

## Attachment A: Disclosure of Relevant Background Information

Final approval for your appointment rests solely with the President/Provost/Board of Trustees. As part of the final approval process of your appointment, the University will conduct a criminal background check, including degree verification. Any falsifications related to your degree or academic credentials may constitute grounds to revoke your offer of appointment.

Additionally, I must inform you that the decision to recommend an academic appointment takes into account all available information regarding an applicant's professional and personal conduct. Your appointment is contingent on the University having your cooperation in learning information needed to assess your candidacy. For this reason, the University requires you to disclose all relevant facts needed to give the University a full and fair understanding of any past conduct that could adversely affect your ability to fulfill successfully your responsibilities as a faculty member including:

- 1) professional misconduct or sanctions (e.g., debarment by a federal agency; any form of professional discipline or license restriction or surrender; and admission or determination that you have committed research misconduct);
- 2) any formal employment disciplinary action;
- 3) any civil rights violation that you admitted or were determined by a court or other adjudicative process to have committed (e.g., sexual or racial harassment or discrimination); and/or
- 4) any felony crime for which you were arrested and charged or any serious crime (e.g., drug distribution; sexual offenses; violence involving physical injury to another person; child abuse, molestation, or child endangerment; theft or embezzlement) for which the you were convicted or pled "no contest."

Finally, during the course of your appointment, if any of these arrests, conviction or events occur, you are required to self-disclose this information within 72 hours or at the earliest possible opportunity via the Michigan State University Self-Disclosure Form.

Engagement in any such conduct will not, in and of itself, disqualify you for an appointment at the University or result in termination of your current appointment. But, your failure to disclose such information, or any misrepresentation you make in connection with the disclosure, would be grounds to revoke your offer of appointment or terminate your current appointment.

Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Attachment B: Important Information for New Faculty/Academic Staff**

We are pleased that you have decided to join us at Michigan State University! The Office of Human Resources invites you to visit this [website](#) to review the Toolkits for New Employees. These toolkits will provide a summary of benefit programs as well as on-line access that will enable you to enroll in selected benefits on the web. Note, however, that you cannot enroll in benefits (if eligible) until your MSU NetID, the University-provided e-mail account, is activated.

Federal mandates require that you enroll in benefit programs within **thirty (30) days** of your appointment hire date. Please keep in mind that this deadline cannot be amended.

### **Additional Information about Benefits:**

- Visit the [Faculty and Academic Staff Home Page](#) on the MSU Human Resources website.
- Call MSU Human Resources at 800/353-4434.

### **Required Online Training Program – Relationship Violence and Sexual Misconduct (RVSM)**

Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible – an environment that supports career and educational advancement on the basis of job and academic performance. Relationship violence and sexual misconduct subvert the mission of the University and offend the integrity of the University community. Relationship violence and sexual misconduct are not tolerated at Michigan State University.

Within 30 days of your employment start date, you are required to complete the mandatory Relationship Violence and Sexual Misconduct online training. You will receive an email to your MSU email account with instructions to complete the training.

You must complete this training within **30 days** of your start date. The RVSM policy as well as frequently asked questions may be found here: [https://www.hr.msu.edu/policies-procedures/university-wide/rvsm\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/rvsm_policy.html)

Adherence to the RVSM policy and training requirements (upon hire and throughout your employment), as they are amended from time to time, is a condition of continued employment at Michigan State University.

### **MSU NetID (e-mail account):**

- Your MSU NetID may be set up by visiting the [NetID site \(https://netid.msu.edu\)](https://netid.msu.edu).
- Please note that you will need your MSU NetID to enroll in benefits and to complete mandatory training.

### **MSU ID Card:**

- Available in the MSU ID Office, Room 170 International Center

### **Payroll Forms including W-4 and Direct Deposit:**

- Log into the [EBS Portal](#) to complete payroll forms and to set up direct deposit after activation of your MSU NetID.
- Select the My Time & Payroll tab.

### **MSU East Lansing Campus Parking Permit:**

- Available at the Department of Police and Public Safety Building  
*Note: You must show your vehicle registration and MSU ID Card to apply for a parking permit.*

### **Moving Expenses (if applicable):**

- In accordance with the federal tax law, payments or reimbursements for moving expenses of household goods and personal items are reportable as taxable income on Form W-2. Moving expenses must be paid to the employee as a taxable allowance. In conformity with IRS regulations, the entire moving expense

allowance will be reported as taxable income and included on the employee's W-2 statement at the end of the year. Applicable taxes will be withheld and reported.

- For a new employee, employment forms must be completed (i.e. the employee's job must be in the HR/Payroll system) before moving expenses can be paid.
- Helpful information about moving expenses is available on the [Payroll](#) website.

### **Appointment Approval:**

While we do not expect any difficulty with obtaining approval for this appointment, the right of final appointment approval rests solely with the Provost/President/Board of Trustees.

The award of tenure requires action by the Michigan State University Board of Trustees.

