video hours developed. Such payment or credit should be limited to a period of two years.
Section IX -- Transfer of Rights to University Author

If the University discontinues use of University-owned instructional materials in their existing form for more than two years, if no revision is in process, if the University is not otherwise bound by grant or contract, and if all living University Authors of the instructional materials so request in writing, the University shall transfer the copyrights in such instructional materials to the University Author(s), provided that the University Author(s) shall be required to pay all costs associated with the transfer, including expenses associated with copying, mailing and handling, duplication and copyright transfer, but not to include original costs of production.

Section X -- Protection and Liability

1. Protection

   a. The Office of the Provost shall investigate allegations of unauthorized use or copyright infringement of University-owned works and shall recommend appropriate action. If the University initiates legal action in response to an unauthorized use or infringement, all costs of such action (including attorney's fees) shall be borne by the University, which shall control the action. All net proceeds of such action in excess of such costs shall be shared by the University and the University Author(s) in accord with the formula set forth in Section VIII-1(a).

   b. If the University decides not to initiate legal action, the University Author(s) may do so, and the University shall assign to the University Author(s) such rights as are necessary for the limited purpose of pursuing redress for the unauthorized use or infringement. Costs of such action (including attorney's fees) shall be borne by the University Author(s) who shall have the right to all proceeds resulting from that action.

2. Liability

   a. The University Author(s) of a University-owned work shall obtain appropriate written releases, granting all necessary rights to the University to allow the full exercise of its copyright in the work. These releases shall be kept by the unit producing the work until such time as the work is withdrawn from circulation.

   b. Before any external use is made of a University-owned work, the University Author(s) shall certify in writing to the Office of the Provost that the work does not infringe any existing copyright or other legal right held by third parties.

   c. In the event third parties assert claims against the University and/or University Author(s) arising out of or related to a University-owned work, the University shall assume responsibility for the defense and control of any legal action arising from such claims, in accordance with the University’s Indemnification Policy.
Section XI -- Implementation

This Policy shall take effect upon approval by the Board of Trustees and shall be administered and interpreted by the Office of the Provost.

Enacted: 11/16/73
Amended: 7/28/83, 6/22/01, 5/6/05
CONFLICT OF INTEREST IN EMPLOYMENT

This policy replaces the Employment of Relatives Policy.

Standards for hiring, promotion, reappointment, evaluation, working conditions, responsibilities, salary and termination for all employees at Michigan State University are based on ability, qualifications for the position, and performance. Relationship (meaning connection between persons, hereinafter referred to as "relatives," by blood, marriage, adoption, domestic partnership, or other personal relationship in which objectivity might be impaired) to another individual employed by the University shall not constitute a bar to hiring, promotion or reappointment; provided, however, that no employee shall be under the direct supervision or control of a "relative." Employment of "relatives" in the same unit or department or under the same supervisor is authorized only with the prior written approval of the head of the unit or department and the Office of the Provost or the Office of Human Resource Services, as appropriate. In addition, "relatives" should not participate in roles which have the potential for influencing employment decisions, e.g., peer review.

General Principles:

1. To avoid possible conflicts of interest, any dean, director, chairperson/supervisor or participant in peer or administrative review procedures who is a "relative" of an employee or job applicant must not participate either formally or informally in decisions (including rendering advice on decisions) on personnel matters affecting the "relative," including, but not limited to, decisions to hire, retain, promote or determine the salary.

2. In cases where a chairperson/supervisor has primary responsibility for evaluation or for assignment of duties (e.g., a department chairperson's supervision of faculty in the department), no employee may supervise a "relative." An appropriate individual must be designated by a higher level of administrator (e.g., dean, director, provost, vice president, president) to perform the functions of chairperson/supervisor in decisions to hire, retain, promote, assign duties or set the salary of the individual "related" to the chairperson/supervisor.

3. Within the limitations set forth above, individuals "related" to other MSU employees have all general rights extended to employees in comparable positions. For example, a faculty member has the right to serve on a departmental peer review committee even though a "relative" will be considered by the committee; the faculty member, however, would not participate in the review of the "relative."

