Welcome
Fall 2018

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
The MSU Community

- 2,000 tenure system faculty
- 1,300 fixed term faculty
- 1,250 academic staff
- 7,000 support staff
- 40,000 undergraduates
- 11,500 graduate & professional students
- 500 postdoctoral Research Associates
The Academic Advancement Network

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**  
Network Coordinator  
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

http://aan.msu.edu
517-432-1185
Administration Building, Room 308

Policies, Procedures and Resources
Human Resources at MSU

Provost

Associate Provost and Associate VP Academic Human Resources

Faculty and academic staff

EVP Administrative Services

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.

Office of Institutional Equity
2017
MSU’s Anti-Discrimination Policy Prohibits Harassment or Discrimination Based Upon:

<table>
<thead>
<tr>
<th>RACE</th>
<th>COLOR</th>
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<tbody>
<tr>
<td>GENDER</td>
<td>RELIGION</td>
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<tr>
<td>NATIONAL ORIGIN</td>
<td>POLITICAL PERSUASION</td>
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<tr>
<td>SEXUAL ORIENTATION</td>
<td>MARITAL STATUS</td>
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<tr>
<td>DISABILITY STATUS</td>
<td>HEIGHT</td>
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<tr>
<td>WEIGHT</td>
<td>VETERAN STATUS</td>
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<tr>
<td>AGE</td>
<td>GENDER IDENTITY</td>
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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. **Suspected Child Abuse**: If, in your position at MSU, you suspect a child may be abused or neglected, you must contact the MSU Police Department immediately.

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

3. **Relationship Violence and Sexual Misconduct**: 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.

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**University Reporting Protocols**

**Relationship Violence and Sexual Misconduct Reporting Protocol**

<table>
<thead>
<tr>
<th>STATUS OF PERSON VICTIMIZED</th>
<th>STATUS OF MANDATORY REPORTER</th>
<th>WHERE TO FILE REPORT</th>
</tr>
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<tbody>
<tr>
<td><strong>REPORTING: SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE</strong> (INCLUDING: SEXUAL VIOLENCE, SEXUAL EXPLOITATION, AND STALKING)</td>
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</tbody>
</table>
| • 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 Civil Rights, Title IX Education & Compliance

- Associate Vice President – Rob Kent
  - Office of Institutional Equity – currently recruiting a director
  - Title IX Prevention, Outreach, and Education – Directed by Kelly Schweda
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.

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**

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- **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
Office of the Vice President for Research and Graduate Studies

Dedicated to facilitate the research enterprise across campus

- Compliance and regulatory affairs (Safety, Animal and Human subjects)
- Intellectual Property and Tech Transfer, including corporate sponsored research and startup company support (see the Innovation Center, [https://innovationcenter.msu.edu/](https://innovationcenter.msu.edu/))
- Contracts and Grants Administration
- Grant preparation support (Grant “writers” and editors), matching funds
- Internal grants
- Institutionally Limited grant applications (Federal and Foundation)
- Research space
- PI approval
- Strategic initiatives

Office of the Vice President for Research and Graduate Studies

Activities relevant to Research Associates and Postdoctoral Fellows

1. Support Benefits for Postdoctoral Fellows (non-MSU employees)
   - Normal staff ID, parking, library privileges, etc.
   - Health Care: Subsidize the purchase of health, dental and vision coverage
     - $2000 from Postdoc Award’s institutional (“cost of education”) allowance
     - Remainder of coverage costs split 1:1 by OVPRGS and the College/Department
     - In 2017, estimated $5000 for individuals, $8000 for family

2. Approve PI and Co-PI status on grant applications
   - PI, always approved for postdoc-directed grants (e.g., NIH K99/R00)
   - Co-PI status approved on other grants, as long as salary support guaranteed for the award period

3. Fund Annual Postdoc Research Awards