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ABSTRACT

The 1975 edition of the faculty handbook is a collection of information of general interest to faculty and staff. It outlines many aspects of university operations including university governance; appointments; promotion; tenure; termination; appeal procedures; salaries and other compensations; scholarships, fellowships, research grants; staff benefits; leaves and vacations; reimbursement; administrative services; procurement; referral services; college facilities, events and publications; university relations; professional ethics and responsibilities. (LBH)

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JANUARY 28, 1975

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THE UNIVERSITY OF MICHIGAN-FLINT

# FACULTY POLICIES AND PROCEDURES

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## INTRODUCTION

The Faculty Handbook is a collection of information of general interest to faculty and staff at UM-F, gathered from many sources, including Regents By-Laws, the University Senate, UM-F Executive Committee, Governing Faculty and administration. It outlines many aspects of university operations, and it is designed for use as a reference guide. It is not an exhaustive listing of UM-F policies, and it should not be considered a policy statement. For further information on the subjects mentioned in the Handbook, please contact the Academic Affairs Office.

The Handbook was compiled at the suggestion of the Executive Committee and interested faculty and staff. If you have suggestions for further editions, please send them to Academic Affairs.

## HISTORY

### THE UNIVERSITY OF MICHIGAN-FLINT

The University of Michigan-Flint was established (as the Flint College of the University of Michigan) in 1956, providing the upper two undergraduate years in liberal arts and sciences, business administration and teacher education (elementary and secondary). In 1965 a first freshman class was admitted and since 1966 all four undergraduate years have been offered.

Since 1944 the University of Michigan has been offering graduate instruction in the Flint area through its Extension Service. With the founding of the College, the University's Flint Graduate Center came to be housed in and serviced by the College, and the growing resident faculty in Flint has substantially augmented the graduate teaching capabilities of the Center.

During the past sixteen years, the Flint Campus has provided programs in the liberal arts and sciences and business administration, and programs preparing for certification in elementary and secondary education. In 1971, The University of Michigan-Flint was designated a true branch campus and charged with implementing the Regents' recommendations for the future academic program development on the Flint Campus (November, 1969):

1. "That the University commit itself to the continued support of a strong four-year undergraduate program at Flint."
2. "That the University proceed to develop master's level programs where appropriate and justified."
3. "That in the development of educational programs (the Flint Campus should not) be committed to traditional departmental or college lines and that emphasis be placed upon innovative programs particularly related to area and community problems."

#### Role of the University

The most general goal of UM-F is development into what the Carnegie Commission on Higher Education terms a Class I Comprehensive College (or Regional University): an institution emphasizing a basic education core of the liberal arts and sciences, providing a number of professional and career pro-

Role of the University (cont.)

grams at the undergraduate level, and offering a selected range of master's level programs in specific occupational fields.

Now and in the future as a comprehensive college, the essential role of UM-F is to provide economically feasible opportunities for higher education at the baccalaureate and graduate levels for men and women of all ages in its service area who might otherwise be denied access to higher education. By expanding its enrollment and its offerings, UM-F will increase the educational resources available to its service area, and in particular the Flint metropolitan community, to a level more nearly commensurate to the needs of its population and thereby help alleviate the area's "deficiencies" in higher educational resources that the Carnegie Commission specifically identified in its report entitled "The Campus and the City" (1972). This study provided independent verification of the University's own analysis of expected enrollments at UM-F.

The general mission of UM-F includes a more specific commitment to its responsibility as an urban institution of higher education. This commitment will be met primarily by the implementation of recruitment, admissions, financial aid, and scheduling policies that will allow UM-F to serve a more extensive cross-section of the urban area's students, and by the development of academic programs related to occupations which are especially pertinent to the needs of the city.

UNIVERSITY GOVERNANCE

Governing Faculties

General Authority: The governing faculty at regularly called meetings constitutes the legislative authority of the college according to the limits of its delegation for the promulgating and reviewing of necessary rules and regulations for the government and administration of the college and for the election of its committees.

Membership: Those members of the college staff who are professors, associate professors, assistant professors, and instructors constitute the governing faculty, provided, however, that instructors of less than one year's standing shall not be entitled to vote at faculty meetings and instructors of one or more year's standing may vote only if authorized to do so by a majority vote of the professorial staff of the college.

Meetings: The governing faculty meets once each month, from September through April, normally in the first week of each month, except for September and January, when the meeting is held in the second week.

Committees: All members of the governing faculty and all full-time lecturers who have been voted Courtesy Attendance are eligible for service on the following committees:

Standing

- Academic Standing
- Admissions, Scholarships  
and Financial Aids
- Curriculum
- Library
- Nominating
- Public Affairs
- Publications
- Special Programs
- Student Affairs
- Summer Interim

Ad Hoc

- Administrative Services
  - Calendar
  - Code and Governance
  - General Education
  - Graduate Board
- Governing and Advising
- Chancellor's Advisory
  - Chancellor's Physical Planning
  - Chancellor's Space Advisory
  - Executive Committee

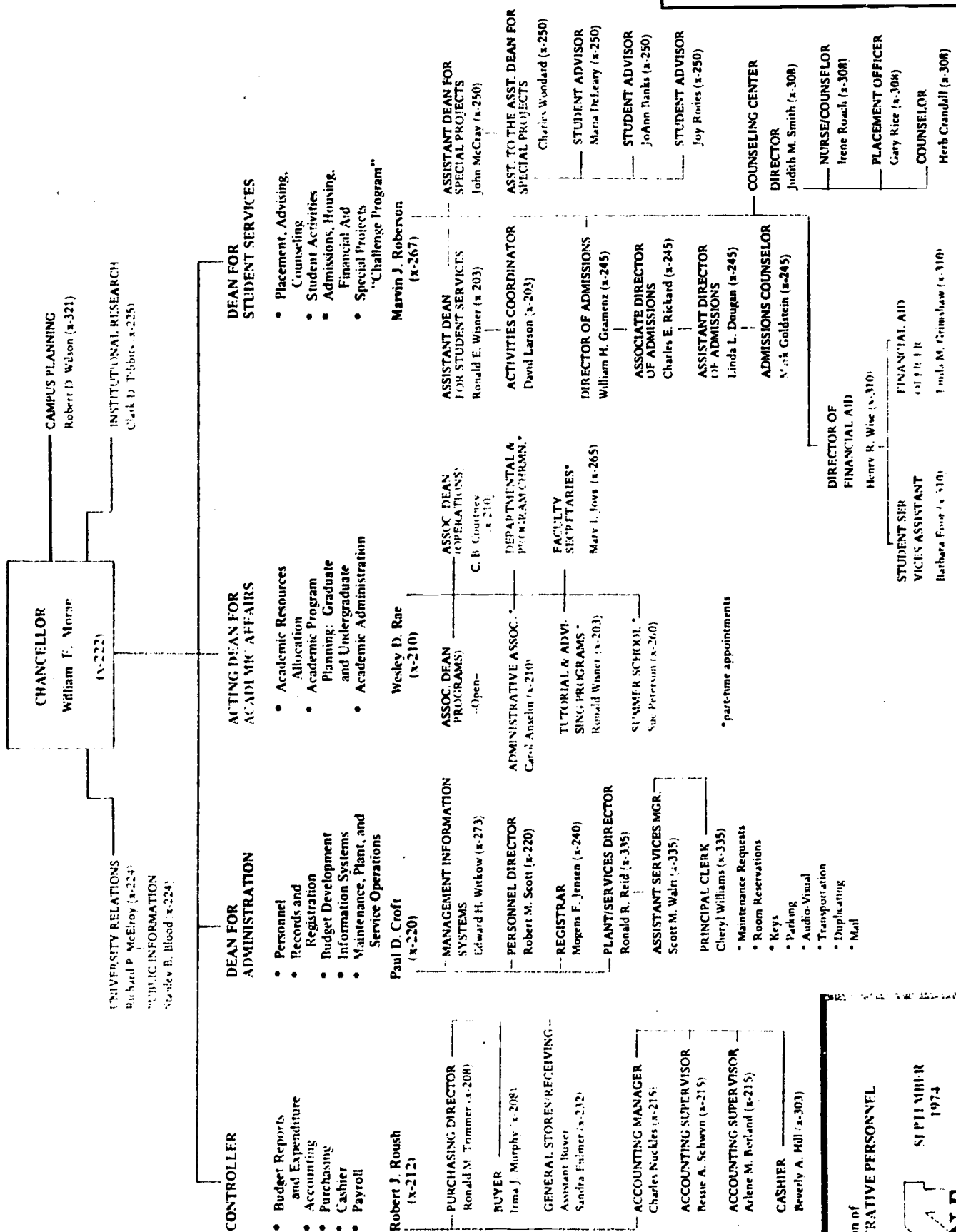


### Chairmen

The chairman of a department or program of instruction is appointed by the Regents, on recommendation of the Chancellor and Dean. The recommendation of the department or program will be given considerable weight by the Dean and the Executive Committee. The chairman is responsible to the Academic Dean.