4. Supervision and evaluation procedures, even when altered, should ensure comparable treatment of employees.

5. In circumstances which have the potential for the conflicts of interest referenced in item #1, above, individuals have the responsibility for disclosing that a conflict of interest may exist to the department chairperson, school director, dean or other relevant administrator or supervisor; the specifics of the potential conflict do not have to be provided.
Decisions about individual cases should be made on the basis of these principles. In cases where the application of a principle is disputed, the administrator/supervisor at the next level may be asked to assist in resolution. The Office of the Provost/Office of the Executive Vice President for Administrative Services has final approval regarding application of the general principles to particular cases.

Enacted: 12/8/95
The Provost of Michigan State University, in recognition of the essential contributions of librarians to academic programs, appoints, upon recommendation of the Director of Libraries, librarians at those professional levels (Librarian I-IV) which do not involve an immediate award of continuous appointment status. The President approves, upon recommendation of the Director of Libraries and the Provost, appointments of librarians at the professional level (Librarian IV) which confers immediate continuous appointment status to those librarians who exhibit strong evidence of the capacity for sustained professional growth.

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

Dismissal of librarians on continuous appointment will use procedures consistent with the principles for dismissal of tenured faculty, which assure due process, as approved by the Board of Trustees. Dismissal of librarians not on continuous appointment, but prior to the expiration of the current term of appointment, shall use those procedures established for dismissal of librarians on continuous appointment.

An individual appointed as Librarian I or Librarian II is appointed for a probationary period of three to four years that expires on the fourth June 30 following the date of the appointment. This appointment may be followed by an additional three-year period. After this six- to seven-year period, if the librarian is reappointed, continuous appointment will be granted.

If at any time during the initial probationary period the individual is approved for promotion, the changed appointment will be for a three- to four-year period that expires on the fourth June 30 following the date of the change. If reappointed upon the conclusion of this period, continuous appointment will be awarded. If promoted during the second probationary period, continuous appointment will be awarded.

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

A Librarian IV may, on recommendation of the Director of Libraries, be granted continuous appointment from the date of the original appointment at that rank. If a probationary appointment is made it shall be for a period of three to four years that expires on the fourth June 30 following the date of appointment. If reappointed upon conclusion of this period, continuous appointment will be awarded.

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

Evaluation
All librarians are evaluated annually for the purposes of improving performance and service to the Library and the University, for continuing appointment status, and for compensation. The evaluation is made by the immediate supervisor, including consultation with the evaluated librarian.

The Library department administrators, in consultation with the supervisors and peer review committees, make personnel recommendations to the Director on such matters as salaries, hiring procedures, and continuous appointment.

The Director, based upon advice received and considering the total personnel needs of the Library, will make a final recommendation to the Provost on personnel matters.

The evaluative and consultative processes are detailed in the Librarian Personnel Handbook.

**Operating Principles**

The operating principles for continuous appointment of librarians parallel those of the tenure system and will be included in the Library Bylaws.

Enacted: 6/23/77  
Amended: 6/12/87
The Provost of Michigan State University, in recognition of the essential contributions of specialists to academic programs, appoints, upon recommendation of the appropriate department chairperson/school director and dean/separately reporting director, individuals at the rank of Academic Specialist or Senior Academic Specialist. Appointments may be made in any academic unit that reports to the Provost or to the Vice President for Research and Graduate Studies. The principal responsibilities of the academic specialist fall into one or more of three functional areas: academic advising/teaching/curriculum development, research and service/outreach. Academic specialists may be appointed on a fixed-term, probationary or continuing basis, full-time or part-time, with either an academic year (nine-month) or annual (twelve-month) duty assignment.

Continuing appointment status assures that the academic specialist will not be dismissed due to capricious action by the University nor will dismissal be used as a restraint of academic freedom or other civil rights. Continuing appointment status does not guarantee employment if positions are not funded, if gross misconduct occurs, if the academic specialist refuses to perform reasonable assigned duties or fails to fulfill contractual obligations, or if the academic specialist is no longer able to perform satisfactorily in his or her professional capacity at the University.

Continuing and Probationary Appointments

An academic specialist who has not served previously at Michigan State University is appointed initially for a probationary period of three years and may be reappointed for an additional probationary period of three years. If an academic specialist is appointed beyond the two probationary periods, continuing appointment status is granted. If at any time during these two probationary periods an academic specialist is promoted to the rank of senior academic specialist, continuing appointment status is granted. A senior academic specialist who has not served previously at Michigan State University is normally appointed for a probationary period of two to four years. In unusual cases, upon recommendation of the unit administrator(s) and dean(s) and with the prior approval of the Provost, an academic specialist initially appointed at the rank of senior academic specialist may be granted continuing appointment status from the date of appointment. Individuals appointed at the rank of senior academic specialist without continuing appointment status have the option of requesting reappointment at any time prior to the conclusion of the stipulated probationary appointment period. A negative decision on such a request shall not preclude consideration for reappointment at the time specified upon appointment.

