

Important University Policies for Faculty and Academic Staff



Michigan State University endorses [academic freedom](#) and responsibility as essential to attainment of the University's goal of the unfettered search for knowledge and its free exposition. Indeed, these principles are formalized in the [Faculty Rights and Responsibilities](#) policy in the [Faculty Handbook](#) and have been in place since 1984 as implementation of this fundamental concept in higher education. Academic freedom and responsibility are fundamental characteristics of the University environment and are always closely interwoven and at times indistinguishable.

With academic freedom comes the responsibility to carry out assigned teaching, research, and outreach duties within the highest ethical standards. Clear policies and transparency affecting faculty and academic staff activities is an essential element of the faculty/academic staff-University professional relationship. This document was put together by the Office of the Associate Provost and Associate Vice President for Academic Human Resources as a reference guide and summary of relevant and important policies for faculty and academic staff. It is not intended to be a comprehensive guide of university policies. The best source of information can be found in each policy contained within the applicable faculty and academic staff employment [Handbooks](#) or the [MSU Policy Library](#).

Many of the policies listed in this document either have pre-approval, disclosure, or mandatory reporting requirements. Where applicable, these requirements are noted within each policy reference. As a best practice, it's important to keep your unit administrator informed of your activities and to inquire ahead of time about any applicable policies or authorizations that may be needed pertaining to your work.

We encourage you to use this document as a resource to refer to throughout the semester.

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Employment

Anti-Discrimination

The Anti-Discrimination policy (ADP) sets forth expectations for institutional and individual conduct. It applies to all University community members, including but not limited to, faculty, academic staff, support staff, and students. Unlawful acts of discrimination or harassment are prohibited. In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they:

1. Discriminate against any University community member(s) through inappropriate limitation of employment opportunity, access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or
2. Harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Complaints under this Policy are processed and investigated by the Office of Institutional Equity (OIE) pursuant to the ADP User's Manual. Questions about this policy may be directed to the Office of Institutional Equity at 517-353-3922 or ois@msu.edu.

Conflicts of Interest in Employment

The Conflicts of Interest in Employment policy discusses the expectations, procedure, and approval requirements regarding the employment of relatives in the same unit or department. The policy also defines the term "relative" as a connection between persons by blood, marriage, adoption, domestic partnership, or other personal relationship in which objectivity might be impaired. Relationship to another individual employed by the University shall not constitute a bar to hiring, promotion or reappointment, provided that employment of relatives in the same unit or department or under the same supervisor is authorized only with the prior written approval of the head of the unit or department and the Office of the Provost or the Office of MSU Human Resources as appropriate.

Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Required Disclosure: Disclose any applicable relationship(s) to the head of your unit. A [Conflict of Interest in Employment Form](#) is required to be completed.

Conflicts of Interest, Faculty/Academic Staff

The Conflicts of Interest policy addresses the disclosure, review, management, and resolution of conflicts of interests relating to performance by faculty/academic staff of their research, teaching, outreach, and service responsibilities at the University. A conflict of interest exists when a faculty/academic staff member's financial interests or other opportunities for tangible

personal benefit may compromise, or reasonably appear to compromise, the faculty/academic staff member's independent judgment. Each faculty/academic staff member is responsible for disclosing their own conflicts of interest. Questions about this policy may be directed to the Faculty Conflict of Interest Officer in the Office of the Vice President for Research and Innovation at (517) 884-7000 or fcoiio@msu.edu.

Required Disclosure: On an annual basis, all faculty and academic staff are required to disclose all significant financial interests and other opportunities for tangible personal benefit that are related to their institutional responsibilities. Faculty/academic staff members must also submit an updated disclosure within thirty days of acquiring any new significant financial interest or other opportunity for tangible personal benefit. Submit disclosures through the [Kuali-Coeus portal](#) and inform your unit administrator of your disclosure.

[Consensual Amorous or Sexual Relationships with Students](#)

An amorous or sexual relationship between an undergraduate student and a faculty member, academic staff member, or a graduate teaching assistant may impair or undermine the ongoing trust needed for effective teaching, learning and professional development. This policy prohibits consensual amorous or sexual relationships between:

1. undergraduate students and employees classified as faculty and academic staff. This ban exists regardless of whether the faculty member has educational responsibility for an undergraduate student, and it exists for as long as the faculty member is employed and the student is enrolled as an undergraduate at MSU, and
2. graduate students and employees classified as faculty and academic staff over whom there is educational responsibility.
3. postdoctoral fellows and employees classified as faculty and academic staff over whom there is educational responsibility.

Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Required Disclosure: Where a relationship predates the enrollment of the *undergraduate student*, immediately disclose this relationship to the head of your unit. Where the relationship predates the faculty or academic staff member's assumption of educational responsibility for the *graduate student*, the faculty or academic staff member shall immediately disclose the amorous or sexual relationship to the relevant unit administrator. A management/oversight plan will be developed.

[Criminal Background Checks for Faculty, Academic Staff and Executive Management \(Self-Disclosure Requirement\)](#)

The Criminal Background Checks (CBC) policy requires faculty and academic staff currently employed or engaged by the University (whether paid or unpaid) to notify the Associate Provost and Associate Vice President of Academic Human Resources of certain arrests, convictions, or events **within 72 hours** or at the earliest possible opportunity by using the [Michigan State University Self-Disclosure Form](#). These include:

1. Professional misconduct or sanctions

2. Any civil rights violation that the individual admitted or was determined by a court or other adjudicative process to have committed
3. Any felony crime for which the individual was arrested and charged or any serious crime for which the individual was convicted or pled “no contest.”

Engagement in any such conduct will not, in and of itself, result in termination of the appointment. However, failure to disclose such information, or any misrepresentation made in connection with the disclosure, could be grounds for termination.

If you have any questions about this policy, please contact the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Disability & Reasonable Accommodation Policy

The Disability & Reasonable Accommodation Policy (DRAP) prohibits discrimination and harassment against a qualified individual with a disability and prohibits retaliation against those who report disability discrimination or harassment or who request reasonable accommodations. The DRAP sets forth the University’s commitment to ensuring equal employment opportunities and access to University programs, services, and facilities for qualified individuals with disabilities, except when an accommodation poses a direct threat to self or others, fundamentally alters an educational program, service, or activity, or causes undue hardship.

Registering a Disability

The DRAP sets forth the process for registering a disability and requesting reasonable accommodations. Employees needing an accommodation must register with the Resource Center for Persons with Disabilities (RCPD) and provide medical documentation of their disability and of the need for an accommodation. Medical documentation is kept confidential, except as necessary to administer the accommodation process.

Employee Accommodations

The Office of Employee Relations (OER) coordinates the accommodation process for employees. Employee accommodations are set forth in a Statement of Employee Accommodation Determination (SEAD). The SEAD communicates to supervisors an employee’s need for an accommodation. Supervisors are responsible for maintaining confidentiality of the SEAD and for facilitating the granted accommodations outlined in the SEAD. The SEAD should be held in a confidential place separate from the employee’s personnel file. Modifications or changes to the SEAD may only be made after discussion with OER and the issuance of an amended SEAD, as may be determined necessary by OER. Appeals of OER’s accommodation determinations may be made to the ADA & Section 504 Coordinator within thirty (30) days of the accommodation determination.

Questions

The ADA & Section 504 Coordinator is designated by the University to coordinate compliance with the DRAP and available to answer questions about the DRAP. The ADA & Section 504 Coordinator can be contacted at ocr.tracyleahy@msu.edu.

Diversity, Equity & Inclusion E-Learning Mandatory Requirement

The program, DEI Foundations at MSU, introduces our campus community to core DEI principles. It is one of many opportunities all employees will have to further their own knowledge and baseline understanding of how we all can work together toward an equitable and inclusive university for ourselves and future generations of Spartans. It is an expectation that we all will approach this learning opportunity with curiosity and an understanding that creating a positive campus culture in which we all can succeed is our united goal. This module is a first step to introduce concepts and skills that will challenge us, while contributing toward living our values and building an inclusive campus. Each of us have lived experiences that differ from one another, and while we may disagree based on our own individual experiences, including perspectives that will be reflected in the online learning, disagreements can be addressed in ways that are respectful, even where strongly held beliefs and values differ. Questions about the responsibility to provide accommodations may be directed to the Office of the Registrar at 517-353-3300, or reg@msu.edu.

