

AgBioResearch (formerly MAES) &
Michigan State University Extension
Michigan State University

Operating Procedures
December 10, 2010

College of Agriculture and Natural Sciences
College of Communication Arts and Sciences
College of Engineering
College of Natural Sciences
College of Social Sciences
College of Veterinary Medicines

Open faculty positions

Unless there have been previous agreements, all AgBioResearch/MSUE faculty positions that become open for any reason (retirement, denial of tenure, withdrawal from the university, unpaid leave) will result in the reversion of funds back to AgBioResearch/MSUE.

With approval of the appropriate dean(s), chairs can request a return of these funds for a new position.

Tenure and Promotion

It is important that AgBioResearch and MSUE have input into all promotion and tenure decisions on faculty we support. In fact, AgBioResearch and MSUE signature is required on AgBioResearch/MSUE faculty before documents move on to the Provost's office.

AgBioResearch and MSUE should be consulted at least 2 weeks before the P&T material is sent to the Provost, although even earlier consultation would be advisable. We request that the chair provide us with the documents for Tenure and Promotion at the same time they are forwarded to the Dean. If AgBioResearch and MSUE have concerns, we will express them to the Dean.

Salary Raises (merit and market adjustments)

AgBioResearch and MSUE provide funds for merit raises and market adjustments based on the percentage of the appointment we hold. In addition to the actual raise, AgBioResearch/MSUE also supplies the fringes associated with our line on the salary, it is important that AgBioResearch/MSUE be consulted at least 2 weeks prior to raise information being submitted to the Provost, so we can appropriately budget for these changes. We request the proposed raise list be forwarded to AgBioResearch and MSUE at the same time it is sent to the Dean. In addition to the percentage and actual dollar increase being proposed, please provide written justification for the recommendation.

Change in Status/New Hires/Start-up Packages

AgBioResearch and MSUE must sign off on all new position requests for which we provide salary support. Please include the position description with the request. Once a search committee has been formed, AgBioResearch and MSUE should be notified and informed of the names of the committee chair and the committee members. AgBioResearch and MSUE representative (director/associate director) must be included in the interview schedule of all candidates.

AgBioResearch and MSUE also must be consulted before an offer is made, and we need to approve all start-up packages involving our finds.

Retention Packages, Position Bridges, and Sabbatical Leaves

If AgBioResearch or MSUE funds are affected in any way by pending retention packages, position bridges, or sabbatical leaves, we must be contacted and provide approval prior to commitment of such funds.

Issues specific to AgBioResearch

AgBioResearch Umbrella Projects

AgBioResearch is obligated by federal statute to channel its funding through approved projects and adhere to certain reporting mechanisms. We understand why busy faculty may not view preparation of these projects and reports as priorities, but we are subject to federal audit. We would appreciate your assistance in helping to ensure that your faculty prepare these materials in a timely manner. And while we are hesitant to invoke strong measures, in the case of noncompliance, we will freeze (and have already frozen) salary and associated funds in faculty members are nonresponsive.

Issues Specific to MSUE

All faculty with an MSUE appointment should be forming relationships and partnerships with appropriate MSUE field staff in the faculty member's programmatic area. Extension faculty are expected to work with educators in developing and delivering educational programs.