Welcome
Fall 2017

MSU Postdoctoral Research Associates

Goals for Today's Program

- Introduce MSU's values and future directions

- Introduce key offices supporting research associates

- Identify additional relevant resources, programs, and policies

- Provide tips on documenting accomplishments

- Get to know each other

1951
Football wins National Championship

MICHIGAN STATE UNIVERSITY
SPARTANS WILL.

The MSU Community

2,000 tenure system faculty

1,300 fixed term faculty

1,250 academic staff

7,000 support staff

39,000 undergraduates

11,500 graduate & professional students

500 postdoctoral Research Associates

The Graduate School

CALENDAR   FACULTY/STAFF RESOURCES   FIND US   GIVING

HOME   ABOUT   ADMISSIONS   ACADEMICS   PROFESSIONAL DEVELOPMENT   FUNDING   GRAD STUDENT LIFE   POSTDOCS

Postdocs

HOME

- [Postdoctoral Association](#)
- [Postdoctoral Office](#)
- [Individual Development Plans for Postdocs](#)

Tony Nunez, Associate Dean

Call us: **(517) 353-3220** | Contact Information   Site Map   Privacy Statement   Site Accessibility

Call MSU: **(517) 355-1855** | Visit: **msu.edu** | MSU is an affirmative-action, equal-opportunity employer. | **Notice of Nondiscrimination**

Spartans Will. | © Michigan State University

MICHIGAN STATE UNIVERSITY

The Academic Advancement Network

- New structure established in July, 2016
- Mission: To support our colleagues as they develop productive careers reflective of their individual aspirations, and to help them understand how those aspirations contribute to institutional priorities
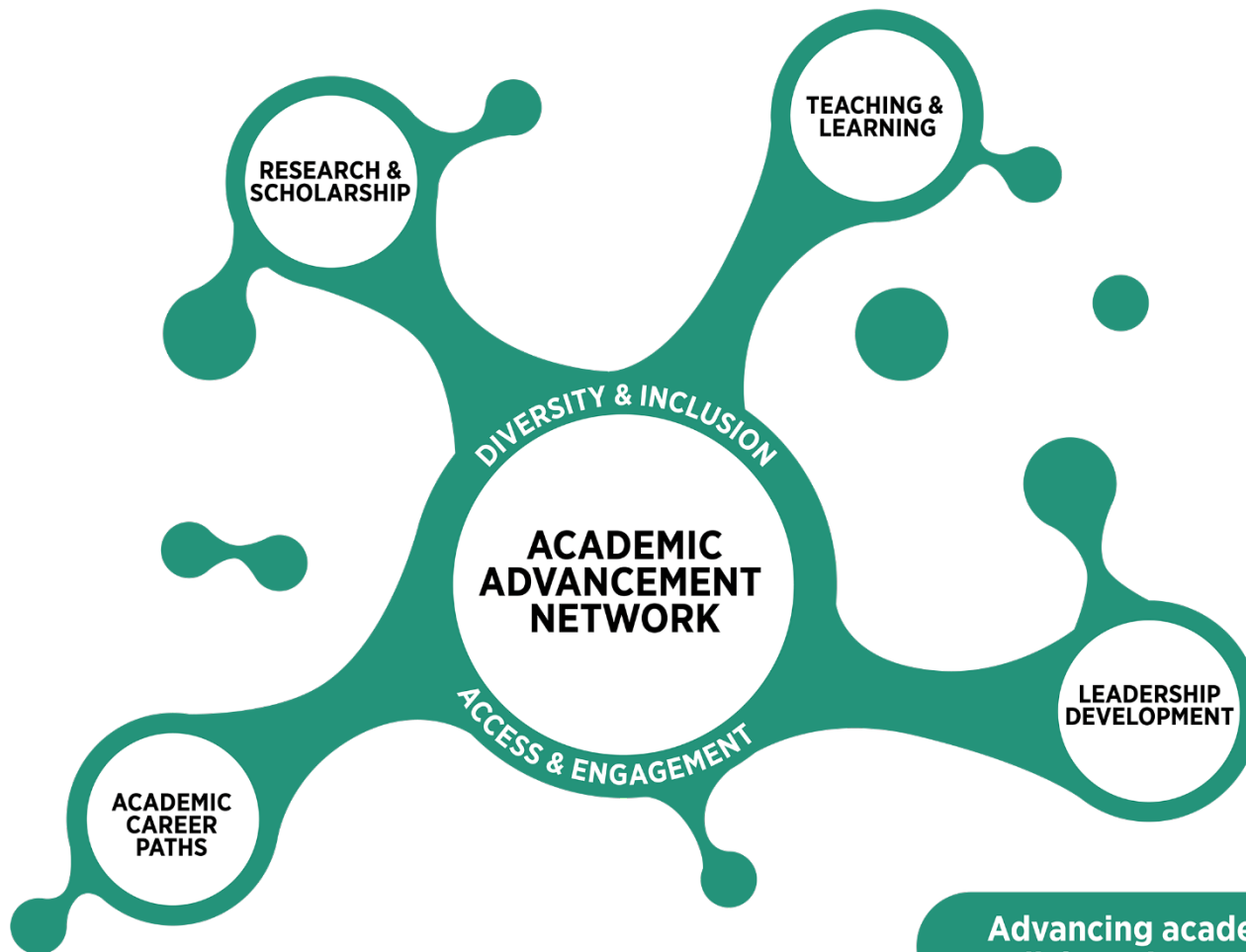
Our Team:

