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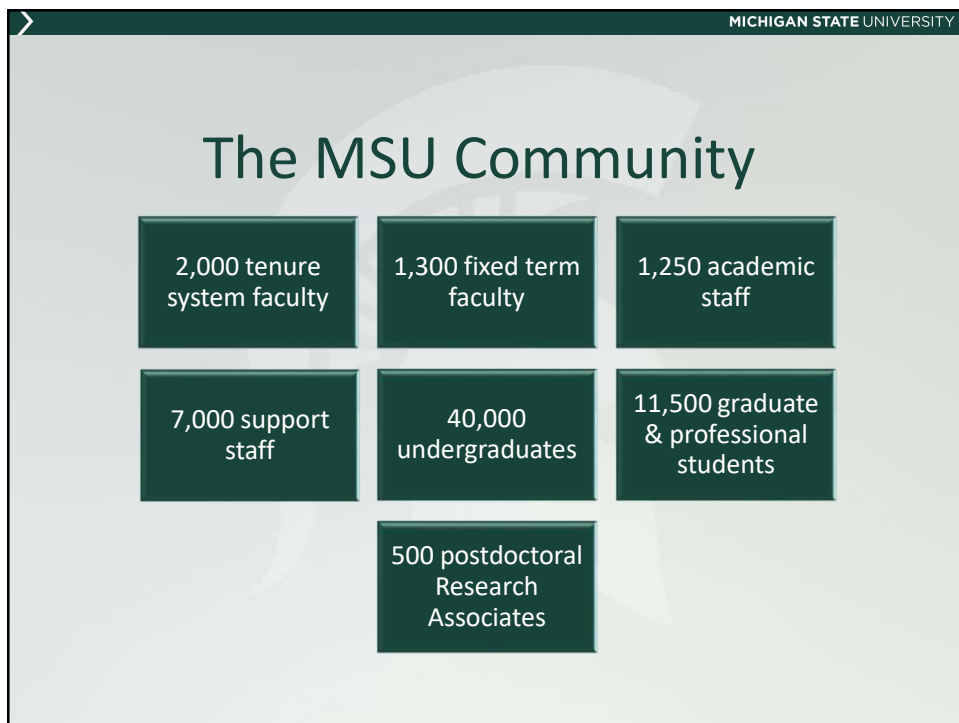
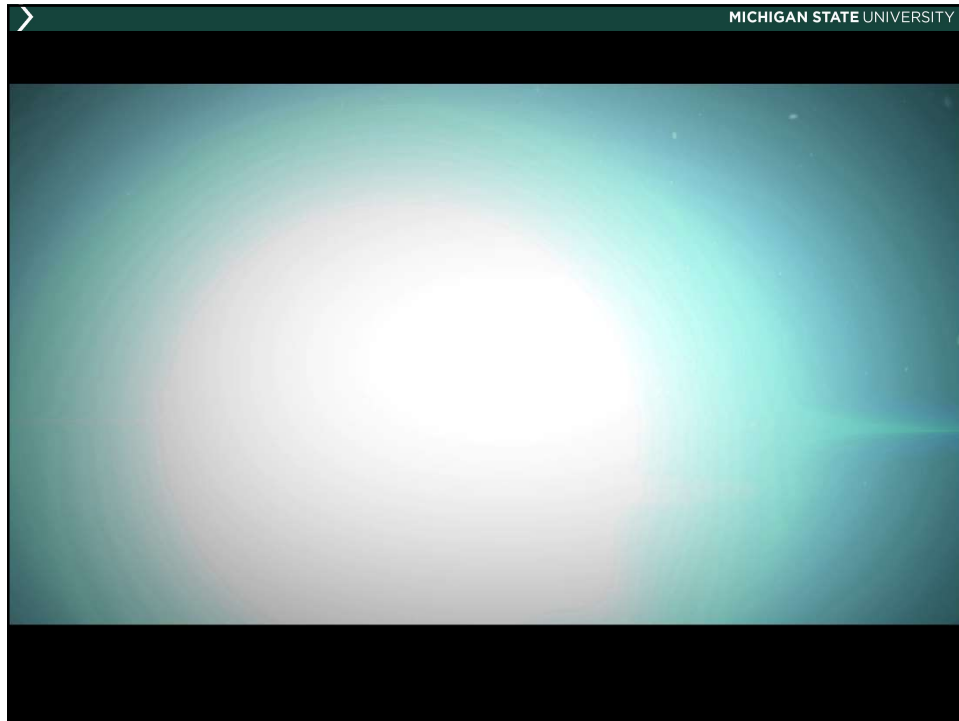
# Welcome Fall 2018

