Department of Writing, Rhetoric, and Cultures

AY 2023–2024
Department Guide

The purpose of this guidebook is to provide practical information for our work as faculty and graduate students in the Department of Writing, Rhetoric, and Cultures at Michigan State University.

More departmental info is available at wrac.msu.edu; please refer to the MSU Faculty Handbook at https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/ for further detailed and definitive guidance regarding issues addressed in this Guidebook.

For graduate students, this guide is complementary to the Rhetoric and Writing Program Handbook (https://wrac.msu.edu/handbook-forms/).

TABLE OF CONTENTS

Mission Statement and Vision

Michigan State University

Michigan State University, a member of the Association of American Universities and one of the top 100 research universities in the world, was founded in 1855. We are an inclusive academic community known for our traditionally strong academic disciplines and professional programs, and for our liberal arts foundation. Our cross- and interdisciplinary enterprises connect the sciences, humanities, and professions in practical, sustainable, and innovative ways to address society's rapidly changing needs.
As a public, research-intensive, land-grant university funded in part by the state of Michigan, our mission is to advance knowledge and transform lives by:

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

The College of Arts & Letters
Shaping Intentional Lives, Cultivating Creativity, and Global Cultural Understanding

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

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

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

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

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

The Department of Writing, Rhetoric, and Cultures

Our Mission

The department of Writing, Rhetoric, and Cultures is the heart of and home for writing instruction and research at Michigan State University. Across our programs and initiatives, we emphasize curiosity and the robust exchange of ideas along with attention to the importance of writing—drawing across techniques and media, being attentive to audience and purpose, sharing one's ideas with the world, and working in coalition to collectively compose a better world. We engage writing as humanistic and ethically anchored work. We are committed to preparing excellent writers within the culturally, technologically, and economically dynamic environments of the 21st century and to shaping research and extending scholarly conversations in rhetoric and writing studies.

Our faculty and graduate students engage writing studies research in areas including but not limited to disability and access; social justice; multilingualism/translingualism; asset-based and culturally supportive pedagogies; transnationalism and globalization; feminist theory; digital, cultural, and decolonial rhetorics; multimodal composing; visual rhetorics; soundwriting; composition pedagogy; writing program administration; community literacies; writing center studies; experience architecture; and professional and technical communication.

We engage and sustain practices that acknowledge differences and advance diversity, equity, inclusion, and anti-racist action. We share the College of Arts & Letters commitment to equity, openness, and community as core values. We recognize and value diversity, which includes differences of race, ethnicity, gender, gender identity, sexuality, ability, age, religion, politics, and socio-economic status. We extend this definition to include a diversity of cultural-rhetorical practices and approaches to writing.

Our Values and Actions

- We support students in transitioning to college and specifically to college-level writing and researching; our First-Year Writing classes are not a gate, but a welcome mat; not a "weeder" course, but a seed course. Our undergraduate programs engage students in writing within the dynamic cultural, digital, innovation-driven, theoretical, rhetorical, and flexible spaces, places, and tools of today's communication landscapes.

- Our graduate programs aim to prepare the next generation of leaders, thinkers, teachers, and innovators in the discipline of rhetoric and writing and in related fields both inside and outside of academia.

- We teach writing—framed by inquiry, discovery, and communication; engaged through reflective practices; focused on rhetorical and technological tools, means, and methods.

- Our research contributes to and extends scholarly conversations and seeks to (re)shape the discipline of rhetoric and writing studies.

- We build community; we work in and with community. We work hard to nurture an intellectual community that seeks out and welcomes all individuals and that openly makes space for the broadest possible spectrum of diversity across categories of age, home language, life experience, gender, abilities, race, ethnicity, class, religion, spirituality, sexual orientation, and geographic identification.

- We are committed to creating, supporting, and sustaining a culture of care across our programs and among all of our faculty, students, and staff.

- We support all staff, students, and faculty—research-focused faculty, teaching-focused faculty, and academic specialists—in pursuing and creating meaningful pathways to intellectual and professional leadership.

- We engage MSU's strategic attention to values and practices of collaboration, equity, equality, inclusion, integrity, and respect.