Dual Appointment

The Dual Appointment policy states that no faculty/academic staff member holding a full-time appointment at Michigan State University may, during the term of the appointment, or while on leave of absence, simultaneously hold a paid appointment at another institution. Exceptions to this policy must be approved in advance by the Dean and by the Provost and Executive Vice President for Academic Affairs (or designee). Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Faculty Rights and Responsibilities (FRR)

The purpose of the Faculty Rights and Responsibilities (FRR) policy is to acknowledge the fundamental rights and responsibilities of faculty in carrying out the mission of the University as members of both the academic and the broader public community. It discusses the rights and responsibilities surrounding academic freedom and responsibility, academic governance, teaching, research and creative activity, service, relations with colleagues, and relations to the University and the community. Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Guidelines and Policies about Technology Usage at MSU

A trusted and effective information technology environment is vital to the mission of Michigan State University. To that end, the university provides an IT environment which includes an array of institutional electronic business systems, computing services, networks, databases, and other resources. These resources are intended to support the scholarship and work activities of members of the university's academic community and their external collaborators, to support the operations of the university, and to provide access to services of the university and other publicly available information.

Acceptable Use Policy

This policy outlines the university's expectations and responsibilities for employees who use MSU IT Resources. Employees may not engage in the usage of MSU IT resources for partisan political activity, to operate a business or for commercial purposes, or to store, display, or disseminate pornographic or other sexually explicit content. Child pornography is illegal. The use of MSU IT resources to store, display, or disseminate child pornography is absolutely prohibited and must be reported immediately to the MSU Police and Public Safety.

Appropriate Use of MSU Email

This policy outlines the university's expectations and responsibilities for internal users of MSU Email. The University's email services are not provided for private or personal use. Incidental personal uses of the email system are permitted as long as they do not violate: the law; restrictions that derive from the University's tax-exempt status; University policies, ordinances, rules, and guidelines; and contracts the University has made.

Institutional Data Policy

This policy establishes minimum requirements for the appropriate stewardship of Institutional Data (e.g., all of the data and records held by the University, in any form or medium, for the administration, operation, or governance of the University or any unit of the University). These requirements state that members of the University community: may access and use Institutional Data only for University purposes, are individually responsible for the security and integrity of Institutional Data in their possession or control, including their proper storage and disposal, and must use, store, transfer, disseminate, and dispose of Institutional Data in ways that minimize the potential for their improper disclosure or misuse. The policy also defines Confidential Data and discusses expectations surrounding the security, use, and disposal of Confidential Data.

The university may be compelled to disclose Users' electronic records in response to various legal requirements, including subpoenas, court orders, search warrants, discovery requests in litigation, and requests for public records under the Michigan Freedom of Information Act ("MIFOIA").

Questions about this policy may be directed to the IT Service Desk at 517-432-6200 or ithelp@msu.edu.

Overload Pay

The Overload Pay policy discusses the eligibility, process, and pre-approval guidelines for performing overload assignments related to teaching, research, outreach activities, and academic and student support activities. Overload pay assignments require prior written approval (a) by the immediate supervisor of the individual who will undertake the proposed overload pay assignment; (b) by the administrator of the major administrative unit ("MAU") in which that individual is appointed; and (c) if the unit in which the overload pay assignment is to be performed is different from the unit in which the individual is appointed, by the administrator of, and the MAU administrator for, the unit in which the overload pay assignment is to be performed. To be approved, the faculty or academic staff member must be satisfactorily performing their duties and the proposed assignment represents a substantial increase over

the individual's regularly assigned duties. Questions about this policy may be directed to the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Required Pre-Approval: Overload pay assignments require prior written approval by your unit administrator and the unit in which the overload pay assignment is to be performed. Complete the [Overload Pay Form](#) and submit to your unit administrator.

Outside Work for Pay

The Outside Work for Pay (OWP) policy discusses faculty members' obligation to obtain written approval before engaging in paid work outside the University. "Pay" is anything of value received in consideration for work. Examples of pay include, but are not limited to, any salary, fee, honorarium, stock, stock option, monetary gift or contribution beyond actual expense, or the promise of any of these in the future. Work for any business or other for-profit enterprise owned or operated by a faculty member or by their relative(s), shall be considered "pay." The policy applies to work such as consulting and expert witness testimony, as well as any work for a faculty-owned business.