### Faculty Marshal

The senior faculty member serves as the Faculty Marshal. His or her responsibility is the overseeing of commencement exercises. It is understood that the administrative details will be handled by staff.



Organization of ADMINISTRATIVE PERSONNEL

SEPTIMBER 1974

THE UNIVERSITY OF MICHIGAN - FLINT

TERMS OF APPOINTMENT

Initial Appointment

Recommendations for appointment are initiated within the department or program area to which the individual is to be assigned. In making its recommendations to the Academic Dean and Executive Committee, the responsible department will study the whole record of each candidate. To warrant recommendation for initial appointment, a candidate must have given evidence of his ability to handle satisfactorily the duties of the position in question. The standards and methods of evaluation differ in the various departments and program areas and faculty members will acquaint themselves with the criteria that apply to them by communicating with the appropriate administrative officer of the unit to which they belong. The Dean and Executive Committee forward their recommendations to the Chancellor, who also shares in the recommending process. Ultimate approval of all non-tenured appointments is made by the President of the University. The Board of Regents approves all tenured appointments.

At the time of initial appointment the University recommends that the head of the immediately responsible unit inform the new staff member in writing of the criteria and procedures used with respect to promotion, salary increases and tenure. It is desirable for the individual in accepting appointment to acknowledge the receipt of this statement.

Annual Review: The University encourages each unit to make a formal review of every staff member's activities each year. On the completion of this review the staff member will be informed of his standing with respect to questions of re-appointment, salary, promotion and tenure. The individual himself will make certain that the review file contains necessary and relevant material. The staff member will be informed of the substance of the review, a copy of which will be made available to him.

Nondoctoral ABD

Continued affiliation with UM-F is normally dependent upon completion of, or satisfactory progress toward, a doctor's degree. Time limits for progress toward doctorate degrees are:

1. An instructor hired at the pre-ABD (all but dissertation) stage should normally become ABD by the end of three years of service in this rank.
2. An instructor or assistant professor hired at the ABD stage should normally complete the requirements for the doctor's degree by the end of three years of service in this rank.

Nondoctoral ABD (cont.)

Appointment at professorial rank of persons who do not have a doctorate may be made, providing the individual has achieved some comparable academic professional recognition. It is recognized that academic appointments must take into account the function to be served as well as the individual's preparation. While a doctorate would be most usually expected as a prerequisite to a professional appointment in the more traditional academic disciplines, alternatives might be offered more readily in professional disciplines, including education and business administration, and in the creative and performing arts.

Types of Appointment

Annual Appointments: An annual appointment extends from July 1, to June 30, of the following year, corresponding to the University's fiscal year.

University-year Appointments: A University-year appointment is comprised of nine months of obligated academic work. Instructional staff members on University-year appointments are restricted to a maximum of two and one-half terms of teaching or a total of eleven months of teaching and research during the fiscal year.

Appointments and reappointments during a probationary period shall be limited to one year for lecturers and to two years for instructors. A staff member with rank above that of instructor may be appointed for terms of one, two or three years within the probationary period. Appointments without tenure may be made for a maximum of seven years.

Reappointment and Reinstatement: An individual previously appointed by the University who has terminated his services may be reappointed, though without retaining credit for any previous length of service, and is subject to the same pre-appointment procedures as apply to others as well as to a review of previous records.

## Instructional Staff Classifications

### Professor and Associate Professor

The title of professor or associate professor is given only to persons of established professional position, and demonstrated scholarly or creative ability.

### Assistant Professor

The title of assistant professor is given to persons of proven ability who have acceptable experience (a) at the rank of instructor at the University, instructor or higher at another institution, or (b) in professional work. Appointments are made for terms of one, two, or three years.

### Instructor

The title of instructor is given to a person who holds a doctorate or its equivalent in professional experience, or who has completed a major part of the work toward a doctorate, and has shown evidence of special ability as a teacher and scholar. Appointments are made either for one term or, in the case of persons of proven ability, for not more than two years.

### Lecturer

The title of lecturer is given to a person who does not appropriately fall in the other ranks. Appointments are made either for one term or one year.

### Adjunct Staff (all ranks)

The modifier "adjunct" is used in conjunction with all instructional ranks for appointees whose primary employment responsibilities lie outside the University.

### Visiting Staff (all ranks)

The modifier "visiting" is used in conjunction with all instructional ranks for appointees who are identified primarily with another institution of higher learning and participate in the teaching function.

### CRITERIA FOR PROMOTION

The title of associate professor or professor is given only to persons of established professional position and demonstrated scholarly or creative ability. The differences between the two ranks is primarily one of achievement. Unless otherwise specified, appointments are of indeterminate tenure; that is, they continue until terminated for cause as provided in the Bylaws of the Board of Regents.

At The University of Michigan-Flint the general institutional measurements of faculty performance have been:

1. Teaching effectiveness
2. Professional development
3. Service to the University
4. Service to the community

For teaching effectiveness, a chairman's evaluation should include information and comment regarding the range and types of courses taught, teaching style and techniques, examples of interdisciplinary teaching, and experiments in new courses. Evidence of excellence in teaching should be submitted in support of a recommendation for promotion. Such documentation should be provided by course evaluations and/or class visitations, and peer evaluation over a period of time.

Professional development includes development of new teaching areas and techniques, evidence of professional creativity, research and publication in one's field, and attendance and participation in conferences.

Service to the university includes contributions above the ordinary to the department or the university, such as unusually burdensome committee or administrative assignments, not compensated by released time from teaching.

Service to the community includes professionally-related extramural services to schools, to industry, to local, state and national agencies, and to the public at large.

Traditionally UM-F has given teaching effectiveness first priority in evaluating faculty for promotion, even to the point of indicating that more than just "good" teaching is the sine qua non for promotion. Since teaching involves more than classroom performance, it is assumed that truly effective teaching is clearly related to continuing professional growth, and that faculty will keep abreast of current developments in their disciplines, and where appropriate, bring them into the classroom. In addition, faculty are expected to make themselves available to students and to meet their advising responsibilities.

A faculty member is also expected to have made substantial contributions in the three remaining areas. The priority ranking of these three areas of activity should be the responsibility of individual departments and programs in conjunction with the Dean for Academic Affairs, who should encourage a reasonable balance of activities within departments and throughout the institution. The appropriateness of the individual's emphasis among the three areas other than teaching will depend to some extent upon particular disciplines and upon special aptitudes. It is of advantage to the institution that within the faculty group as a whole there be a number of individuals with strong performance in each of these areas.

Promotion is not automatic nor does consideration depend solely on length of service. Time-in-rank for assistant professors at UM-F has been approximately 4 years and for associate professors between 5 and 6 years. Years in rank at other institutions are normally considered if one had the terminal degree, and are measured by promotion criteria used at UM-F.

UM-F does not rule out advancement through the professorial ranks for faculty lacking a doctorate. However, the presumption of its appropriateness in most cases is recognized. Advancement through the professorial ranks without a doctorate will, ordinarily, depend upon one of these:

1. Clear evidence of the individual's teaching effectiveness and scholarship. Performance in these latter two respects should be such as to demonstrate clearly the individual's competence to meet the academic needs of the school and the demands of his discipline in a manner comparable to that of persons holding the doctorate.
2. Clear evidence of the individual's teaching effectiveness and creative ability. It is more likely that justification of this kind might obtain with faculty in the Fine Arts than in other academic areas. Promotional review of creative performance will be as rigorous as the review of performance of the more traditional kind.



TENURE

The principle of academic tenure is recognized in some form by most institutions of higher learning in the United States. Its main purposes are to create and preserve conditions of academic freedom, and to enable the University to attract to its faculty persons of high competence. The principle is defined by the Commission on Academic Tenure in Higher Education as "an arrangement under which faculty appointments in an institution of higher education are continued until retirement for age or physical disability, subject to dismissal for adequate cause or unavoidable termination on account of financial exigency or change of institutional program."