Academic Calendar

please also see https://reg.msu.edu/ROInfo/Calendar/Academic.aspx for more detail

	Fall 2023	**Spring 2024**
Classes Begin	Monday, 8/28	Monday, 1/8
Middle of semester	Monday, 10/16	Friday, 2/23
Classes end	Sunday, 12/10	Friday, 4/19
Final Exams	Monday, 12/11–Friday, 12/15	Monday, 4/22–Friday, 4/26
For information regarding Final Exam Policy and Schedules, visit: https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx		
Holiday, **University closed**	Monday, 9/4 Thursday, 11/22–Friday, 11/24 Monday, 12/25–Tuesday, 1/2	Monday, 1/15
Holiday or breaks, University open but **classes canceled**	Monday, 10/23–Tuesday, 10/24	Tuesday, 2/13 Monday, 2/26 through Friday, 3/1

Contact and Main Office Information

Department Contact Information
please see https://wrac.msu.edu/contact/ for entire list of admin contacts

Department Chair
Dànielle Nicole DeVoss | devossda@msu.edu

Associate Chair and Director of Undergraduate Programs
Kate Fedewa O'Connor | fedewak3@msu.edu

Associate Chair and Director of Graduate Programs
Liza Potts | lpotts@msu.edu

Director of First-Year Writing
Julie Lindquist | lindqui1@msu.edu

Director of Experience Architecture (XA; CAL Appointment)
Casey McArdle | cmcardle@msu.edu

Main Office
517-355-2400 | 517 353-5250 (fax)

Main Office Information
The department main office is 235 Bessey Hall. Our main office mailing address is:

434 Farm Lane, Rm 235
East Lansing, MI 48824

Main office hours will be posted on the main office door. The offices of the department Chair (DeVoss), the Associate Chair and Director of Undergraduate Programs (Fedewa O'Connor), the Associate Chair and Director of Graduate Programs (Potts), the Director of First-Year Writing (Lindquist), and the Director of XA (McArdle) are accessible through the main office.

Our main office is staffed by **Kathleen Post** (postkat3@msu.edu), Office Operations, and by an amazing team of student workers.

A Mac/Apple and PC/Windows computer are available for faculty use in the main office. Office supplies are also available in the main office. Please direct students, staff, and visitors to the main office if they have any questions.

Department Email Lists

All faculty members are encouraged to share business-/work-department-related information with the department email list. To send information to the faculty email list, please use the following email addresses:

wracdept@list.msu.edu > to email all department graduate students, staff, and faculty

wracntfaculty@list.msu.edu > to email all department non-tenure-track faculty

Please remember to add these email addresses to your "safe sender" list so you don't miss an important message. Also, do not "reply all" to correspondence from an email list; replying to an email list communication in this way will send your reply to *everyone* on the email list.

Faculty Contact Information

It is critical that your personal contact information on file with MSU remains current at all times. You can check and update your personal address through EBS (https://ebs.msu.edu) by using the "Personal Profile" tab. In this tab, you can update your direct deposit information, your home address, and your emergency contact information.

University Directory Information

To find MSU employees, staff, and student directory information, visit http://search.msu.edu/people.

Functional Teams Support

WRAC relies on excellent Functional Team support. If you're unsure how to route a question, Office Operations can help. Otherwise, the folks who support the work of WRAC and their general duties are:

OFFICE OPERATIONS: Kathleen Post (postkat3@msu.edu)
- chair and administrative support   - main office coordination and support   - guest travel and logistics   - Cashnet and Eventbrite   - event logistics including postings, publicity, orders

- supplies and purchasing
- keys and swipecard requests
- Infrastructure, Planning, and Facilities (IPF) orders and abatements
- email list management
- help navigating Functional Teams