The policy permits faculty to obtain approval to engage in outside work for pay for a total average of four days per month (calculated as one full day for any portion of a day that is spent engaged in outside work), provided that the work will enhance the faculty member's expertise as a teacher and scholar and all other policy requirements are met. Additionally, the OWP policy works in conjunction with the Overload Pay policy; all approved outside work for pay and overload pay assignments for the faculty member will not exceed a total average of four (4) days a month during duty periods. Faculty are expected to arrange their outside activities so as to avoid conflicts of commitment. A "conflict of commitment" occurs when the time and attention a faculty member devotes to outside activities interferes with the performance of their responsibilities to the University.

[Frequently Asked Questions](#) related to the OWP policy is available for review. Additionally, [MSU's Patent Policy](#) and policy on the [Development of Copyrighted Materials](#) will apply to employees' activities as they engage in Outside Work for Pay. If you have any questions about this policy, please contact the Office of the Associate Provost for Academic Human Resources at (517) 353-5300 or ahr@msu.edu.

Required Pre-Approval: Outside work for pay assignments require prior written approval by your unit administrator. Complete the [Outside Work for Pay Form](#) and submit to your unit administrator.

Relationship Violence and Sexual Misconduct (RVSM) and Title IX Policy *(revised in August of 2021)*

The University strives to provide an academic and work environment that fosters the values of safety; mutual respect; dignity; equity; responsibility; and clear and timely communication. Relationship violence, sexual misconduct, and stalking are in direct conflict with the University's values and policies and present barriers to fulfilling the University's missions.

All faculty, staff, academic staff, students (including graduate students and professional students) volunteers, and other members of the MSU community are expected to comply with the RVSM and Title IX Policy. The policy prohibits sexual harassment as defined by Title IX (sexual assault, domestic violence, dating violence, and stalking), as well as relationship violence (domestic violence and dating violence), sexual misconduct (sexual assault, sexual harassment, and sexual exploitation) and stalking as defined by the University.

The policy also prohibits retaliation. The University defines retaliation as an act or attempted act taken because of a person's participation (or expectation of participation) in a protected activity that would discourage a reasonable person from engaging in protected activity. Retaliation under Title IX is defined as intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

The policy contains a detailed explanation of the process for investigations, hearings, appeals and discipline for violations.

Questions about this policy may be directed to the Office of Institutional Equity at 517-353-3922 or oi@msu.edu.

[University Reporting Protocol: Relationship Violence, Sexual Misconduct, and Stalking \(Mandatory Reporting\)](#) *(revised in August of 2020)*

The University Reporting Protocol states that “responsible employees” and “volunteers” who are not otherwise exempt must promptly report incidents of relationship violence, sexual misconduct, stalking, and retaliation that they observe or learn about in their professional capacity or in the context of their work and that involve a member of the University community or which occurred at a University-sponsored event or on University property.

“Responsible employees” are defined as those persons employed by the University as executive management, faculty, academic staff, support staff (including regular, temporary, and on-call), post-doctoral fellows, graduate student employees (including research assistants, teaching assistants, and lab assistants), leased employees, and contract employees. University employees and volunteers who provide important counseling, health, advocacy, and other support services to members of the University community, may be exempt from the reporting requirement. The protocol contains a list of employees exempt from the reporting requirement. “Volunteers” are defined as persons performing unpaid services for the University as (i) faculty or academic staff, (ii) a University Extension Gold volunteer, (iii) an advisor to students, or (iv) a volunteer for a University Youth Program.

Undergraduate student employees must also report incidents that they observe or learn about in their working capacity and that involve a member of the University community or which occurred at a University-sponsored event or on University property, to their supervisor. Unless otherwise exempt, their supervisor will then report the incident.

Responsible employees and volunteers must report all details known to them about the incident, including what happened, who was involved, when the incident occurred, and where

the incident occurred. Responsible employees and volunteers should not investigate or attempt to determine if alleged conduct occurred. The protocol does not restrict the ability of units on campus to investigate and respond to employment or student related issues where appropriate. Incidents of relationship violence, sexual misconduct, stalking, and retaliation must be promptly reported to the Office of Institutional Equity (OIE). Incidents of relationship violence, sexual violence (including sexual assault), stalking, and sexual exploitation must also be reported to the MSU Police and Public Safety.