Evaluation

All academic specialists shall be evaluated by the appropriate unit administrator before the end of the applicable annual duty period for those on probationary or fixed-term appointment and at appropriate intervals for those with continuing appointment status. A unit review committee will be established to advise the unit administrator about the reappointment, award of continuing appointment status, or promotion of the academic specialist with a probationary or continuing appointment.

Procedures and operating principles for the implementation of the Academic Specialist Appointment System are available in written form in the Office of the Provost and academic unit offices.
Michigan State University will add benefit eligibility for same-sex domestic partners of regular faculty and applicable staff who meet the following criteria. They:

1. are same-sex and for this reason are unable to marry each other under Michigan law,
2. are in a long-term committed relationship, have been in the relationship for at least 6 months, and intend to remain together indefinitely,
3. are not married to others and neither has another domestic partner,
4. are at least 18 years of age and have the capacity to enter into a contract,
5. are not related to one another closely enough to bar marriage in Michigan,
6. share a residence and have done so for more than 6 months,
7. are jointly responsible to each other for the necessities of life,
8. provide a signed "partnership agreement" that obligates each of the parties to provide support for one another, and provides for substantially equal division, upon termination of the relationship, of earnings during the relationship and any property acquired with those earnings.

Domestic partners' children will be eligible for health and dental benefits if they:

1. are qualified and claimed as an IRS-defined dependent by the domestic partner, and
2. are members of the employee's household or a full-time student, and
3. are unmarried and under the age of 19 (up to age 25 if an IRS-defined dependent).

Employees enrolling domestic partners will be asked to complete a Domestic Partnership Declaration and provide a signed "partnership agreement." They will have to keep a "partnership agreement" meeting the criteria described above in effect to be eligible for domestic partner benefits.

The following benefits will be provided to domestic partners and their dependents as for a regular employee's spouse and other dependents:

1. family and medical leave
2. COBRA continuation
3. course fee courtesy
4. ID cards
5. access to library, recreational, and athletic facilities
6. university apartments
7. parental, sick, and bereavement leaves
8. child care services
9. health insurance*
10. dental insurance*
11. post-retirement benefits*
12. employee-paid life and accidental death and dismemberment insurance*

(“These benefits will be provided on the same basis as for other employees if they can be renegotiated with carriers to obtain equivalent coverage without a premium surcharge.)

The University will provide a premium contribution for domestic partner benefits comparable to that provided for a regular employee’s spouse and dependents (subject to taxation as required by federal, state, and other applicable law).

MSU bargaining units will be contacted to determine their interest in negotiating domestic partner benefits for support staff.

Domestic partner benefits will be implemented as quickly as possible for faculty and applicable staff after eligibility is communicated and a special enrollment period is held.

The actions authorized by this resolution shall not alter or amend the University's Anti-Discrimination Policy nor shall they be deemed or construed to supplement or limit the protections of any individual thereunder. The Anti-Discrimination Policy shall not be interpreted to provide rights for heterosexual domestic partners.

Domestic partner benefits are subject to future plan changes that may be negotiated/agreed with employee groups.

Enacted: 9/12/97
An amorous or sexual relationship between a student and a faculty member, a graduate teaching assistant or another University employee who has educational responsibility for that student may impair or undermine the ongoing trust needed for effective teaching, learning and professional development. Because of the faculty member, graduate assistant or other employee's authority or power over the student, inherently conflicting interests and perceptions of unfair advantage arise when a faculty member, graduate teaching assistant or other employee assumes or maintains educational responsibility for a student with whom the faculty member, graduate teaching assistant or other employee has engaged in amorous or sexual relations.

It is, therefore, the policy of Michigan State University that each faculty member, graduate teaching assistant and other University employee who has educational responsibilities for students shall not assume or maintain educational responsibility for a student with whom the faculty member, graduate teaching assistant or other employee has engaged in amorous or sexual relations, even if such relations were consensual. Whether such amorous or sexual relationships predate the assumption of educational responsibility for the student, or arise out of the educational relationship, the faculty member, graduate teaching assistant or other employee shall immediately disclose the amorous or sexual relationship to the relevant unit administrator, who shall promptly arrange other oversight for the student.