ACADEMIC OPERATIONS:	
Rhonda Hibbitt (hibbitt@msu.edu) (FYW and UGS Support)	**Melissa Arthurton (arthurt1@msu.edu)** (Grad Program Support)
- First-Year Writing Program support - Undergraduate programs support - Campus Solutions - Registrar's Office coordination - Schedule of Classes (work copy) - Schedule change support	- graduate program coordination - graduate student support - graduate student (GA, TA, RA, TE) hiring, appointments, and GA support - fellowships and scholarship support - Campus Solutions - Admissions (SLATE) - Registrar's Office coordination - GradPlan - Schedule of Classes (work copy)

HUMAN RESOURCES: Angela Hunt (huntaj@msu.edu)

- Academic HR—hiring, reappointments, I-9s
- change of status, leaves, termination
- faculty search support
- primary contact for: RPT (specialists, continuing system; Des B), student hires and payroll, outside work for pay, overloads and additional payments

FINANCE: Sara Allison (alliso53@msu.edu)

- Finance Team Primary Contact for:
  - general fund accounts (GA, GS)
  - faculty and academic staff professional development funds (GT)
  - faculty start up accounts (GE); gift accounts (RN); endowments (RH, RT)
  - designated accounts (D)
  - plant accounts (P)

- o   ecommerce
- additional CAL finance support:
  - o   external research, contracts, and grants (RC): Heather Dainton (punghea1@msu.edu)
  - o   internal grants (RG, HARP): Sherry Stevens (danners@msu.edu)
  - o   pre-award support: Barb Miller (bmiller@msu.edu)

Department, College, and University Committees

Standing Department Committees
For more information about the following committees, including committee selection and rotation procedures, please refer to the department bylaws: https://wrac.msu.edu/wp-content/uploads/sites/29/2021/11/WRAC-BYLAWS-11-15-21.pdf

Department Advisory Committee
One of the departmental standing committees is the Advisory Committee, which advises the department chair on matters affecting the department as a whole.

Membership includes ex officio members, elected tenure-system faculty, elected non-tenure-system faculty, elected academic specialists, and graduate student representation determined by WRAP, WRAC's graduate registered student organization.

College Councils and Committees
For committee descriptions, records of membership and minutes, and meeting schedules, visit http://cal.msu.edu/faculty/councilscommittees/

University Academic Governance
Academic Governance consists of the Steering Committee, Faculty Senate, University Council, and a number of subcommittees that discuss and provide academic governance for the university. See https://acadgov.msu.edu/.

Office/Department Procedures

Building Access, Keys, and Office Wing Access
Building access after university-posted hours is by swipecard access with your MSU ID; please remember to have it with you any time you are on campus. If you have any issues opening the exterior building doors with your swipecard, please contact Kathleen Post (postkat3@msu.edu).

Kathleen will assign all faculty members two keys: One unlocks the doors to the office wing of the second floor of Bessey Hall; the other unlocks your office door. Kathleen will also assign all graduate students who have Bessey Hall office space assigned or who want to use the Bessey Hall Graduate Student Flexspace (280 Bessey) two keys: One unlocks the doors to the office wing of the second floor of Bessey Hall; the other will unlock your office if you are assigned to one.

We do not have a regular schedule during which the office wing doors are unlocked. Be sure to have your keys with you any time you come to or leave your office. If you are hosting office hours with students and the doors between the classroom wing and office wing are locked, you may prop them open until you complete your office hours.

Copier Access and Mailroom
A networked copier is available for all faculty use in the WRAC mailroom (229 Bessey Hall). Contact MSU IT Help (via [https://tdx.msu.edu/TDClient/32/Portal/Home/.](https://tdx.msu.edu/TDClient/32/Portal/Home/) where you can put in a service request and/or call and/or chat with IT help staff) for instructions on setting up your computer to print to the copier. The copier also will read PDF and other file types from a jump/thumb drive.

If you have questions about the copier or if the copier isn't working, please contact Kathleen Post (517-355-2400 or postkat3@msu.edu).

You may request printing, color printing, and copying be done for you with at least 48 hours of lead time by contacting Kathleen.

Phone and Fax Machine Use

> **Outside Calls**
> Phone calls made to an outside line, both local and long distance, are charged to the department and are identified in monthly review by the number from which they were called. To dial out: first dial 8, then 1, then the area code and phone

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

If you regularly need to make outside calls for business purposes, please make a request to set your phone for outside calls by contacting Dànielle Nicole DeVoss (517-355-2400 or devossda@msu.edu).