At the University of Michigan, tenure is acquired through tenured appointment to the teaching staff by the Board of Regents. Appointments at the rank of professor or associate professor which are to remain specifically designated "without tenure" indefinitely must be restricted to fractional appointments. Appointments to the teaching staff at other ranks are made for terms of 1, 2, or 3 years, and are non-tenured. A non-tenured appointment to the teaching staff carries no presumption of ultimate tenured appointment. Full-time members of the teaching staff, whatever the provisions of their original appointment, must receive either a terminal appointment for the seventh year or a tenure appointment at the start of their eighth teaching year.

Promotion to a tenured position is made by the Board of Regents on recommendation by the chairman of the department, the Dean, the Executive Committee, and the Chancellor. That recommendation is based on a review of the candidate's record which demonstrates excellence in teaching, outstanding research and writing, and substantial additional service, but is also dependent upon the immediate and future needs, and budgetary capabilities, of the department, college, and University. The tenure decision occurs usually, though not always, in connection with promotion to the rank of associate professor.

Tenure at the University of Michigan is specific to the particular campus, and to the department, or the school or college if there is no department, in which the tenure appointment was made. Any change in the departmental or geographical locus of the tenured appointment must be made by written agreement between the University and the faculty member involved. The tenured principle is applicable only to the teaching staff, and is not applicable to the supplemental teaching staff.



## TERMINATION

### Notification

The faculty member should be notified as soon as possible of any decision by a department, division, school or college not to recommend reappointment or tenure, and within stated periods of a decision by the University not to reappoint.

The following minimum guidelines have been established to provide for timely written notice of non-reappointment to regular instructional staff members:

- Not later than three months preceding the expiration date of the first academic year of service, if the appointment expires at the end of that year.
- Not later than December 15 of the second academic year of service if the appointment expires at the end of that year. In case of appointments terminating at other times, notice of non-reappointment will be given no later than the beginning of the last term covered by the appointee's current appointment.
- Not later than the end of the first two weeks of the Fall academic term of the terminal year after two or more years at The University of Michigan. If the term appointment terminates during the academic year, notice should be given no later than a date which would provide two full academic terms in advance of the termination.

### Severance Pay

Tenured instructional staff members who are dismissed in accordance with the provisions of Regents Bylaw 5.09 are entitled to severance pay for one academic year following written notification of dismissal, except:

- a. Where because of the character of the employee's conduct the University is prohibited by law from making such payment; or
- b. Where there is competent evidence to establish beyond reasonable doubt that the employee has been guilty of a felony or a serious misdemeanor in connection with students or directly involving the University; or
- c. Where there has been an intentional refusal, expressed or implied by conduct, to perform properly assigned academic duties.

Severance Pay (cont.)

Severance pay in the case of a staff member on indeterminate tenure means regular monthly payments, equal to the employee's salary during the appointment year of dismissal and covering a period upon written notification of dismissal equal to one appointment year, except any period within that year in which the employee may secure other employment. From the time such other employment begins, the monthly payments shall not exceed the difference between the previous amount of the monthly payments and the monthly compensation from the other employment.

Severance pay in the case of non-tenured instructional staff members who are dismissed in accordance with the provisions of Regents Bylaw 5.09 is the same as for instructional staff on tenure, unless the period remaining under any contract following written notification of dismissal is less than one year. In such cases, the payments extend at least to the regular terminal date of the contract.

I. Appeal Procedure--Faculty Members of Professorial Rank (Members of the University Senate).

A staff member should try to resolve his complaint informally with his chairman before engaging in a formal procedure. The formal procedure commences with a written complaint to his department chairman. A staff member may be accompanied by a representative. His chairman should provide a written response to the staff member within thirty days. The response should include reasons for the decision, the extent of consultation with appropriate persons and the degree of consultative agreement. If a staff member wishes to appeal the decision he must do so within thirty days.

A staff member may appeal to the Dean for Academic Affairs. He may be accompanied by a representative and expect a response within thirty days. If a staff member wishes to appeal the Dean's decision he must do so within thirty days.

The Dean's decision may be appealed, either (1) to the Chancellor, or (2) to the Executive Committee. If to the former, the Chancellor has the following options:

- A. Decide. (A staff member may appeal directly to the Senate Advisory Review Committee for advice to the Chancellor.)
- B. Refer to the Senate Advisory Review Committee in Ann Arbor for advice.
- C. Refer to the UM-F governing faculty for advice.
- D. Refer to the UM-F governing faculty for final decision, in which case there is no further appeal.

If to the latter, the Executive Committee has the following options:

- A. Refer to the Chancellor.
- B. Refer to the Senate Advisory Review Committee in Ann Arbor for advice to the Chancellor.
- C. Refer to the UM-F governing faculty for advice to the Chancellor.
- D. Refer to the UM-F governing faculty for final decision, in which case there is no further appeal.

A staff member may be accompanied by a representative and expect a response within thirty days.

II. Appeal Procedure--Faculty of Non-Professorial Rank (Instructors, Lecturers, Visiting and Adjunct Professors are not members of the University Senate).

Faculty members of non-professorial rank are eligible to use the appeal procedure available to members of professorial rank. However, because they are not Senate members, they have no recourse to the Senate Advisory Review Committee.

Written formal procedures did not exist in the various schools and colleges of the University prior to April 1970. On December 15, 1969 the Senate Assembly established a Senate Advisory Review Committee (SARC) "authorized to consider and take appropriate action with respect to any matter properly appealed to it" by Senate members. The SARC procedures also stated the following:

"The complaint or protest shall be handled in the first instance directly with the administration of the unit through any channels, formal or informal, that may be available. If consideration of the matter at this stage does not result in a settlement satisfactory to the aggrieved, the matter shall be subject to appeal to the Senate Advisory Review Committee, unless the subject matter of the complaint or protest has already been presented to the whole faculty of the unit and specifically disposed of."

The SARC findings and recommendations are advisory.

The SARC's Jurisdictional Scope of Procedures include the following:

1. The procedures herein prescribed (both representational and advisory review) shall be available only to members of the University Senate engaged in teaching in a regentally recognized teaching unit.
2. These procedures shall be available with respect to complaints and protests including, without limitation, those that allege (a) improper denial of reappointment, promotion, or tenure, (b) discriminatory treatment within a teaching unit, including gross and continuing discrimination with respect to salary increases or allocation of teaching assignments or other workloads, (c) unfair, unreasonable, or otherwise improper unit rules or regulations, and (d) violation by the unit administration of departmental, college, school, or University rules and procedures.
3. These procedures shall not be available with respect to (a) matters within the jurisdiction of the regentally approved Senate Assembly Committee on Tenure; (b) matters concerning relations (including salary relationships) between teaching units, schools, or colleges; (c) matters concerning relationships between the University administration and any constituent unit of the University; (d) matters concerning problems between persons other than members of the University Senate in relation to their University colleagues and administrators.

Please recognize that additional procedures are available in case of dismissal, demotion, or terminal appointments (Bylaw 5.09) for tenured instructional staff or instructional staff holding appointments with the University for a total of eight years in the rank of full-time instructor or higher.

## SALARIES AND OTHER COMPENSATIONS

### Base Salaries

Normally the salary to be paid a new member of the instructional staff is a matter agreed upon by the Academic Dean and the individual with the approval of the Chancellor. Before a new member of the University staff is included on the payroll, he or she must fill out withholding exemption certificates for income tax purposes. Aliens must complete an alien certificate form at time of employment.

Regular full-time base salaries reflect the instructional staff member's total responsibility to the University.

A full-time appointment to the University generally precludes other employment. If an individual's services are needed for special assignments, the University will normally provide relief from regular duties. When in unusual cases this is impossible, exceptions may be made and additional pay may be granted by the Dean for Academic Affairs.

### Additional Compensation

The basic policy in compensating instructional staff is in establishing an annual or a University-year salary in payment for the staff member's services to the University. Additional compensation is defined as any compensation paid to an appointee by the University in excess of his full-time salary. No member of the instructional staff on a full-time University appointment (University-year or annual appointment) shall receive additional compensation from the University for services directly related to his recognized duties, including periodic lecturing or for participation in regular scheduled courses offered for credit by other academic units of the University.