In unusual circumstances, the achievement of the affected student's academic requirements may necessitate continued oversight of the affected student by the faculty member, graduate teaching assistant or other University employee who has engaged in amorous or sexual relations with that student. In such circumstances the unit administrator shall, therefore, have authority, after consulting the affected student, to permit the continued oversight of the affected student by the faculty member, graduate teaching assistant or other University employee, provided that the faculty member, graduate teaching assistant or other University employee shall not grade or otherwise evaluate, or participate in the grading or other evaluation of, the work of the affected student, and that the alternative arrangements for grading or evaluating the affected student's work treat the student comparably to other students.

Enacted: 11/8/96
Employees who retire, terminate, or resign their employment with the University, regardless of age, are permitted to collect their base retirement plan accumulations as permitted by the vendors and the IRS rules.

Currently employed individuals are allowed to take in-service distributions as permitted by the Internal Revenue Service under the following situations; i.e., attainment of age 59½; disability; death; loans; or financial hardship, which covers purchase of a principal residence; avoidance of eviction from home; college tuition for self, spouse, or dependents; medical expenses; or funeral expenses of a family member.

Enacted: 9/9/37
Amended: 4/5/91, 2/7/92, 9/18/98
Members of the faculty, academic staff and administrative staff who leave the University with official retirement status are granted certain privileges and the "emeritus" title. For faculty members with the rank of professor, associate professor or assistant professor, the "emeritus" designation is appended to the rank held at the time of retirement, e.g., professor emeritus. For academic staff the title would be librarian emeritus, etc. For administrators whose administrative appointment requires approval by the Board of Trustees and for all executive managers, the emeritus designation, upon approval by the Provost and the President, is appended only to the most senior administrative title held at Michigan State University, which may be held at or prior to the time of retirement, e.g., dean emeritus. The emeritus designation is not normally awarded for administrative titles held on an "acting" basis.

Faculty with the emeritus designation are entitled to attend Academic Senate meetings with voice but without vote; to march in academic processions such as commencement; to receive the MSU News-Bulletin; to avail themselves of the libraries; to receive, on application, a faculty vehicle permit; to represent the University, on appointment, at academic ceremonies of other institutions; and, in general, to take part in the social and ceremonial functions of the University.

Enacted: 5/18/50
Amended: 4/5/91

Enacted: 1/18/68
Amended: 7/28/83
Within established personnel policies and practices, purchasing policies and practices, external contract bidding procedures, and restrictions applicable to revolving funds, the Vice President for Finance and Treasurer has authority to expend funds from accounts for those purposes for which such accounts are established, but remains responsible for providing adequate controls over such accounts to protect the fiscal integrity of the University.

Extraordinary expenditures will be reported to the Board at its next regularly scheduled meeting.

Enacted: 12/3/76
Amended: 12/2/83
Revenue from state appropriations will be recognized in accordance with the following priorities:

1. The basic general operating appropriation will be recognized in twelve equal monthly installments over the state fiscal year.

2. Changes to the base appropriation, either in the form of supplemental appropriations or executive orders, will be recognized in accordance with legislative intent, where that intent is known.

3. Where legislative intent is not known, and/or where institutional discretion exists, revenue will be recognized in equal monthly installments over the months remaining in the state fiscal year, commencing with the month following final approval of the change by the Governor and/or the legislature.

This policy applies to all state appropriations made directly to MSU for operating purposes:

**Items included:**

General Fund Base Appropriation, including line items
Agricultural Experiment Station
Cooperative Extension Service
Supplemental appropriations for operating purposes
Executive Orders impacting the above items

**Items excluded:**

Capital Outlay appropriations
Supplemental appropriations for capital purposes
Executive orders impacting capital outlay Appropriations to other state agencies, transmitted by those agencies to MSU (such as MHEAA student aid awards)

Enacted: 5/28/82
It was recommended that the Board of Trustees approve a computer policy under which

1. all undergraduate students who matriculate with less than sophomore standing during or after Fall 2001 will be expected to equip themselves with a computer that can be attached to the Internet at appropriate speeds, and

2. all undergraduate students who matriculate with more than sophomore standing during or after Fall 2003 will be expected to equip themselves with a computer that can be attached to the Internet at appropriate speeds.