Campus Calls

To dial an on-campus phone number from a campus line, use the last 5 digits of the phone number you're trying to reach (e.g., if you are calling the main office from on campus, dial 5-2400 instead of 517-355-2400). You do not have to "dial out" to make a campus phone call.

Long Distance Conferencing

Please use either Teams or Zoom for video and audio conferencing as much to avoid long distance phone rates charged to the department. To learn more about MSU's institutional subscription to Zoom, visit http://msu.zoom.edu.

Fax Services

Faxing is handled by Kathleen Post (517-355-2400 or postkat3@msu.edu).

Mail Services

Postal Service and Campus Mail

Mail will be distributed to faculty mailboxes at least twice a week. In the mailroom, there's a slot for campus mail; please use the manilla campus mail envelopes for campus mail and leave the campus mail in the slot.

There is also a slot for stamped U.S. mail; please leave stamped U.S. mail envelopes there (but know that it might go out more quickly if you mail it yourself using a post office on or beyond campus).

If you are on leave, not regularly checking your mailbox, or if your mailbox is full, we may leave your mail on your desk in your office.

Express Mailings
Due to limited funds for mail services, department policy requires all express mailings (U.S. Postal/FedEx/DHL/UPS) be first approved by the department chair.

Package Deliveries
Packages delivered for faculty will be put in the faculty member's office as soon as possible after delivery.

Having personal mail and/or packages delivered to the department is against University policy and is therefore not allowed.

Classroom Access
If your classroom door is locked, please call or text Custodial Services at Infrastructure, Planning, and Facilities (IPF) at 517-353-1760.

Conference Rooms
There are two conference rooms available for reservation in the Bessey Hall office wing: 297 Bessey (the Hal Currie Conference Room) and 271 Bessey Hall.

Contact Kathleen Post (517-355-2400, postkat3@msu.edu) to schedule either room.

Requirements for reserving and using conference rooms are:
- When making a conference room scheduling request, please include your business purpose and the day and time of your requested reservation.
- Meeting rooms are to be used to conduct MSU business only.
- No regularly occurring classes are allowed to be conducted in these rooms. All classes must take place in the room listed on the Schedule of Courses.
- If you book a room and you find you will not use it, please cancel your reservation as soon as possible so others can make use of the room. Do not book multiple rooms for convenience.
- Office hours are not to be scheduled in meeting or conference rooms if possible. The exception is when a faculty member is holding office hours with multiple students at once and requires a larger meeting space.
- All conference rooms will be locked by 5pm and on weekends. If you need to reserve a room after 5pm, please contact Kathleen at least 48 hours prior to your reservation day/time.

- You are responsible for cleaning the conference rooms after use and, if after-hours or on a weekend, locking the room when you are finished with it. Please schedule time for set up and clean up after your event.
- Room reservations may be changed at the discretion of the Dean and department chairs.

Faculty Library
Our faculty library is 256 Bessey Hall. This is a shared, public, common space for graduate students, staff, and faculty. Meetings should generally not be held in this space. A hot water, cold water, and ice dispenser is available in the room, as a fridge/freezer, two microwaves, and a toaster. There is typically coffee, tea, and hot cocoa available in the space along with comfy seating.

We do not have custodial/cleaning services available for the faculty library. Please clean up after yourself! If you need to leave food in the fridge for longer than three days, please label the food with your name and the current date. There is not a disposer connected to the sink. Please do NOT dump ANY solids down the faculty library sink.

Near the sink is space to wash and dry dishes. Please feel free to keep dishes in the faculty library for your use, but please make sure they are washed, dried, and put away when not in use.

Recycling and Trash
Faculty and staff are responsible for putting paper, plastics, and landfill trash in the proper receptacles in the office wing hallway.

Waste baskets are not to be placed outside office doors and will not be emptied by custodial staff. Individuals are responsible for emptying their own waste baskets on a regular basis.