### Payroll Procedures

Faculty, administrative, research, and clerical staff members receive one-twelfth of their annual salary on the last working day of each month. A new regular instructional staff member who has a University-year appointment receives the first check on August 31, consisting of two-twelfths of the University-year salary and on the last working day of each subsequent month receives one-twelfth of the salary through June 30.

Supplemental instructional staff on University-year appointments receive eight equal paychecks on the last working days of September through April.

Payroll Procedures (cont.)

Service unit staff members and temporary hourly employees are paid on a bi-weekly basis and require the submission of time sheets or time cards. Whenever a payday occurs on a weekend or holiday, payment will be made on the last working day preceding such occurrence.

Salary and wage payments for each payday are recorded on the "Account Gross Pay Register." This register, distributed by account, provides departments an opportunity to review the accuracy of their payroll and report any exceptions to the Accounting or Personnel Office prior to pay date.

The University provides a check depositing service with the local banks whereby salary checks for regular employees may be automatically deposited each payday. If you desire this service, please complete a bank deposit authorization and forward to the Accounting Office. Checks are also distributed from the Cashier's Office.

Credit Unions

UM-F employees are eligible for membership in both Flint and University of Michigan credit unions:

Flint Teachers Credit Union  
1005 W. 3rd Avenue  
Flint, Michigan 48504  
Telephone: 238-9656

UM Employees Credit Union  
200 Green Road, 48105  
508 E. William 48108  
Ann Arbor, Michigan  
Telephone: 761-0500

Imprest Cash Funds

For those employees only who do not receive a pay check due them on a specific payday, we have a procedure for writing an imprest check for the estimated amount (75% of gross pay) and then deducting this from the pay check when it is received.

Imprest cash funds may be obtained by a department or activity for change-making purposes or for use as a petty cash fund under certain specific conditions.

Advances on Pay

The University has no provision for making an advance on a person's pay.

Jury and Witness Service Compensation

A staff member does not sustain loss of regular compensation when called to assume jury duty or to testify at the order of a court or other government agency or upon the request of the University. If the individual loses time from work for jury or witness service, the regular University compensation will be reduced by the amount of compensation, if any, received for such service. The amount of the reduction, however, will not exceed the amount the individual would have earned by working.



### Faculty Research Grants

Funds are provided within the UM-F general Fund for selected research grants. Awards are intended to support the scholarly and creative activities of the faculty, giving special emphasis to the opening of new areas of research rather than continuation of existing research programs.

Applications for research grants are normally invited twice each year.

Any full-time faculty member receiving his salary from the University and conducting research as part of his University duties, who is not a doctoral student nor on terminal appointment, and who has regular assignments as teacher of formal courses is eligible for a grant. The grant can be used during a period of teaching or during sabbatical.

Applications for these research grants may be picked up in the Academic Affairs Office.

### Other Fellowships, Grants and Scholarships

Notification of current opportunities is made through the Register. A file of information is available in the Academic Affairs Office.

## STAFF BENEFITS

### Disability Plan (long term)

The disability income program funded by the University is designed to provide monthly income and other benefits for staff members who are totally and continuously disabled.

Staff members become eligible for this program after completion of five years of continuous service if they become totally disabled and if all sick leave and vacation benefits are exhausted. Benefits continue throughout the period of disability until age 65, at which time retirement payments begin.

The plan pays 50 per cent of the salary earned by the staff member to a maximum of \$1,000 per month. If the faculty member receives benefits from Social Security, Workmen's Compensation, the Veterans Administration, or other such sources, the University sums are no greater than will, in conjunction with these other benefits, amount to 75 per cent of the individual's salary. In addition, the University will pay both its share and the staff member's share of contributions to the retirement, group life insurance, and health insurance programs in which the individual participated at the time of disability.

### Group Life Insurance

Insurance coverage is approximately two times annual salary. Eligibility is based on regular appointment for at least 50% time.

### Health Insurance Plans

Blue Cross-Blue Shield group hospital care through Blue Cross - Blue Shield is available to regular and supplemental instructional staff members appointed one-half time or more.

The Blue Cross Plan offers 365 days of hospital care, and the Blue Shield plan covers a broad range of medical services. Application for these plans must be made at the Personnel Office within thirty days of the effective date of the appointment. The insurance is in force from the effective date of the individual's appointment.

Major Medical Expense Insurance underwritten by the Teachers Insurance and Annuity Association is available to regular and supplemental instructional staff members on appointments of one-half time or more.

Health Insurance Plans (cont.)

The Major Medical Program covers a broad range of medical expenses, whether these are incurred in the hospital or not. Each insured staff member is covered initially for a maximum benefit amount of \$50,000, as is each dependent. When, within three consecutive months, the insured has incurred covered expenses in excess of \$100, a benefit period is established. After the insured has assumed this \$100 deductible, the plan will pay 80 per cent of the first \$5,000 of expenses and 100 per cent of the remainder until the \$50,000 is exhausted.

Benefits paid for a covered staff member or dependent are automatically reinstated at the conclusion of the benefit period subject to a maximum reinstatement of \$5,000 each year. Blue Cross - Blue Shield may also be carried in conjunction with the Major Medical.

Major Medical expenses paid by Blue Cross - Blue Shield do not apply toward the \$100 deductible.

No statement of health is required if the staff member is enrolled in this program within thirty days of his appointment. If these enrollment conditions are met, the Major Medical Insurance is effective on the date of the appointment.

Periodic Physical Examination

Executive Officers and professorial staff members appointed half time or more may voluntarily participate. Reports are given only to the individual and his physician and are not revealed to any member of the University staff or faculty. (Instructors and Lecturers, full or part-time, are not eligible regardless of salary.)

Retirement

The TIAA-CREF Retirement Plan is offered upon appointment. Executive Officers and "professorial" rank staff members are eligible with any appointment fraction. Lecturers and instructors are eligible regardless of salary if appointed 100% time. Participation is compulsory at age 35 for those who have a 100% appointment with the availability of two contribution rates. Retirement is mandatory at the end of the University year in which age 70 is reached. Exception: Executive Officers are relieved from their administrative appointments at age 65.

Travel Accident Insurance Plan

This program is designed to provide death, dismemberment, and disability benefits to all University Staff members while traveling on University business. Coverage of \$50,000 or five times annual salary, whichever is greater, with a maximum of \$200,000. Protection is automatic, enrollment is not necessary.

## LEAVES AND VACATIONS

### Holidays

The University recognizes the following designated holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Day and one optional Christmas season day.

Instructional staff members holding appointments during which these holidays occur will be granted time off from work without loss of regular compensation.

### Leaves of Absence Without Salary

Leaves of absence are granted for medical, disability, military, child care, and personal reasons and are without salary except as provided by the University Disability Plan.

Leaves of absence without salary for one year or less may be granted to a regular instructional staff member by the Chancellor or his designated representative on recommendation of the Dean for Academic Affairs. Leaves or extensions of leaves beyond one year may be granted only by the Board of Regents upon appropriate request on recommendation of the appropriate chairman, the Academic Dean and the Chancellor. Such leaves are to be reported monthly to the Board of Regents.

### Outside Employment

Professional faculty members (including administrative personnel) may engage in outside employment for remuneration subject to the following guidelines:

1. Consulting services and other appropriate work involving the professional services of a faculty member are generally considered advantageous to the UM-F if they do not exceed an average of 20 hours a month during the academic year.
2. Such activities must be conducted with no involvement of UM-F equipment, materials or staff, and there should be no interference with total responsibilities to the UM-F.

Such employment should be approved in advance by the Department Chairman and reported to the Academic Affairs Office; and if such activity exceeds the above guidelines, it must be approved annually by the Dean and the Executive Committee.

This statement supplements the Regents' By-Laws Sec. 5.12 on outside employment.

### Sabbatical Leave

Sabbatical leaves of absence are granted to provide the staff member an opportunity for an intensive program of research or study, thus enhancing his effectiveness to the University as a teacher and scholar.

Members of the regular instructional staff who have completed six years of service in professorial ranks at the University are eligible for a sabbatical leave.