Juli Wade
Leadership Development Node Leader

Ann Austin
Academic Career Paths Node Leader

Jeff Grabill
Teaching and Learning Node Leader

Beronda Montgomery
Research and Scholarship Node Leader

Jill Bryant
Project Event Coordinator

Beth Leete
Executive Assistant

Cindi Leverich
Leadership Development

Patti Stewart
Teaching and Learning

Blythe White
Communications Coordinator

General Approaches

- Embrace the diversity of academic appointments and career stages

- Listen to and learn from the experience of MSU's academics

- Integrate across our nodes; enhance connectivity and collaborate with partners across the University

Examples of Programs

- Orientations
- Workshops
- Day-long symposia
- Cohort Programs
- Individual Consultations

Academic Advancement Network
MICHIGAN STATE UNIVERSITY
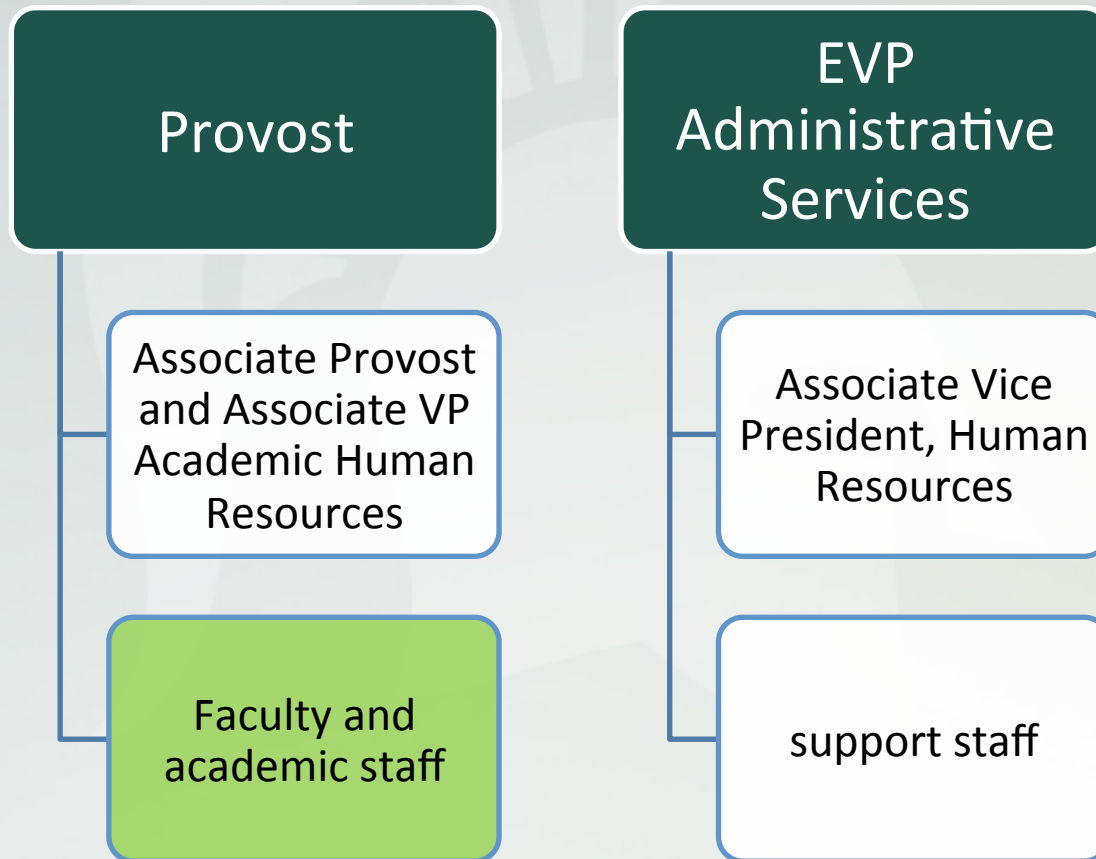
Academic Advancement Network

http://aan.msu.edu

517- 432-1185

Administration Building, Room 308

Policies, Procedures and Resources

Human Resources at MSU

Provost

EVP Administrative Services

Associate Provost and Associate VP Academic Human Resources

Faculty and academic staff

Associate Vice President, Human Resources

support staff

Faculty and Academic Staff Titles

AHR Responsibilities

- Develop and maintain academic human resources policies and procedures

- Promote equal employment opportunity, affirmative action, non-discrimination, and inclusion

- Provide faculty and academic staff with developmental opportunities

- Provide strategic expert advice, information, and data collection and analysis on academic human resources issues.