Individuals who violate the reporting requirement may be subject to corrective or disciplinary action, up to and including dismissal. Potential violations of this policy will be investigated by the Office of Institutional Equity (OIE).

Questions about this policy may be directed to the Office of Institutional Equity at 517-353-3922 or ois@msu.edu.

University Reporting Protocol: Child Abuse and Other Harm to Children (Mandatory Reporting) *(revised July 2021)*

Employees and volunteers are required to report any perceived, disclosed, or observed non-accidental harm to a child, learned in the context of their role with the university, to MSU Police and Public Safety at 517-355-2222. Individuals who are designated as “mandated reporters” under the state Child Protection Law and who suspect child abuse or neglect must report to the Michigan Department of Health & Human Services immediately.

Employees or volunteers who become aware of suspected child sexually abusive material on MSU IT Resources or in the possession of an MSU employee or volunteer must contact the MSU Police and Public Safety immediately, unless such information is protected by a legally recognized privilege.

[Frequently Asked Questions \(FAQs\)](#) provides answers to common questions, including how to address adult student disclosure of abuse as a child.

Teaching

Code of Teaching Responsibility

The Code of Teaching Responsibility policy sets forth faculty and academic staff members’ instructional obligations, including developing course content and syllabi, informing students of grading criteria, handling testing documents and term papers, holding regularly scheduled classes, and being accessible to students. The policy also prohibits students from commercializing course notes and materials without the written consent of the instructor. Questions about this policy may be directed to the Office of the Ombudsperson at (517) 353-8830.

Disability & Reasonable Accommodation Policy *(student details)*

The Disability & Reasonable Accommodation Policy (DRAP) prohibits discrimination and harassment against a qualified individual with a disability and prohibits retaliation against those who report disability discrimination or harassment or who request reasonable accommodations. The DRAP sets forth the University's commitment to ensuring equal employment opportunities and access to University programs, services, and facilities for qualified individuals with disabilities, except when an accommodation poses a direct threat to self or others, fundamentally alters an educational program, service, or activity, or causes undue hardship.

Registering a Disability

The DRAP sets forth the process for registering a disability and requesting reasonable accommodations. Students needing an accommodation must register with the Resource Center for Persons with Disabilities (RCPD) and provide medical documentation of their disability and of the need for an accommodation. Medical documentation is kept confidential, except as necessary to administer the accommodation process.

Student Accommodations

RCPD coordinates the accommodation process for students. Student accommodations are set forth in a Verified Individualized Services and Accommodations (VISA). The VISA enables students to validate and communicate their accommodation needs to faculty. Faculty are responsible for facilitating the accommodations and adjustments in the VISA. Modifications or changes to the VISA may only be made after discussion with the student's RCPD Ability Access Specialist and the issuance of an amended VISA, as may be determined necessary by RCPD. Faculty should promptly contact the student's RCPD Ability Access Specialist with questions or concerns regarding the granted accommodations or adjustments in the VISA or their use. Appeals of RCPD's accommodation determinations may be made to the Director of RCPD or to the ADA Coordinator within thirty (30) days of the accommodation determination.

Questions

The ADA & Section 504 Coordinator is designated by the University to coordinate compliance with the DRAP and available to answer questions about the DRAP. The ADA & Section 504 Coordinator can be contacted at ocr.tracyleahy@msu.edu.

Federal Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that gives students who enter a post-secondary institution, the right to have access to their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from their education records.

With limited exceptions, FERPA prohibits the release of personally identifiable information from a student's education record without the student's prior written consent. The [Access to Student Information](#) policy provides important information for faculty and academic staff to comply with FERPA.

Questions about these requirements may be directed to the Office of the Registrar at 517-355-3300 or reg@msu.edu.

Religious Observance Policy

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

Just as faculty and staff may choose to observe these holidays, they should be sensitive to students who may be absent from classes on these days, and subsequently, should not be disadvantaged or treated inequitably. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors. It is also the responsibility of those faculty and academic staff who wish to be absent to make arrangements in advance with their chairpersons, who shall assume the responsibility for covering their classes.

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

Questions about these requirements may be directed to the Office for Inclusion and Intercultural Initiatives at 517-353-4563 or inclusion@msu.edu.