A sabbatical leave may be granted for an entire annual contractual period or for two halves of the annual contractual period during which time the professor shall receive one-half of his regular salary; or it may be granted for one-half of the annual contractual period, with full salary. A member of the faculty on sabbatical leave shall not render service for compensation in another institution or enterprise, provided, however, that this does not preclude the acceptance of a fellowship or other assistance in research but in each case the source of additional funds and the fact that their use materially aids the planned research program of the recipient shall be fully set forth in the request for sabbatical leave.

Application for sabbatical leave shall be made in writing and addressed to the Academic Dean concerned not later than February 1. preceding the University year within which the leave is desired. The application must be accompanied by a statement of a well-considered plan for spending the leave in a manner calculated to contribute to the professional effectiveness of the applicant and the best interests of the University.

A member of the staff who is granted a sabbatical leave is expected to return to his duties in the University for at least one year.

Upon returning to the University the professor shall present a full report regarding the use of his sabbatical leave to the Dean for Academic Affairs for transmission to the Board of Regents, with copies to the UM-Flint Chancellor and members of the Executive Committee.

### Sick Leave

In the event of accident or sickness rendering a member of the teaching or academic research staff temporarily incapable of performing his duties, application may be made to the President for sick leave privileges as follows, provided that the duties of the staff member shall be cared for without added expense to the University.

(1) Any professor, associate professor, or member of the academic research staff who has been a full-time member of the staff for ten years or more, may apply for sick leave with salary during incapacity but not exceeding one year of leave with full salary and thereafter one year of leave at one-half salary.

Sick Leave (cont.)

(2) Any professor, associate professor, assistant professor, or other member of the teaching or academic research staff not included under paragraph (1), who has been a full-time member of the staff for two years or more, may apply for sick leave with salary during incapacity but not exceeding one-half year of leave at full salary and thereafter one-half year of leave at one-half salary.

In the event of successive periods of incapacity, a total sick leave of not more than the foregoing maxima will be allowed in any five year period. The first three weeks of any period of incapacity on account of accident or sickness shall not be included in computing the maximum allowable under the foregoing provisions. In each instance of incapacity in excess of three weeks, application shall be made to the President stating the facts and requesting the leave of absence. Reports will be made monthly to the Board for all teaching staff.

The term "incapacity" as herein used means temporarily total inability to perform University duties, with the likelihood of restoration to full capacity for services. Cases of partial incapacity and of chronic recurring incapacity are not included but each such case shall be subject to special action by the President providing for a part-time appointment or making such other adjustment as the circumstances may indicate.

Temporary Absences

All absences of members of the instructional staff shall be reported to the staff member's departmental chairman, dean, or director. All absences extending over more than three weeks at any one time must be reported to the Dean for Academic Affairs.

Vacation

The University provides the regular instructional staff with time off from work with pay for rest and personal convenience.

Regular instructional staff holding appointments on a twelve-month basis with more than six months of service are eligible for vacation allowance with regular compensation, but not supplemental staff or regular staff holding University-year appointments. The annual vacation allowances to those eligible is equivalent to one month in twelve. Proportional allowances are granted to appointees with between six and twelve months of service.

Vacation (cont.)

Part-time regular instructional staff members holding appointments on a twelve-month basis shall receive annual vacation allowances on a proportional basis.

The vacation allowance may not exceed one month in twelve, is not accumulative, and must be taken during the annual twelve-month appointment period. Neither vacation time nor pay in lieu of vacation may be granted prior to eligibility for vacation allowance.



REIMBURSEMENT

Advances

Advances may be obtained for travel costs to be reimbursed by the University, to the extent of a reasonable estimate of costs. Such advances should be requested from the Cashier on a Travel Authorization and Advance Request form.

The traveler must sign a promissory note in the amount of the advance in order to receive the money from the Cashier's Office.

All travel advances should be repaid upon completion of the travel by submitting a travel voucher covering the expenses of the trip. If the actual expenses are less than the advance, a check payable to the University of Michigan for the difference should be submitted with the travel voucher.

Claims for travel reimbursement must be counter-signed by a supervisor.

Meals

1. As a general rule the University does not allow meals as a University expense, except for:
  - a. Meals when on authorized University travel.
  - b. The entertainment of guests at the request of the Academic Affairs Office, either in recruiting for their own departments or in recruiting for administrative positions. Reimbursement is limited to a maximum of three UM-F staff members at any meal.
2. Maximum reimbursement per faculty member, for meals is as follows (alcoholic beverages are not allowed):
  - \$2.25 Breakfast (including gratuity)
  - \$3.50 Lunch (including gratuity)
  - \$8.50 Dinner (including gratuity)
3. Maximum rates per person apply in all cases to UM-F personnel but may be waived by the Dean for non-University employed guests.

Moving Expenses

The University may pay moving and related expenses of new staff members who are employed in difficult to recruit occupations and staff members transferred from one University geographic location to another.

The University may reimburse the new employee for moving and related expenses not to exceed one-twelfth of the new employee's annual salary rate or one-ninth of a University year salary rate.

Travel

The University has a published policy which sets forth information regarding reimbursement of expenses for all official travelers. Anyone expecting reimbursement for travel expenses from the University should be familiar with this policy. To obtain a copy of this policy or to discuss procedures regarding travel, contact the Controller's Office.

## SECRETARIAL SERVICES

Secretarial assistance is assigned to each academic department to assure available service for all matters directly related to UM-F in which the Chairman and the Faculty participate -- receptionist duties, preparation of classwork, tests and duplicated materials, correspondence, committee work and other office responsibilities as assigned by the department.

The final jurisdiction over the academic secretaries rests with the Academic Dean. Any requests for special assignments or any deviation from the regular assigned duties of the secretary must be cleared through him or through the supervisor (Mrs. Mary Joys), who reports directly to him.

### Normal Responsibilities of Secretary

#### Priority Duties:

- 1) Examinations and tests -- typing and duplicating
- 2) Classwork
- 3) School related correspondence and reports  
Correspondence, internal and outside, should, with few exceptions, be handled on a daily basis.
- 4) Articles and other Manuscripts for publication in a scholarly journal (with no financial gain to the writer).  
(See item 2 under "NOT RESPONSIBLE FOR".)
- 5) All other regular and assigned duties that are not priority items on a flexible basis as time permits.

NOTE: The order of priority may change, even on the prime items, according to due dates and urgencies -- i.e. a letter might well take first priority over a test in hand that is not actually due until a later date.

#### Reception Duties:

Reception duties are, of course, a constant "priority." It is the secretary's responsibility to cover, or arrange coverage, for the reception desk and the telephone in her department during all working hours. In instances of necessary non-coverage, it is her responsibility to leave a written message stating when she will be back on duty.

*In no way is the above to be considered a complete listing of duties in any department or a basis for refusing to do any assigned project for the faculty members for whose work the secretary is responsible, except as noted in the "NOT RESPONSIBLE FOR" section.*

Secretary Not Responsible For

- \*1) DISSERTATION TYPING  
DISSERTATION RESEARCH  
DISSERTATION CORRESPONDENCE
  - \*2) MANUSCRIPT TYPING EXCEPT AS NOTED IN ITEM 4 OF  
"RESPONSIBILITIES."  
Any manuscript which is to be published for profit, even though parts of the material in preparation are used in current classes, is not the responsibility of the secretary -- this includes typing, editing, duplicating and correspondence.
  - \*3) PERSONAL TYPING
  - \*4) NON-SCHOOL-RELATED ORGANIZATIONAL TYPING OR OTHER WORK  
(Political, Church, etc.)
  - 5) ACCOMMODATION TYPING  
Occasional accommodation typing is not forbidden, in fact it is encouraged, when and if the secretary does have free time but it is never to be considered an assignment or a responsibility and must never be at the expense of regular duties. She must in no way be penalized or chastised for legitimate refusal to do accommodation work.
  - 6) MONITORING EXAMINATIONS (except in instances of unanticipated emergency)
  - 7) SCORING EXAMINATIONS
  - 8) OFF-CAMPUS ERRANDS
  - 9) LIBRARY RESEARCH
- \*This policy does not prohibit after-hour typing of above items by contract between secretary and faculty member -- including amount and method of payment. A department is in no way responsible for such contracts. A secretary is not to agree to such a contract with a view to fulfilling it in any part on paid university time and, at the same time, accept pay from the faculty member.

ADMINISTRATIVE SERVICES

Faculty Identification Cards

Cards are issued through the UM-F Personnel Office at the time of employment. Lost cards should be reported immediately to Personnel. New cards may be requested to replace lost cards or upon an individual's change of status.