Career Paths

Research Associate

- Appointed on a fixed-term basis to work on research projects with MSU faculty;

- Members of the academic staff of MSU;

- Employment as a Research Associate is limited to a maximum of 60 full-time-equivalent service months

Senior Research Associate

- The senior research associate is distinguished from the research associate by a substantial research publication record and scholarly recognition in the field and is expected to participate intellectually with faculty and graduate students.

Benefits

- Research Associates enjoy the same health/dental benefits as all faculty & academic staff

- May also enroll in optional benefits including life insurance, flexible spending accounts, and other optional coverages

- Must be hired for 9 months or longer at 50% time or greater

- Access to the Employee Assistance Program (http://eap.msu.edu/) for confidential counseling services at no cost

- Receive University matching retirement contributions after completing 36 FTE service months of continuous employment

Other Items

- Short term disability policy provide eligible FAS up to six months of paid leave due to health problems (as certified by a physician)

- Research Associates are covered by the Faculty Grievance Policy

- Other policies as outlined by the faculty handbook

PLEASE CONTACT THE HR SOLUTIONS CENTER FOR MORE INFORMATION ABOUT HEALTH RELATED BENEFITS.

517-353-4434 or • solutionscenter@hr.msu.edu

Other Resources

- [Work Life Office](#)

- [Faculty Handbook](#) (covers Research Associates for certain policies:

- [Faculty Grievance Office](#)

- [Research and Creative Activities Resources](#)

- [Research Integrity Office](#)

- [Tomorrow's Professor eNewsletter](#)

- [MSU Counseling Center](#)

- [General Professional Development Opportunities through MSU HR](#)

Your AHR Team

Terry Curry

Associate Provost and Associate Vice President for Academic Human Resources

Julianne Fent

Executive Staff Assistant

Melanie Trowbridge

Assistant Director of Academic Human Resources

Kara Yermak

Assistant Director of Academic Human Resources

Key Resources

University Policies

- **Anti-Discrimination Policy**
- **Relationship Violence and Sexual Misconduct Policy**
- Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships Policy
- Conflict of Interest in Employment
- Outside Work for Pay
- MSU Guidelines for Social Media

ZERO TOLERANCE IS THE STANDARD

Anti-Discrimination Policy ("ADP")

- Members of the University community shall not:
  - Discriminate against any member of the University community on the basis of a protected category
  - Harass any member of the University community on the basis of a protected category
  - Persons who do so are subject to disciplinary action, up to and including discharge for employees and dismissal for students.

MSU's Anti-Discrimination Policy Prohibits Harassment or Discrimination Based Upon:

RACE	COLOR
GENDER	RELIGION
NATIONAL ORIGIN	POLITICAL PERSUASION
SEXUAL ORIENTATION	MARITAL STATUS
DISABILITY STATUS	HEIGHT
WEIGHT	VETERAN STATUS
AGE	GENDER IDENTITY

Relationship Violence & Sexual Misconduct Policy ("RVSM")

- Members of the University community shall not engage in relationship violence or sexual misconduct.

- Persons who do so are subject to disciplinary action, up to and including discharge for employees and dismissal for students.

- RVSM also covers both quid pro quo and hostile environment sexual harassment.

- RVSM also covers stalking, sexual assault, and sexual exploitation

University Reporting Protocols

1. **<u>Suspected Child Abuse</u>**: If, in your position at MSU, you suspect a child may be abused or neglected, you must contact the MSU Police Department immediately.

2. **<u>Child Pornography</u>**: If you become aware of suspected child pornography on MSU IT Resources, you must contact the MSU Police Department immediately.

3. **<u>Relationship Violence and Sexual Misconduct</u>**: If you receive an allegation of relationship violence or sexual misconduct related to a member of the University community (faculty, staff or student) or occurring at a university event or on university property, you must report the allegation *according to university protocol*. This includes an allegation that an MSU community member has sexually assaulted a child.

University Reporting Protocols

Relationship Violence and Sexual Misconduct Reporting Protocol

Unless identified as a confidential source below, all University employees are obligated to promptly report incidents of **sexual harassment, sexual violence, sexual misconduct, stalking, and relationship violence** that:

➢ Are observed or learned about in their professional capacity; and
➢ Involve a member of the university community or occurred at a university-sponsored event or on university property.