Supplies
You may pick up or request general office-/work-related supplies in the main office or by contacting Kathleen Post (517-355-2400, postkat3@msu.edu).

Student Hiring
If you have approval for and budget to support a hire, please complete the Hiring Request form (https://forms.office.com/r/Cj4haqyL8P) **before** you communicate a work assignment to anyone—student (graduate or undergraduate), staff, faculty, or individuals outside of

MSU. Legally, the required hiring paperwork must be completed and approved by the appropriate approvers before your employees are eligible to work.

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

For example, international students are restricted to 20 hours of work a week during the fall and spring semester for all MSU work assignments, with very little flexibility on when you might be able to extend those hours (winter break, spring break). Domestic students are eligible to work up to 29 hours a week with similar restrictions on when those hour limits can be extended.

Graduate students appointed to an assistantship are employed for 20 hours of work every week during the academic year. They may potentially work up to 9 additional hours at an hourly rate. Summer guidelines are different; students are available to work up to 40 hours of work a week (20 additional hours if they hold an assistantship in the summer).

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

Faculty Travel Support
Kathleen Post (517-355-2400, postkat3@msu.edu), our Office Operations staff is available, ideally by appointment, to assist faculty with travel requests and expense reports.

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

The college uses the Travel and Expense tile in MSU's Enterprise Business System (EBS, https://ebs.msu.edu). The Trip Request (formerly the Pre-Trip

Travel and Expense
SAP Concur

✈$

New Window Opens
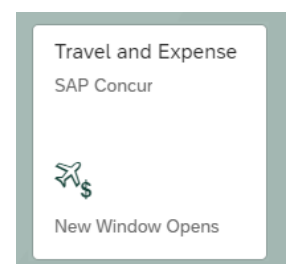
Authorization) is required **before** any travel takes place and is completed in EBS/Concur. Failure to complete this will result in no reimbursement as the system will give you a hard stop and will not let the expense report go through for approval. To process a new Request (formerly the Pre-Trip Authorization); click on New and then Start Request. You will need to know estimates of how much the trip might cost and where the funding will come from. Based on your funding limit, you will only need to list expenses up to that amount.

Please visit the Travel at State Website to stay up to date on any changes, upcoming travel courses, reference guides, signing up for the travel email list: http://www.ctlr.msu.edu/COTravelNew/Guides.aspx

For assistance in booking travel, MSU partners with Frosch Travel Agency (formerly Conlin) at no cost to MSU. You will need to know the dates of your travel and the account number your travel will come out of. They can be reached at: msu@frosch.com.

Business Continuity Plan
In the event of an emergency, the critical personnel identified to maintain necessary department operations are Kathleen Post (primary) and Penny Shanks (backup). The department phone number is programmed to forward to these staff members if necessary and emergency plans are in place to remotely handle all time-sensitive processes electronically if travel to campus is not advised. Faculty members are asked to refer to the main MSU web page for additional information and staff will receive text messages with additional administrative instructions.

Technology and Computer Support

MSU Technology Support
Most technology issues and questions are addressed by Technology at MSU. You can review guides, provide online documentation and support, chat/talk with IT staff, or put in a service request at https://tdx.msu.edu/TDClient/32/Portal/Home/.

Classroom Computer and Technology Support
If you encounter problems with your classroom computer, projector, or any other classroom technology, please contact MSU Classroom IT Services at (517) 432-6200.

If you would like to order equipment for your classroom or if you require assistance setting up your equipment, please contact MSU IT Services at (517) 353-3960.

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

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

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

General Information and MSU Policies

For a detailed description of your rights and responsibilities as a faculty member of Michigan State University, please see the Faculty Handbook section titled "Faculty Rights and Responsibilities" found at https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/4Section-HR-Policies.html.

MSU NetID
Your MSU NetID will grant you login access to MSU email, library resources, online HR systems, and many other campus electronic services. After your appointment and hiring paperwork have been completed you will be able to activate your NetID. To activate your NetID, go to http://netid.msu.edu and follow the steps to 1) receive a one-time use PIN, and 2) activate your NetID.