Housing

A very limited listing of available housing is maintained in Academic Affairs Office and in Student Services Office. The UM-F does not investigate nor guarantee currency of listings.

Insurance

There is no specific policy regarding field trips. The University carries insurance on faculty members carrying out any phase of University business and it recommends that students be covered by student insurance. Liability insurance is carried on University vehicles and their occupants.

Keys

The Plant Department will issue keys to any individual as directed by the head of the department that controls the area or equipment in question. All keys shall remain the property of the University, to be surrendered at a specific time or upon termination of employment.

Lost and Found

The Department of Plant and Services operates a lost and found service for faculty, staff, students, and visitors. Items or inquiries should be directed to the Plant Office.

The Plant Department will receive any articles found on campus and will attempt to return them to the owner. Unclaimed items will be disposed of after 30 days.

Lost articles should be reported in case they are found.

Mail and Intercampus Mail

Any envelope or package to be meter-stamped must have the originating department and the University address as its return address. All postage charges will be billed to the originating department.

### Mail and Intercampus Mail (cont.)

Manila envelopes must be marked to indicate the postal classification of the contents in accordance with current U.S. Postal Service classifications. Unmarked mail will be considered first class.

Intercampus mail is distributed without charge to all U of M departments. Deliveries to the Ann Arbor and Dearborn Campuses are made every Tuesday. All materials must be received at the service desk by 5 p.m. Monday evening. The runner will stop to pick up and deliver materials at any University building in Ann Arbor. All intercampus mail directed to Ann Arbor should clearly indicate North Campus, Central Campus or Stadium Area. This can be determined by consulting The University of Michigan Directory. Materials to be picked up must be ready when the driver arrives. Materials that are picked up in Ann Arbor will be available at the service desk when the runner returns on Tuesday afternoon. Regular stops in Ann Arbor include the LS&A mailroom, Administrative Services and the Audio-Visual Center.

### Parking

The lot behind the Mott Memorial Building is designated for use by faculty and staff only. Access to this lot is gained only through use of a current gate card. A capacity counter prevents entry when the lot is filled. Vehicles parked in this lot must display a current parking decal or they may be removed at the owner's expense.

Parking decals and one gate card are available without charge to any salaries faculty and staff member by submitting a "Parking Application" form to the Senior Plant Clerk. There is a \$5 charge for a replacement gate card if the original card is lost.

Parking decals are available for each vehicle that an eligible employee owns. Additional decals are available by completing a "Parking Application" for each vehicle.

### Protection and Security

The University's security patrols cover all buildings after closing in order to check for locked doors, fire and safety hazards, and intruders. Security guards may ask to see University identification cards from those found in buildings after closing time.

Protection and Security (cont.)

All doors should be locked when offices or enclosed areas are left unattended, loaned equipment should be signed for and its return registered at the appropriate source. Unauthorized persons at unusual hours should be questioned. Missing property should be reported immediately to the Security Office, Ext. 333 or 767-3333.

Room Reservations

The Dean for Academic Affairs allocates the available classroom space and equipment. Regular class scheduling is an academic responsibility.

The Plant Department receives the semester room assignments at the end of the second week of class. Between that time and the beginning of the next session, the Plant Department schedules all rooms not permanently assigned to individual departments.

Telephones

Telephone equipment and assigned credit cards are provided to conduct University business only. Personal calls should be made on the pay phones located off the main lobby and on the terrace level.

All equipment repair and alteration is coordinated by the Plant Department Office. Requests for alterations should be submitted to this office at least three weeks before the date required.

Each department has been assigned credit cards to use to place long distance telephone calls. Long distance calls can only be placed through a Michigan Bell Telephone Co. operator by dialing the access code, 71. The Bell operator will only place calls billed to credit cards or to other numbers. Departmental credit card numbers may be obtained only from the authorized representative of the Department.

Procedures:

Calling UM-F Switchboard  
Local -- 767-4000

Telephones (cont.)

Procedures: (cont.)

Placing calls from University telephone

Local -- dial access code 9 + number.

313 area -- dial access code 8 + 1 + number.

Long distance outside the 313 area

Credit card -- dial access code 71, wait for Bell operator.

Toll free (area code 800) -- dial 71, wait for Bell operator.

Bill to another number -- dial access code 71, wait for Bell operator.

Collect calls -- dial access code 71, wait for Bell operator.

Telegrams (Western Union -- dial 9 + 232-5151.

Transportation

Vehicles are available to any authorized faculty or staff member to conduct official University business. Transportation requisitions, authorized by the department head, must designate the driver(s) who will be responsible for the operation of the vehicle. All drivers must complete a Driver's Authorization form before vehicles may be released for use. Driver must display a valid driver's license, from the state in which he resides, when vehicles are picked up. Michigan drivers may not have accumulated more than 7 points within the past two years.

All drivers of University vehicles must be on the University payroll, currently receiving compensation for services. Drivers are solely responsible for their actions and all violations (including parking tickets) issued while the vehicle is assigned to them. Credit cards are provided to purchase gasoline for University vehicles ONLY. Emergency repairs may be charged only when authorized in advance (767-3333).

The Department of Plant and Services reserves the right to deny service to any person or department that it feels does not use vehicles in the interests of the University.

Damages to vehicles should be noted BEFORE leaving the parking area. All expenses not covered by insurance, resulting from damages, will be charged to the most recent user's department unless the damage can be shown to have been caused by a previous user.



Transportation (cont.)

Repairs or alterations to University vehicles must be authorized by this department. The cost of unauthorized repairs will be charged to the user's account.

Pool vehicles are leased on a time or mileage basis, whichever is greater. When leased on a time basis, each hour between 8 a.m. and 6 p.m. (excluding only Sunday) is counted from the earliest time reserved or picked up to the latest time reserved or returned. A vehicle is not considered returned until the keys and credit card are both returned. Additional fees are charged for late cancellations, providing drivers, and for returning vehicles later than scheduled.

Vehicles permanently assigned to departments are leased at the actual cost to the University. The Department of Plant and Services is responsible for assuring that use is within established policy and that all necessary maintenance is performed. Departmental vehicles will be periodically scheduled for safety inspections. The cost of any routine or corrective maintenance will be charged to the leasing department. Vehicles must be returned in the same condition received.

## PURCHASING AND STORES

The function of the purchasing organization of the University is to serve education and research in the procurement of materials, supplies, equipment and certain services for the institution in a manner which results in the greatest good for the university. The function is administered to serve the needs of all university departments and to foster a high standard of public relations within the University and with its suppliers. The Purchasing Department will conduct and conclude all negotiations affecting purchases or prospective purchases which involve prices, terms, conditions and delivery. It is the sole agency authorized to make these kinds of commitments against University accounts. Purchase orders may on occasion be supplemented by formally executed contracts where appropriate. Generally, contracts require the signature of the Chancellor and/or the Controller. Contact the Controller's Office if you have questions regarding contracts.

Advice and suggestions concerning the procurement of equipment, supplies and non-salary services can be obtained by calling the Purchasing Office. Sources of supply will be located, prices and proposals on contemplated purchases will be obtained from suppliers when requested. Catalog files are maintained in the office and are available to anyone desiring to use them.

When follow-up on orders is desired, call the Purchasing Office. To report goods received in unsatisfactory condition, or orders filled incorrectly, send a complaint report or memo, detailing the problem to the Receiving Office. In all instances, indicate the purchase order number concerned by referring to the pink copy of the order which has been forwarded to your departmental office.

General Stores, located on the service level of the Mott Memorial Building carries a complete line of stationery supplies, building maintenance materials, and allied lines of equipment and supplies. For information call Extension 232.

Goods may be secured from Stores by completing a "Stores Requisition," and forwarding it to Stores, or by calling in person to pick up the materials desired.

Counseling

Counseling services are available for faculty, staff and students through the "Head and Body Shop," Trailer #6.

Health Services

A registered nurse is available to give first aid for injuries and to disperse non-prescription medications for minor medical problems. Health counseling, pregnancy testing, drug and venereal disease information are also available. Strict confidentiality is maintained regarding all problems brought to the health service, Ext. 254, Trailer #6.

Legal Counsel

The University Attorney's Office, 4020 Administration Building, Ann Arbor, serves as legal counsel to the University as a corporate structure. The University does not provide personal legal counsel. UM-F faculty inquiries about legal service should be directed to the Academic Affairs Office.