STATUS OF PERSON VICTIMIZED	STATUS OF MANDATORY REPORTER	WHERE TO FILE REPORT
WHAT TO REPORT		
REPORTING: SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE (INCLUDING: SEXUAL VIOLENCE, SEXUAL EXPLOITATION, AND STALKING)		
• **Student** • **Employee** • **Third Party**	Undergraduate Student Employees	Undergraduate Student's Supervisor. Supervisor will report to Office of Institutional Equity **AND** MSU Police.
	All Other Employees	Office of Institutional Equity (OIE) **AND** MSU Police.
REPORTING: SEXUAL HARASSMENT		
• **Employee** • **Third Party**	Undergraduate Student Employees	Undergraduate Student's Supervisor. Supervisor will report to Office of Institutional Equity.
	Supervisory Employees	Supervisors must report to OIE.
	Non-supervisory Employees	Although non-supervisory employees are not required to report, they are encouraged to report sexual harassment to OIE.
• **Student**	Undergraduate Student Employees	Undergraduate Student's Supervisor. Supervisor will report to Office of Institutional Equity.
	All Employees	Must report to OIE

Office for Inclusion & Intercultural Initiatives (I3)

- Institutional focal point for promoting inclusion, diversity, and equity at MSU

- Director: Paulette Granberry-Russell

- Areas of responsibility and support include:
  - MSU's Affirmative Action Program
  - Education and Development Programs
  - Community Outreach
  - Research, Assessment, & Administration of *Creating Inclusive Excellence Grants*
  - Diversity Research Network

Office for Institutional Equity (OIE)

- Review of concerns related to discrimination and harassment

- Director and Deputy Title IX Coordinator for Investigations: Ande Durojaiye
- Director of Title IX and ADA Compliance & Education Programs: Jessica Norris

MSU Police

http://police.msu.edu/

Phone

- **Emergency**: 911
- **Non-emergency: 517-355-2221**

MSU Alert

- Emergency messages can be delivered via three main platforms:
    - Voice messages to phones
    - Email
    - SMS text messaging

- Update your information **http://alert.msu.edu/**

Tracking and Documenting Your Accomplishments

Ann Austin

Professor, Higher Education,

Associate Dean for Research, College of Education

Assistant Provost, Faculty Development-Career Paths

Setting the Context

- Why is documentation important?

- What should you document?

- How to document?

- What are the uses of documentation?

Why is documentation important?

- Helps make the case for who you are, what you have accomplished, and your expected future trajectory

- But…
  - You can't document what you don't remember
  - You can't document what you don't have evidence to support.

35

Documentation demonstrates who you are as a scholar:

- What questions you address

- How you situate your work

- What the synergies or connections are across the components of your work

- The impact you are making

- Your path to date

- Your trajectory as you look forward

- Your vitality and excellence

What should you document?

- All aspects of your work
  - **Research**
  - Teaching
  - Service and Outreach

- The connections across the components of your work

How to document your work?

- Establish a system for record-keeping

- Be consistent, systematic, and organized

- Archive each significant event and benchmark in your professional career

- Seek and plan ways to demonstrate impact

What are the uses of your documentation?

- Job applications

- Easy access of information for your own use

- Sharing with colleagues or those who request information

- Self-reflection on your progress and impact over time

General Suggestions

- Know the expectations and norms for your goals

- Develop compelling evidence

- Seek feedback on your materials

- Start to prepare materials early

- Have a system to document your work

- **Products of Research**

  - Books/monographs

  - Book chapters

  - Articles in refereed journals

  - Creative works—exhibits, performances

  - Edited works—journals, other publications

  - Presentations at scholarly/professional meetings

  - Other papers, reports, reviews

- **Funding/Fellowships**

- **Involvement in the Discipline**
  - Manuscript reviews

- **Standing in the Discipline**
  - Journal rankings
  - Citation analysis
  - Reviews and published reactions
  - Awards and honors
  - Invited activities

Reflective Statements for Job Applications (it's not too early to start thinking about this!)

Research

- Overall direction and purpose of research
- Areas of emphasis
- Rationale for selecting these areas of focus
- Methodologies selected and affordances/limitations
- Overall statement about impact
- Future plans and issues to be addressed

Teaching

- General philosophy
- Courses taught
- Intersection with scholarship

How can we help you now?

Individually and with those around you, please generate ideas to ask the panel.   Here are some ideas you might want to consider…

- Life in East Lansing

- Work-Life balance

- Establishing a relationship with your advisor and other researchers

- Establishing an independent scholarly identity and preparing for a job search

- How is your role different than it was in graduate school?