Requirements Regarding Student's Intellectual Property (IP)

MSU's primary goal is to educate and prepare students for a career in their chosen field of study. To that end, MSU and its faculty/academic staff may provide educational experiences through exposure to a variety of circumstances and opportunities. Often, MSU faculty/academic staff will engage an outside individual, small business, or corporation (a "Sponsor") to present or support a project for educational purposes and as part of a course. The Sponsor may require each participating student to sign a non-disclosure agreement (NDA) to protect its proprietary or confidential information and/or an IP Assignment so that the Sponsor may secure rights to incorporate the students' contributions into a product or service of Sponsor.

There are requirements for faculty who are teaching classes that involve student NDAs and student intellectual property rights assessments (IP Assignment). These apply to both undergraduate and graduate students and affect some colleges more than others.

Questions about these requirements may be directed to the Associate Provost for Undergraduate Education at 517-353-5380 or the Associate Provost for Graduate Education at 517-353-3220 (gradschool@grd.msu.edu).

Research

Intellectual Property

The [Patent Policy](#) and policy on the [Development of Copyrighted Materials](#) govern the ownership, protection, use, and commercialization of University inventions and copyrighted materials created by University faculty, students and staff. Questions about this policy may be directed to MSU Technologies at 517-355-2186.

Sponsored Research and Creative Endeavor

The [general statement](#) and [guidelines](#) concerning sponsored research discuss the standards and procedures in sponsored research conducted at the University. These guidelines reference important issues confronting faculty, such as appropriate use of facilities, proper budgeting, and obtaining appropriate approvals for research projects including those involving use of animals, human subjects or hazardous substances. If you have any questions about these guidelines, the Office of the Vice President for Research and Innovation at (517) 355-0306 can help direct your call or please consider contacting these areas directly:

Contact information: [Sponsored Programs Administration-Office of Sponsored Programs-Contract and Grant Administration](#)

Information on practices, resources, and contacts:

- [SPA-OSP-CGA \(Pre- and Post-award\)](#)
- [Business-CONNECT](#)
- [Office of Regulatory Affairs](#)

Emerging Federal Guidance on Outside Influence.

As an inclusive place of learning, MSU welcomes and promotes international scholarship, partnerships, and exchanges. An essential, common element of scholarship, partnership, and respectful exchanges is disclosure. Undisclosed working relationships between scholars in U.S. institutions and non-domestic entities (e.g., universities, companies, and governments) have increasingly been a concern of federal agencies. In its absence, concerns arise over risk to objectivity of research, overcommitment of investigators relative to federal obligations, loss of U.S. intellectual property and attribution, and trade sanctions or export control violations. The message from federal agencies is that investigators in U.S. labs must disclose activities supported by non-domestic entities in grant applications and during awards. For more information, please see: [Outside Influence Guidance](#). Various disclosures by faculty are needed throughout the life cycle of a sponsored program. The [Faculty Disclosure Chart](#) can be a helpful resource to navigate these sponsor requirements.

Non-Retaliation

The University prohibits retaliation (including retaliatory harassment) against individuals who report or make good faith complaints of relationship violence, stalking, sexual misconduct,

discrimination, harassment, and other forms of misconduct (as specifically governed by individual University policies), or who participate in the University's investigation and handling of such reports, even if the University finds that no violation of Policy occurred.

In addition, the laws that prohibit discrimination and harassment contain anti-retaliation provisions (e.g., Title VII, Title IX and ELCRA). Specifically, Title IX prohibits retaliation against reporters of sex discrimination, including reports of sex discrimination against administrators and other employees. MSU will independently investigate alleged retaliation for participation in the Title IX process.

MSU also independently investigates allegations of other prohibited retaliation and will take strong responsive actions if retaliation occurs. MSU may implement interim protective measures during a retaliation investigation. Those found responsible for retaliation are subject to disciplinary action up to and including termination for employees and dismissal for students. For more information, please review the following policies and resources:

- [Notice of Nondiscrimination, Anti-Harassment and Non-Retaliation](#)
- [Relationship Violence and Sexual Misconduct and Title IX Policy](#)
- [Anti-Discrimination Policy](#)
- [Anti-Discrimination Policy User's Manual](#)
- [Disability and Reasonable Accommodation Policy](#)
- [Faculty Handbook: Protecting Participants in Research Misconduct Proceedings](#)