Notary Public

Located in the Financial Aids Office, Room 1028.

Reading Lab

Students needing assistance in reading improvement or desiring increased speed may be referred to the Reading Lab, Extension 283.

Tutorial Services

Tutorial services are provided for college students who are having difficulty in various academic subjects. For information contact Advising/Tutorial Center, Room 1020.

Writing Lab

Students experiencing difficulty in writing papers may be referred to the Writing Lab, Extension 285.

COLLEGE FACILITIES, EVENTS AND PUBLICATIONS

Library

The Charles Stewart Mott Library supports the instructional programs and faculty research at UM-F and the community college. Each department is allocated a library budget with which it may purchase materials for the Mott Library. Faculty members who wish to recommend books for the library should use the order request forms available in each department. Department chairmen receive monthly statements from the library of the estimated balance remaining in their funds.

Any library book, periodical, or document may be borrowed by the faculty. The Mott Library is also part of a special Michigan interlibrary loan network with the State of Michigan Library and the University of Michigan Library in Ann Arbor as the basic suppliers of requested materials.

Faculty may submit reserve book lists when classes are to be assigned specific reading material. Reserve book requests are submitted on special forms which are sent out by the Circulation Section before each semester begins. Reserve books may be circulated in the following ways: Library Use Only, Overnight, Three Days, One Week.

The library has a complete Viewing/Listening Center. The Viewing/Listening Center materials are as follows: 1) phonodiscs (music, drama, poetry, speeches), 2) phonotapes on many subjects of the curriculum, 3) visual materials (filmstrips, filmloops, slides, live and taped television, 4) radio (live and taped).

The following services are available: 1) listening and viewing equipment for all media, including both small group and individual facilities, 2) television and phonotape reproduction equipment, and 3) complete media holdings are listed in the card catalog along with books.

Most media circulates to both faculty and students. For additional information call CSMCC ext. 439, or UM-F ext. 231.

### Book Store

The UM-F Book Store provides required textbooks and supplies as specified by faculty plus supplemental reading materials and other items.

Each faculty member must submit a textbook requisition request during the preceding academic semester.

Desk copies, examination copies, teacher's manuals and answer books are provided only by the publishers. The Book Store does not distribute such materials. It is the responsibility of the instructional staff to secure such materials.

### Cultural Events

UM-F Theatre Productions: Courtesy tickets for faculty are available from the box office near the Mott Building cafeteria as announced before each production.

Cinema Guild: Presents selected feature length films throughout the academic year. Tickets are \$1 at the door.

Music Department Presentations: Faculty are generally eligible for complimentary tickets to the orchestra, band and choral events. For information, contact Music Office, Trailer #7.

Public Affairs Committee: The Public Affairs Committee presents cultural-educational programs during the academic year for the University and Genesee County community.

### Athletic Events

Football Tickets: Season UM football tickets are offered at faculty rates (maximum faculty, spouse and two children) at approximately 50% of regular price. Orders are processed during Spring Semester by the Athletic Department Ticket Office, 100 S. State Street, Ann Arbor 48104 or University Relations Office, UM-F.

### Publications of Interest

Daily Bulletin: Published 8:00 a.m. Monday through Friday by The University of Michigan-Flint University Relations Office as a service to students, faculty and staff. Items should be turned into Room 1003 by 2 p.m. the working day before you want publication. Items may have to be edited and will normally run 2 days. For Sale items are welcome when space permits.

Publications of Interest (cont.)

Register: Published bi-weekly during the academic year for UM-F faculty and staff. Submit information to Academic Affairs Office.

University News: Student publication distributed to faculty, students and staff bi-weekly during the academic year. Send materials to Trailer #9 or call Ext. 293.

## UNIVERSITY RELATIONS

University Relations is the official news-releasing organization of The University of Michigan-Flint. All public statements and statements of University policy are made through this office. The office also serves as a general University news bureau, gathering news items and feature material from throughout the University and distributing it to the print and electronic media. In addition, University Relations provides liaison to the news media, assisting reporters in locating University personnel for informed opinions and specialized background information in scholarly and scientific fields. News material may be mailed or telephoned (X352) to University Relations, 409 E. Kearsley.

Faculty members are encouraged to participate in community and scholarly activities, and there is no prohibition of any kind on public statements or comments or appearances on radio or television broadcasts.

It is expected that each individual will make certain that comments on public affairs are presented as his own views and are not offered as in any way official statements or statements of policy of The University of Michigan.

## PROFESSIONAL ETHICS AND RESPONSIBILITIES

### Examination Procedures

Any variation from the official final examination schedule must be approved in writing by the Academic Affairs Office.

Faculty are expected to proctor their examinations, or arrange for another faculty member to do so.

No classes or examinations are to be scheduled during the Study Days.

Final grades are to be turned in to the Registrar within 48 hours of the exam. Chairpersons will explain any exceptions in writing to the Academic Affairs Office.

### Fees, Laboratory Deposits and Sales to Students

The collection of fees and other moneys from students for tuition, field trips, student loans, and other special purposes is handled by the Cashier's Office. For information contact the Cashier's Office or the Controller's Office.

According to the Bylaws of The University of Michigan Board of Regents, no member of the instructional staff is to engage in direct sales of materials to students.

### Gifts and Grants

Bylaws of the Board of Regents provide that "No solicitation of funds, grants, contracts, or property shall be made by any one for benefit of the University, or any agency thereof, without the prior approval of the President or his delegate representative."

Any dean, director, faculty or staff member who wishes to undertake any type of fund-raising program or solicitation of contributions in the name of the University, or who seeks to establish a fund-raising program in the name of associations with the University, should use the following procedure:

Before undertaking informal discussions with any potential donor or sponsor, the Dean for Academic Affairs should be consulted. If it appears to be timely to submit a formal request in writing to the proper authorities this should be reviewed by the same Dean who will then submit it to the Chancellor.



### Political and Social Activities

As members of the community dedicated to the search for truth wherever that search may lead, as members of a community dedicated to the encouragement of that search by others, and as members dedicated to the creation of an ambience in which that search can and will be carried out, it is to be expected that faculty members will be intensely concerned with those political, social, educational, moral, and ethical issues that shape the society and the world that we, and those we teach, live in.

In the expression of those views -- oral, written, by demonstration actual or symbolic -- the University urges that the following considerations be kept in mind:

- (1) Views should always be expressed as being clearly those of the individual and not necessarily those of the University.
- (2) The expression, in whatever form, of these views should neither demonstrably interfere with nor replace the fulfillment of the stated aims of the course the individual faculty member has contracted to teach.

### Withholding of Services - Faculty Pay Policy During Strike:

In accordance with a Resolution of the Senate Assembly, as accepted by the Regents, the University cannot make payment of wages and salaries to individuals who choose to withhold the services for which they are employed. Where staff members elect to withhold services the following general rules will apply:

- (1) The faculty member has an obligation to communicate this decision to his or her immediate supervisor. The supervisor will then inform the faculty member that his salary will be discontinued until such time as mutually acceptable arrangements to return to work are made with his unit supervisor.
- (2) If disciplinary action is other than suspension of salary payments, the action will be made known by the supervisor to the Dean for Academic Affairs before it is taken.
- (3) A faculty member whose salary is discontinued under these rules may appeal the determination through the grievance procedures applicable to the College.

### Plagiarism

1. The Fall Semester's orientation program for freshmen should include a brief talk--to be delivered by a senior member of the faculty--on the values of the intellectual community of the College. This talk is in no sense to be thought of as a specific warning against such violations of intellectual honesty as cheating or plagiarism. Rather, it is intended to help the students to understand the positive values shared by the intellectual community.
2. Statement on Cheating and Plagiarism. Intellectual honesty is the most important value of the academic community. Plagiarism is a violation of intellectual honesty. A writer plagiarizes when he either consciously or unintentionally appropriates another person's ideas, words, or phrasing and, without acknowledging their source, attempts to pass them off as his own work. Conscious plagiarism is evidence of intellectual dishonesty; unintentional plagiarism may indicate intellectual laziness. Either is to be avoided in the academic world, where ideas are important and their sources are respected.

Any student who is penalized for cheating, plagiarism, or other forms of intellectual dishonesty may appeal his case to the Academic Standing Committee, which has the authority to investigate and to act in all such cases. Either students or faculty members may appeal an Academic Standing Committee decision to the Dean of this College, who has ultimate jurisdiction. Any penalty as severe as suspension or expulsion will be automatically reviewed by the Academic Standing Committee.