MSU Postdoctoral Research Associates

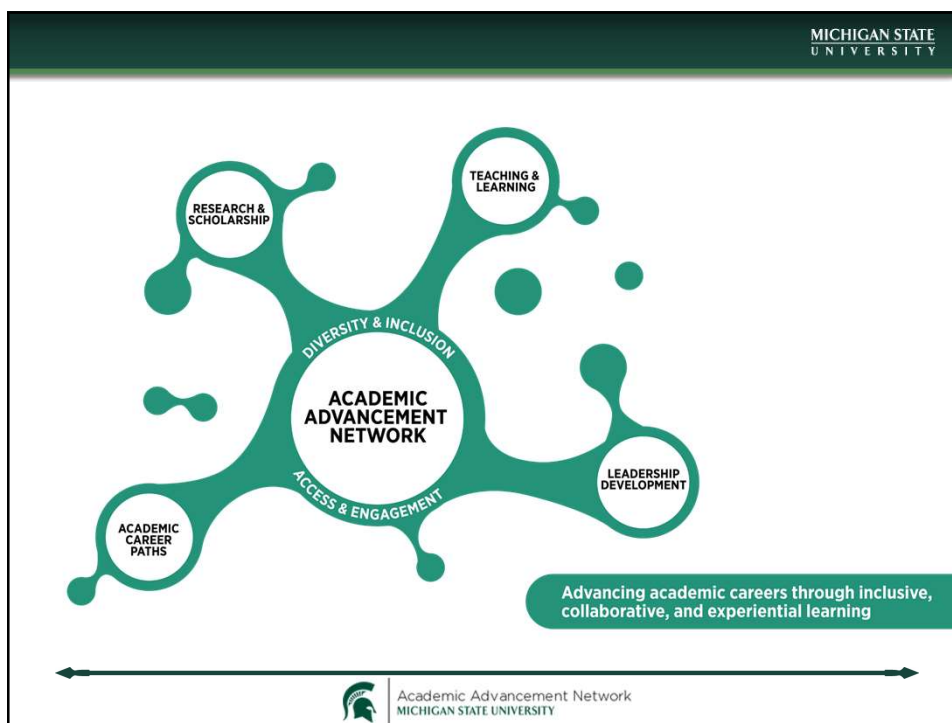
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## Goals for Today's Program

- 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



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



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## Our Team:

 <p><b>Juli Wade</b> Network Coordinator Leadership Development Node Leader</p>	 <p><b>Jill Bryant</b> Project Event Coordinator</p>
 <p><b>Ann Austin</b> Academic Career Paths Node Leader</p>	 <p><b>Beth Leete</b> Executive Assistant</p>
 <p><b>Jeff Grabill</b> Teaching and Learning Node Leader</p>	 <p><b>Cindi Leverich</b> Leadership Development</p>
 <p><b>Beronda Montgomery</b> Research and Scholarship Node Leader</p>	 <p><b>Patti Stewart</b> Teaching and Learning</p>
	 <p><b>Blythe White</b> Communications Coordinator</p>

Academic Advancement Network  
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## 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



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## Examples of Programs

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



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## Academic Advancement Network