In establishing this policy, the Board understands that the current standard for Internet connectivity is speeds of at least 10 million bits per second (which represents Ethernet direct connection speeds). The Board delegates to the administration the authority to update this policy on an on-going basis to reflect emerging technology. The Provost will provide reports of such changes to the Trustee Policy Committee.

Enacted: 2/15/00
In consultation with the faculty, the Provost will develop admissions criteria and procedures which will assure a diverse and well-qualified student body. Students will be admitted on the basis of their academic qualifications or on the basis of their demonstrated potential for academic achievement.

At Michigan State University, undergraduate students will be admitted to the University and not to specific programs. Enrollment limitations, based largely on resource constraints, may be established in some programs, particularly in advanced study programs.

Michigan State University shall devote as much of its treasure and talent as possible to educating disadvantaged citizens of Michigan who are admissible; and, to conducting research and programs designed to encourage disadvantaged citizens of Michigan to qualify for admission under existing academic and financial requirements.

All applications for admission of students to Michigan State University must be accompanied by a statement, executed by the student, agreeing to abide by the rules and regulations of the University. No student shall be admitted who fails or refuses to sign this statement.

Enacted: 5/16/63
Amended: 6/15/67, 7/28/83, 12/2/83
Michigan State University has traditionally been committed to meeting the financial needs of disadvantaged students. One area of recurring difficulty for such students is the University's application fee. Michigan State University has implemented a policy which allows for waiver of the application fee for the most needy students.

Enacted: 2/19/71
It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and therefore are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available. Therefore, recognized student organizations are encouraged to invite speakers to the campus subject only to the following provisions:

1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.

2. Sponsorship must be by a student organization which has been recognized under the general regulations approved by the appropriate University authorities.

3. For purposes of preserving a record of all such public meetings and of coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, the form to be certified by the signature of the appropriate officer of the organization. All rules for administration of requests from registered student organizations must conform to this policy. It shall be the responsibility of the Vice President for Student Affairs and Services, or designee, to certify that all appropriate steps have been taken before the event is officially scheduled.

4. Any student organization violating the provisions of the Bylaws is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.

Enacted: 12/14/62
Fines paid by students for violations of student motor vehicle regulations shall be placed in a student loan fund.

Enacted: 11/20/39
Any undergraduate student enrolled in seven or more credits at Michigan State University for a term, summer term excluded, is subject to the University's housing regulations. Compliance with the University policy is a condition of enrollment. Regulations and procedures are to be developed by appropriate administrative offices to ensure that this policy is implemented.

Enacted: 5/27/83
Prohibition
Michigan State University students shall not engage in disorderly conduct at or in connection
with a riot.

Definitions
“Riot” means five or more persons, acting in concert, who engage in violent conduct and
thereby intentionally or recklessly cause or create a serious risk of causing public terror or
alarm.

“Acting in concert” means acting with a common intent or purpose.

“Disorderly conduct at or in connection with a riot” includes, but is not limited to, setting fires;
throwing bottles or other projectiles; damaging, destroying, or defacing property not the
student’s own; obstructing, interfering with, or disrupting the activities of peace officers or public
safety personnel engaged in the lawful performance of their official duties; intentionally or
recklessly causing or threatening physical harm to another; endangering the physical safety of
another; tampering with or misusing fire or safety equipment; theft or looting; resisting arrest;
and conspiring with others or inciting others to do any of the foregoing.

Application
This Policy applies to all Michigan State University students whenever the prohibited conduct
occurs on the land governed by the Board of Trustees of Michigan State University (the
“campus”), when students are engaged in University-sponsored or student group sponsored
(student governing group and registered student organization) activities off campus, in all local
government jurisdictions adjacent to the campus, or on any other college or university campus.

Enforcement
Violations of this Policy will be adjudicated according to procedures outlined in Article 4 of
“Academic Freedom for Students at Michigan State University.”

Students found through University disciplinary proceedings to have violated this Policy may be
subjected to a variety of sanctions as described in Section 4.2.4 of “Academic Freedom for
Students at Michigan State University.” These sanctions may include: No Action, Warning,
Warning Probation, Disciplinary Probation or Suspension from the University. Either probation
may also include stipulations requiring a student living on campus to move to another location
on or off campus. Students may also be required to make restitution for damage to University
property.

In addition to sanctions outlined in Section 4.2.4 of “Academic Freedom for Students at
Michigan State University,” violators of this Policy may also be required to make restitution for
damage to public and private property.