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

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

MSU ID Card
To get a faculty/staff MSU ID card, please visit the ID Office in Room 170 at the International Center. Bring with you your government issued photo ID (a valid driver's license, passport, or another kind of state or federal photo ID). Your first University ID card is issued to you at no cost, however replacement cards are $10. Spouses of faculty members may receive IDs entitling them to certain (but not all) employee privileges. The employee and spouse must both appear in person, present the employee's MSU ID, proof of marriage, and a government issued photo ID.

If you lose your ID card and receive a new one from the ID Office, please email CAL Tech Support at help@cal.msu.edu so we can update your access with the Department of Police and Public Safety.

Anti-Discrimination Policy

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

Academic Freedom

From the MSU Faculty Handbook:

> *Michigan State University adheres to the principles of academic freedom with correlative responsibilities as stated by the American Association of University Professors, the Association of American Colleges and other organizations:*
>
> *Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.*
>
> *Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.*
>
> *College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.*
> *(https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/academic_freedom.html)*

Political Activities as Private Citizens

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

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

For further detail, faculty and academic staff may refer to the Participation in Partisan Political Activities Policy here: https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/partisan_political_activities.html
and the section of Faculty Rights and Responsibilities (https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/faculty_rights.html) entitled "Relation to the University and the Community."

Religious Observance Policy

It has always been the policy of the University to permit students and faculty/academic staff to observe those holidays set aside by their chosen religious faith.

The faculty and staff should be sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors. It is also the responsibility of those faculty who wish to be absent to make arrangements in advance with their chairpersons, who shall assume the responsibility for covering their classes.

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

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

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

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

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

Development and Use of Copyrighted Materials

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

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

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

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

Instructional Expectations and Responsibilities

Code of Teaching Responsibility
Satisfaction of teaching responsibilities by instructional staff members is essential to the successful functioning of a university. This University conceives these responsibilities to be so important that performance by instructors in meeting the provisions of this code shall be taken into consideration in determining salary increases, tenure, and promotion.

Course Content
Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.

Course Syllabi
Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
- Instructional objectives;
- Instructor contact information and office hours;
- Grading criteria and methods used to determine final course grades;
- Date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
- Attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
- Required and recommended course materials to be purchased, including textbooks and supplies.

At the beginning of every semester, syllabi are collected via a Google Form for archival purposes; the link to submit your syllabi will be shared on the department email list.

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

Testing Documents

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

Term Papers and Comparable Projects

Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them.

Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.

Class Meetings

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

Applicability of the Code of Teaching Responsibility to Student Assistants

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

Instructor Accessibility to Students

Instructors are responsible for being accessible to students outside of class time and should schedule and keep office hours, and post those office hours on their office doors.

Desire 2 Learn (D2L)

Training on the use of D2L is available in several forms: online self-paced, in-person topic-based, online community, and "getting started" orientations. You can find more information on all of these options on the D2L Help Website at http://help.d2l.msu.edu/training.

Coursepacks (MSU Course Materials Program)

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

Textbooks

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

After you have completed entering your textbook adoption, notify the staff member assigned to your program to order desk copies of your textbook. You will need to supply us with the book title, author, ISBN, and edition. Publishers generally will send a desk copy as long as the bookstores have ordered new copies of the book. The faculty are responsible for contacting the publisher to request a desk copy.

Enhancing Academic Success Early (EASE) Reports

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

Federal Family Educational Rights and Privacy Act (FERPA)

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

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

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

Students' Rights and Responsibilities
This document provides the framework for student rights and responsibilities at Michigan State University, including student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. This document also defines channels and procedures for student complaints and grievances. As a faculty member at MSU, it is important for you to familiarize yourself with this document, found at http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university.

A Few Resources

Office of Faculty and Academic Staff Development
https://ofasd.msu.edu
OFASD provides a variety of helpful workshops and resources.

Work-Life Office
https://worklife.msu.edu
The Work Life Office supports all MSU faculty and staff to connect and navigate multiple roles throughout workplace, career, and life transitions. The office provides resources, workshops, and more related to a range of topics, including kids and parents, dependent care support, retirement, financial management, flexible work, and more.