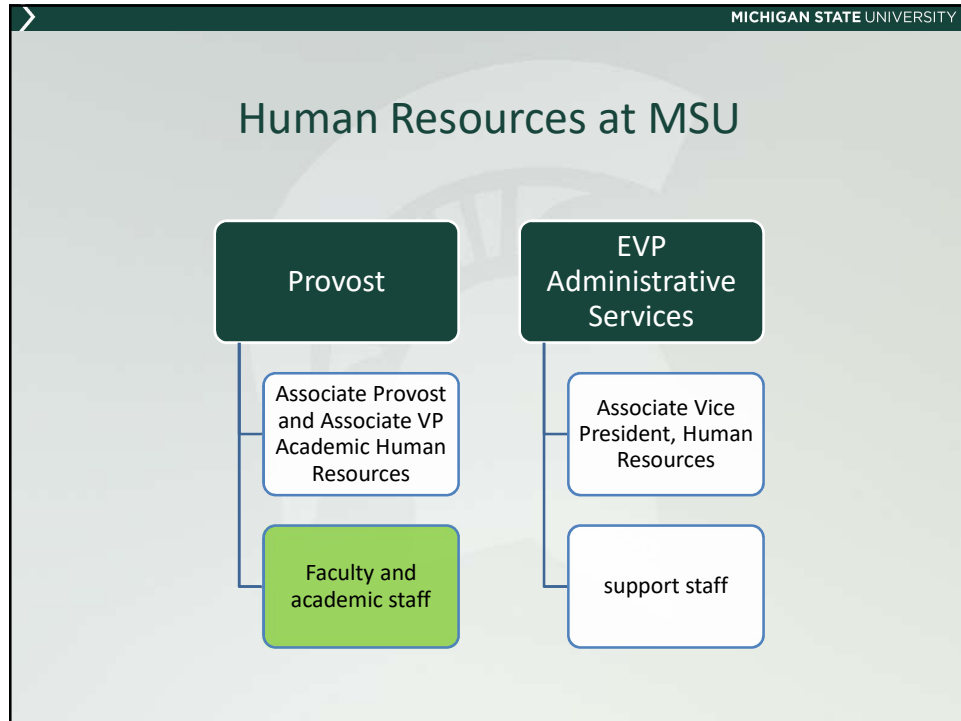
<http://aan.msu.edu>  
517- 432-1185  
Administration Building, Room 308

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## Policies, Procedures and Resources



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## 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.

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## 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.



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## 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

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## 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](mailto:solutionscenter@hr.msu.edu)

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## 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](#)

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## 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

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## 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**

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## 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

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## 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

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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

Office of Institutional Equity  
2017

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## 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

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.

WHAT TO REPORT		
STATUS OF PERSON VICTIMIZED	STATUS OF MANDATORY REPORTER	WHERE TO FILE REPORT
<b>REPORTING: SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE</b> (INCLUDING: SEXUAL VIOLENCE, SEXUAL EXPLOITATION, AND STALKING)		
<ul style="list-style-type: none"> <li>Student</li> <li>Employee</li> <li>Third Party</li> </ul>	Undergraduate Student	Undergraduate Student's Supervisor. Supervisor will report to Office of Institutional Equity <b>AND</b> MSU Police.
	Employees	Office of Institutional Equity (OIE) <b>AND</b> MSU Police
	All Other Employees	Office of Institutional Equity (OIE) <b>AND</b> MSU Police
<b>REPORTING: SEXUAL HARASSMENT</b>		
<ul style="list-style-type: none"> <li>Employee</li> <li>Third Party</li> </ul>	Undergraduate Student	Undergraduate Student's Supervisor. Supervisor will report to Office of Institutional Equity.
	Employees	Supervisors must report to OIE.
	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.
<ul style="list-style-type: none"> <li>Student</li> </ul>	Undergraduate Student	Undergraduate Student's Supervisor. Supervisor will report to Office of Institutional Equity.
	Employees	Must report to OIE
	All Employees	Must report to OIE

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## 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

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## 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

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## MSU Police

<http://police.msu.edu/>

Phone

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

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## 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/>

A hand holding a smartphone displaying the MSU ALERT logo. The logo consists of the letters "MSU" in green and "ALERT" in red, both in a bold, sans-serif font.

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## Tracking and Documenting Your Accomplishments

**Ann Austin**  
Professor, Higher Education,  
Associate Dean for Research, College of Education  
Assistant Provost, Faculty Development-Career Paths




31

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## Setting the Context

- Why is documentation important?
- What should you document?
- How to document?
- What are the uses of documentation?



32



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## 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.

33

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## 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

34

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## What should you document?


- All aspects of your work
  - **Research**
  - Teaching
  - Service and Outreach
- The connections across the components of your work



35

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## 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

36

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## 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

37

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## 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

38

- **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**



39

- **Involvement in the Discipline**

- Manuscript reviews

- **Standing in the Discipline**

- Journal rankings
- Citation analysis
- Reviews and published reactions
- Awards and honors
- Invited activities

40

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## 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

41

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## Teaching

- General philosophy
- Courses taught
- Intersection with scholarship

42

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## 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/>)
- 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

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## 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