In some instances, students accused of violating this Policy may be suspended on an interim
basis.

Behaviors violating this Policy may also be in violation of professional standards established by
colleges and professional schools at Michigan State University. Procedures for adjudicating
these alleged violations are outlined in “Graduate Student Rights and Responsibilities,” “Medical
Student Rights and Responsibilities,” and documents from Michigan State University-Detroit College of Law.

**Interpretation**
This Policy shall not be interpreted to restrict or limit any student’s First Amendment rights to freedom of speech or assembly.

**NOTE:** All members of the University community must abide by standards of behavior that reflect the collegial nature of their endeavors. Faculty members and staff members are subject to the disciplinary policies set forth in the Faculty Handbook and the Employee Handbook, respectively.

Enacted: 4/9/99
Amended: 12/8/00
Student-athletes are high profile members of the Michigan State University (MSU) community. The Department of Intercollegiate Athletics views students who meet the academic standards and who have the athletic ability to participate in intercollegiate competition, through team membership, as talented, dedicated representatives of MSU. Student-athletes who have earned the privilege of representing MSU in intercollegiate athletics are expected to uphold high standards of personal conduct and are subject to all team rules, as well as to general University rules and regulations governing student conduct and disciplinary procedures.

Any student-athlete who, while a member of an MSU intercollegiate athletic team, is convicted of a felony\(^1\) will be suspended from the MSU intercollegiate athletic team of which he or she is a member and thereby precluded from participation in games and all other benefits related to team membership.\(^2\) The student-athlete may request an exception to this rule. The President, upon recommendation of the coach and after consultation with the Director of Intercollegiate Athletics may grant such an exception.

A former student-athlete who has been suspended from the team may submit a written application for reinstatement to the team to the Director of Intercollegiate Athletics. The application must include a recommendation from the team's coach that the former student-athlete be reinstated. After reviewing the recommendations of the coach and the advice of the Director of Intercollegiate Athletics, the President shall decide whether to grant or deny the application for reinstatement. If the President grants the application, the President shall determine when and on what terms or conditions the former student-athlete will be reinstated.

Enacted: 3/7/96

\(^1\)Felonies are serious crimes. They usually involve conduct that creates a significant danger to the community. In most states, the following types of crimes, among many others, are likely to be felonies: murder, arson, rape, robbery, burglary, and the manufacture, sale, or other distribution of illegal drugs. Major thefts (like stealing a car), crimes committed with weapons, serious assaults and other crimes involving violence, frauds, the possession of illegal drugs other than small quantities of marijuana, and sexual assaults are often felonies. Students, who commit felonies but become participants in programs that may result in the removal of the felony conviction from their records if certain conditions are met, will not be considered to have committed a felony for purposes of this policy unless the student-athlete violates a condition of the program and the felony is entered permanently on the student-athlete's record.

\(^2\)These benefits include, for example, weight training and conditioning, training table meals, travel with the team, dressing for games, practice with the team, athletic academic support services, and athletic medical support services. Violation of this policy and suspension from the team may also result in nonrenewal of the student-athlete's athletic scholarship.
STIPULATIONS FOR THE SELECTION AND PARTICIPATION OF OUTSIDE MEMBERS OF THE INVESTMENT ADVISORY SUBCOMMITTEE: Policy 01-01-09

The Investment Advisory Subcommittee is a subcommittee of the Finance Committee. Its role is to aid the Finance Committee in the review and evaluation of investment opportunities and strategies.

The Investment Advisory Subcommittee includes select individuals who are not members of the Board of Trustees. The following stipulations apply to the participation of those outside members.

1. The Investment Advisory Subcommittee will have three outside members.

2. Each time the Investment Advisory Subcommittee has a vacancy for an outside member, the MSU Foundation Board will nominate at least two individuals to fill that vacancy. The Board of Trustees, in consultation with the President and the Vice President for Finance and Operations, will select the new outside member from those nominees.

3. Outside members will serve staggered three-year terms and may be reappointed once.

4. Key qualifications for outside members include high ethical standards, wide-ranging institutional investment experience, ability to constructively debate issues, skill at asking pertinent questions to independently challenge investment opportunities, and established and beneficial affiliation with MSU.

5. Outside members will be required to comply with Board-approved conflict of interest standards for external members.

6. Outside members are expected to regularly attend Investment Advisory Subcommittee meetings in person or, when necessary, electronically.

Enacted 10/21/11