3. The Academic Standing Committee has machinery for making certain that no student penalized for intellectual dishonesty will be denied due process.

THE UNIVERSITY OF MICHIGAN-FLINT  
LOCATION & TELEPHONE DIRECTORY  
1975-76

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>EXTENSION</u>
Accounting	Brooks	215
Administrative Dean	Brooks	273
Admissions	Penfield	244
Advising/Tutorial	M 1020	346
African-Afro-American Studies	Tr. 2	201
Anthropology/Soc.	Tr. 2/3	325/340
Art	M 2113	265
Biology	M 1047	305
Bookstore	Mobile Unit	315
Business Administration	M 2011	255
Campus Planning	Brooks	321
Cashier	M 1011	303
Chancellor's Office	M 1003	222
Chemistry	M 2071	275
Chicano Studies	M 2006	237
Computer Center	M 1101	226
Computer Science	M 1013	226
Contact Office	M 1002	214
Controller	Brooks	212

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>EXTENSION</u>
Counseling, Health, Placement	Tr. 6	308
Dean of Students	M 1031	267
Dean's Office	M 1021	210
Economics	M 1109	280
Education	Lapeer St. Annex- Room 140	260
English	M 2018	285
Environmental Studies	M 2071	275
Financial Aids	M 1028	310
Flips Library	M 2038	290
Floating Secretary	M 2004	299
Foreign Languages	M 2113	265
General Stores	Lower Level	232
Geography (see Physical Geography)		
Graduate Center	M 1102	270
History	Tr. 5	295
Institutional Research	M 1003	225
Librarian (Mott)	Mott College	231
Library Director (UM-Flint)	M 1001	253
Management Information Systems	Brooks	273
Mathematics	Tr. 4	247
Music	Tr. 7	350
Nursing	M 1001	254
Personnel	Brooks	220
Philosophy	M 1113	287

<u>DEPARTMENT</u>	<u>LOCATION</u>	<u>EXTENSION</u>
Physical Geography	Lapeer St. Annex- Room 101	218
Physics/Astronomy	M 2110	290
Plant	Mill St. Bldg.	334
Political Science	M 1110	300
Psychology	M 2048	205
Purchasing	Brooks	208
Reading/Writing Lab.	M 2021	283
Registrar	Penfield	330
Right to Read Program	M 1020	348
Services	M 1010/Mill St. Bldg.	354/334
Sociology/Anthro.	Tr. 2/3	325/340
Special Projects	Tr. 1	250
Student Government	Tr. 9	292
Student Publications	Tr. 9	293
Student Services	M 1027	203
Theatre	M 1120	234
University Relations	Penfield	352
Urban Studies	M 1110	313
Veterans' Representative	M 1020	346
Work Related Programs	M 2111	202

ACADEMIC PROGRAMS  
Fall 1975-76 Office Assignments

<u>Room #</u>	<u>DEPARTMENT</u>	<u>INSTRUCTOR</u>
Trailer 2	AFA	Bracy Nwachuku
FIA 2065	Art	Hodge P.T. McPharlin P.T.
1075 1070 1073 1066A 1056 1053 1047A 1044 1043 1055 1081A	Biology	Otero Schindler/Freese Studier J. Taylor Pace Adams Feldman/Szuch Dapson Hungerford Buckingham Tsung P.T.
2011A 2011B 2011C 2011D 2111A 2111B 2011	Bus. Ad.	F. Webster Nyerges Wolter Cojeen Alexander Chastain Bornholtz P.T. Broucek P.T. Fordyce P.T. Hart P.T. Knutson P.T. Philpott P.T. R. Schroeder P.T. Selke P.T. P. Webster P.T.
2071A 2071B 2071D 2071E 2071F 2067 2069	Chemistry	Blecker Cope Kammeyer Barry Lab Burge Toulouse/Coffin Marshall P.T. Miller P.T.

<u>Room #</u>	<u>DEPARTMENT</u>	<u>INSTRUCTOR</u>
2008	Chicano Studies	Garcia
1013	Computer Science	Kamal Heitzog Phaneuf
1109A 1109B 1109C 1109D 1109E	Economics	Urb. Stud. Bett Kowal Kling/Wares Reddy
140 Annex  1020A 140 Annex  Trailer 10	Education	F. Cook Longstreet S. Peterson Rinne Blamer Sullivan Perine Stahly Filson Cooper E. Smith Thompson L. Cook P.T. Hahn P.T. Howe P.T. Wolfgram P.T. M. Kugler P.T.
1003 1004 1113B 1113C 2018A 2018B 2018C 2018D 2018E 2111C 2111D 2111E 2018E 2018F 2018 2111E	English	Vasse Firebaugh Hochster Hamod Edmonds/Dickerson Kollmann Bartz Hartwell Lockwood Waters Martin/Kein Kitto Berger P.T. Bentley/Samuelson P.T. Huber/DeLaPerriere P.T. Telling P.T.

<u>Room #</u>	<u>DEPARTMENT</u>	<u>INSTRUCTOR</u>
1047	Env. Studies	Carmichael P.T. Tierney P.T. C. Wilson P.T.

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2113A	For. Lang.	Lynch
2113B		Zeit/Miller
2113C		Richardson
2113D		Bates/R. Thum
2113E		Ogden/Kessler
2113F		Vance/Tyler
2113F		Graves P.T.
2113		M. Thum P.T.

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Trailer 5	History	Meister Rubenstein West Schafer Rovin W. Walker Heywood T. Murray P.T.
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Trailer 4	Mathematics	Caldwell Shantaram Stevens D. Wagner L. Kugler P. Garlick King McLaughlin Morris Althoen Samsky DeMoss P.T. I. Garlick P.T. Kirkland P.T. Raker P.T. Sklarow P.T.
1013C Trailer 10		

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Trailer 7	Music	Roth Tall Mawby O'Keefe Wentz P.T.
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<u>Room #</u>	<u>DEPARTMENT</u>	<u>INSTRUCTOR</u>
1001	Nursing	Burns Lechlitner Pieper Scearse L. Dunlop
1113A 1113D 1113E 1113F 1113	Philosophy	K. Cox P. Peterson Gull Oaklander/C. Dunlop S. Wagner P.T.
101 Annex	Physical Geography	VanDusen Marsh Vitek
2027 2028 2110A 2110B 2110C 2110D 2110F 2122	Physics/Astronomy	M. Cox/Madden Flips Library Boys Rose R. Smith P.T. DeGraaf Mitchell Mykolajenko
1110A 1110B 1110C 1110D 1110E 1110B	Political Science/ Urban Studies	Perlman Gluck Bradley Meyer/Leighton J. Schroeder Eckhart P.T.
2048B 2048C 2048D 2048E 2048F Trailer 10 2012 2000	Psychology	Raphelson Higgins Silverman Pollie Braunstein Earlich Buttrick Frank

<u>Room #</u>	<u>DEPARTMENT</u>	<u>INSTRUCTOR</u>
Trailer 2	Soc/Anthro.	Coffey Curtis Dennis Rutledge D. Walker C.D. Wilson
Trailer 3		Fakhouri Gore Marston Runcie Salinas Zinn Bell P.T.

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1120A	Theatre	Loup
1120B		Parola
1120C		Silva
509		J. Malolepsy/T. Malolepsy

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LIST OF RESOURCES

Bylaws of the Board of Regents, The University of Michigan (as revised, May 1973). Available in Academic Affairs.

Daily Bulletin, UM-Flint: Published daily during academic year by University Relations, circulated to faculty, staff and students.

Executive Committee Report to the Faculty or Minutes, UM-F, available from Committee Secretary.

Faculty Code, UM-F. Distributed to all faculty through Secretary to the Faculty.

Faculty Minutes, UM-F. Available from Secretary to the Faculty.

Memos from Academic Dean, Controller and Executive Committee, available in respective offices.

Policies and Procedures Manual for the Department of Plant and Services.

Register: Published bi-weekly during academic year for faculty and staff. Includes official circulation of course announcements, policies and other information.

Standard Practice Guide, The University of Michigan. Available in administrative offices, UM-F.

Standing Rules and Procedures, UM-F. Distributed to all faculty through Secretary to the Faculty.