Employee Assistance Program
http://eap.msu.edu
As a faculty member, you have access to confidential counseling services provided at no cost to you.

Olin Health Center
https://olin.msu.edu/
Students are able to make appointments to receive medical and mental health care at Olin Health Center, located on the north end of campus along Grand River Avenue. Services available to faculty, staff, and students include immunizations, TB testing, laboratory services, STI testing, and ergonomic worksite testing evaluation.

Counseling & Psychiatric Services (CAPS)
http://caps.msu.edu
The mission of CAPS is to connect students with the most appropriate and available care and services that optimize their health, well-being and success. CAPS provides 24/7 crisis services, regularly scheduled services and consultations, group counseling, and more.

International Faculty: Office of International Students and Scholars (OISS)
http://oiss.isp.msu.edu
MSU is an international university and has a long tradition of welcoming international students and scholars from all parts of the world. The Office of International Students and Scholars (OISS) is the designated office on campus to provide special assistance,

advising and programing for the members of MSU's international community. The OISS staff is familiar with the challenges of living in a culture outside your own and are prepared to assist you during the period of your stay on campus.

It is very important that all newly arrived international faculty members check in with OISS after arriving in the U.S. Their office is located in Room 105 of the International Center. The office is open Monday - Friday from 8am to 5pm and they offer online advising consultations between 1pm and 3pm on Monday - Friday. For more information about international arrivals, including what to do before and after you arrive on campus, please visit https://oiss.isp.msu.edu/pre-arrival-orientation/new-msu/checklist-new-faculty-and-staff/.

Office of the University Ombudsperson
https://ombud.msu.edu/
The Office of the University Ombudsperson exists to provide confidential, informal, independent, and neutral space to discuss academic and nonacademic concerns. For more info, see their website:

Faculty Grievance and Dispute Resolution Office
https://ombud.msu.edu/
The office responds to inquiries from MSU faculty, academic staff, and administrators concerning alleged violations of MSU policies and practices.

Payroll and Benefits
To access payroll forms including W-4 and direct deposit signup, use the Enterprise Business Systems Portal (EBS; https://ebs.msu.edu) after your MSU NetID is activated and you have registered your two-factor authentication credential. You can access your payroll information (including direct deposit sign-up) through the "My Time & Payroll" tile. More information about direct deposit can be found at http://www.ctlr.msu.edu/COPayroll/directdeposit.aspx.

For more information about the City of East Lansing income tax, visit https://www.cityofeastlansing.com/1812/Income-Tax.

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

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

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

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

Parking is very limited on our campus. All vehicles are required to be registered with DPPS. To learn more about employee parking permits and to register for your permit, please visit http://police.msu.edu/parking-services/permits/. Please note that you will need your MSU NetID to register for your permit. If you do not have your MSU ID, please see the Department's Unit HR Administrator to request a verification letter.
DPPS also requires all bicycles to be registered, however no fees are assessed for doing so.

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

Specific Department Policies

Policy Regarding Access to Course Materials
approved by the WRAC Advisory Council, 11-4-22

The department requires that all instructors provide access to the appropriate department administrator for ANY non-MSU platform (e.g., Google Classrooms, a password-protected personal domain/site) just prior to the beginning of the semester **to ensure that course materials are accessible to that administrator in the case of emergency**. Department administrators include the Department Chair, Director of First-Year Writing (FYW), the Director of Undergraduate Programs, and the Director of Graduate Programs.

The appropriate department administrator should be added to the class space *or* provided an access username or login and password. This information should be submitted prior to the beginning of the semester. To do so, please email the appropriate administrator with the following information:

> The URL to the site or space:
> A username (if necessary):
> A password to access materials (if necessary):

Department administration can gain access to materials on D2L in the case of emergency; there is no need to manually add a department administrator if you are only/exclusively using D2L.

Rationale

A department administration may require access to your course materials in the case of an emergency (e.g., if an instructor is no longer able to fulfill their teaching duties in a semester and a course needs to be reassigned to another instructor).

D2L and non-MSU-platform course spaces will ONLY be accessed in the case of an emergency (e.g., if you are suddenly unable to continue teaching your class and a department administrator or other replacement instructor has to be found).

Policy Regarding Syllabus Submission

approved by WRAC Advisory Council, 11-4-22

All instructors are required to submit their course syllabus/syllabi each semester via a Google Form shared early each semester. The departmental syllabi archive is only accessible to department administration and staff.

Rationale

To maintain an archive of courses taught in the department, WRAC requires that all instructors submit their syllabi/syllabus and course schedule (if not already included as part of the syllabus) at the start of each semester. Office staff previously gathered syllabi; we have now initiated a system of collecting and archiving syllabi via a Google Form distributed at the start of each semester.

Maintaining such an archive is part of building and maintaining departmental identity. Institutionally, the archive is crucial for assessment practices, purposes, and activities. The archive is also necessary for department administration to process Transfer Credit Evaluations in the university system.

Policy Regarding the Posting of Grades on D2L
approved by WRAC Advisory Council, 11-4-22

Regardless of what content- or learning-management systems used by instructors and faculty in WRAC, all instructors and faculty are expected to use MSU's official course-management system, D2L, to post grades that contribute to student final course grade based on the class syllabus.

Faculty do not have to provide feedback or comments on student work in D2L; faculty may post feedback and grades in whatever platform they are using for their teaching across the semester, but grades should be posted regularly to D2L throughout the semester so that students have an official and clear record of their grade in a class at any particular time during the semester.

Rationale

MSU's Code of Teaching Responsibility (https://reg.msu.edu/academicprograms/Print.aspx?Section=514) requires that all instructors share, in their class syllabus, the grading criteria and methods used to determine final course grades and, in addition,

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

Instructors shall be responsible for returning to student's term papers and other comparable projects with sufficient promptness to enhance the learning experience.

Additionally, the department requires that:

> Instructors ensure that students are aware of their grades throughout and across the semester. We ask that instructors use D2L to post student grades, as described below.

Posting on D2L ensures that students are able to easily access, via the university's

core/standard course-management software, their grades throughout a semester. Further, posting on D2L ensures that department administration have access to student grades across a semester, which may be necessary to access in the case of an emergency (e.g., if an instructor is no longer able to fulfill their teaching duties in a semester; an instructor is not able to post final grades before the university deadline).

Policy Regarding Student Absences and Administrative Drops
approved by WRAC Advisory Council, 11-4-22

Background and Rationale

In summer 2022, the Registrar's Office posted a notice in the Instructor Systems areas of the site related to "Reporting Student Non-attendance":

> In compliance with federal regulations governing financial aid and veterans education benefits, instructors are required to report students who stop attending or who have never attended class. After the first week of classes, through the middle of the term of instruction, instructors who identify a non-attending student should notify their departmental office. Upon receiving a report of non-attendance, departmental representatives are encouraged to initiate an administrative drop.

We suggest the procedures below as a hopefully humane intervention for addressing student non-attendance in part because initiating an administrative drop can have dire consequences regarding a student's standing, Financial Aid, or access to essential needs support.

Procedures

We ask all instructors and faculty that if you have a student who has NOT attended class at all by the third week of a given semester, please attempt to contact the student directly via email.

If you are unable to contact the student directly or contact the student but still have concerns, please:

1. Use the Registrar's Office Instructor Systems to submit an EASE (Enhancing Academic Success Early) report (submitting an EASE report will notify academic advisors about your concerns, and they will attempt to contact the student and provide support).

   Please consider cc'ing the student on the EASE report, so they are notified one has been submitted and may anticipate someone reaching out to them.

2. Contact representatives with the Neighborhood Student Success Collaborative (nssc@msu.edu), provide the student name, course, and your concern, and ask them to contact the student.

3. If you feel that an administrative drop is merited after pursuing these two steps, please talk with the appropriate WRAC administrator: Kate Fedewa O'Connor (if you're teaching a 200- to 400-level P2W or Minor in Writing class); Casey McArdle (if you're teaching an XA course); or with Julie Lindquist (if you're teaching FYW).