### **Form I-9:**

Appointment approval is also subject to completion of a U.S. Citizenship and Immigration Services Form I-9. The Immigration Reform and Control Act of 1986 requires MSU to verify the employment eligibility and identity of all new hires via the Form I-9. The Form I-9 is completed via an online system. You will be contacted by a department representative who will initiate this process. Section 1 of the Form I-9 must be completed on or before the first day of employment. Original, unexpired documents from either List A or List B and C must be presented to the verifier within three business days of the first day of employment. If you are not on campus at Michigan State University to ensure timely completion of the Form I-9, it may be completed by a notary public. Your employment authorization may also need to be electronically verified using E-Verify if you will be performing work under a federal contract containing such a requirement.

### **Information for Foreign Nationals (If applicable):**

If you are not a U.S. citizen or permanent resident and have not been issued an H-1B visa by your appointment start date, your initial appointment will be as a fixed term (non-tenure system) faculty member. Your appointment will be transferred into the tenure system following the issuance of the visa. The award of tenure is contingent upon your receipt of U.S. citizenship or permanent residence status, or execution of a Faculty Tenure Policy Exemption Agreement approved by the Provost.

There may be laws (e.g., Export Administration Regulations and International Traffic in Arms Regulations) that limit or prohibit your employment activities if you are a foreign national. Pursuant to federal export control regulations, certain positions require that the employee be a U.S. citizen, lawful permanent resident, refugee, asylee, or temporary resident. You **must** become familiar with and abide by such laws. Prior to beginning work, all foreign nationals should contact the Office of Export Control and Trade Sanctions at (517) 432-4499 or [export@msu.edu](mailto:export@msu.edu) to ensure compliance with export control requirements.

### **Policy Information:**

The complete commentary regarding the appointment, reappointment, promotion, and tenure process is contained in the [tenure system policies](#) section of the MSU Faculty Handbook. A useful document is the [Faculty Guide for Reappointment, Promotion and Tenure at Michigan State University](#). College of Arts & Letters bylaws can be found here: <http://www.cal.msu.edu/faculty/bylaws> Visit the Department website for department-specific bylaws.

### **Reasonable Accommodation:**

MSU employees with disabilities have the right to request and receive reasonable accommodations as long as such accommodations do not impose undue hardship to the University. Employees who wish to request reasonable accommodation must contact the [Resource Center for Persons with Disabilities](#) to initiate the reasonable accommodation process.

Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Revised 2/2018**

## Attachment C: University Policies

The University expects that all individuals appointed in the academic personnel system will adhere to University policies in the course of their employment. Faculty and academic staff members are encouraged to review the relevant handbooks and University policies located on the Human Resources website. I understand that it is my responsibility to read and comply with the policies contained in the appropriate handbook relevant to my employment. The following policies merit close attention by faculty and academic staff.

- Code of Teaching Responsibility  
[https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/teaching\\_responsibility.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/teaching_responsibility.html)
- Sponsored Research and Creative Endeavor  
[https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/sponsored\\_research.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/sponsored_research.html)
- University Policy on Relationship Violence and Sexual Misconduct  
[https://www.hr.msu.edu/policies-procedures/university-wide/rvsm\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/rvsm_policy.html)
- Consensual Amorous Relationships  
[https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/COI\\_EdResponsibilities.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/COI_EdResponsibilities.html)
- Conflicts of Interest, Faculty  
[https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/conflicts\\_of\\_interest.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/conflicts_of_interest.html)
- Outside Work For Pay  
[https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/outside\\_work\\_for-pay.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/outside_work_for-pay.html)
- Patents  
<https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/patents.html>

Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Attachment D: Intellectual Property Assignment and Policy Acknowledgement

Completion of the *Intellectual Property Assignment and Policy Acknowledgement* is an important element of compliance with the MSU Patent Policy and is a condition of employment for all new faculty and academic staff.

By signing below, I agree to the following:

As part of my obligations under Michigan State University's Patent Policy, I hereby assign to the Board of Trustees of Michigan State University ("University") all right, title, and interest in any discovery or invention made (i.e., conceived or first reduced to practice) by me, solely or jointly with others, which (a) results from my duties with the University ("duties" refers to your scholarly activities and expertise as a faculty or academic staff member), (b) results from my research or research conducted under my direction which is supported by University funds or by funds controlled or administered by the University, or (c) has been developed in whole or in part through the utilization of University resources or facilities not available to the general public.

I hereby agree to comply with and be bound by the policies, procedures and rules of the University, as now and hereafter enacted, including, without limitation, the policies governing intellectual property.

Adherence to these terms and all University policies, as they are amended from time to time, is a condition of continued employment at Michigan State University.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### ***Previous activities***

It is important for the University to know the following information to evaluate contractual or regulatory obligations it may assume in connection with your research. If you check one of the boxes below, a representative from MSU Technologies will contact you to discuss in greater detail.

- Please check this box if at least one of your previous employers had policies under which the employer claimed ownership of your inventions or discoveries, and your research at MSU will involve subject matter which is the same as, or similar to, the work you did for that employer.
- Please check this box if your work at the University is likely to generate inventions or discoveries and you have previously entered into consulting or other agreements pursuant to which others may claim ownership of, or an interest in, your inventions or discoveries.
- Please check this box if you have entered into agreements relating to inventions or discoveries in the past and you are unsure about their impact on your research at the University.

## Attachment E: Office of Regulatory Affairs Questionnaire

The Office of Regulatory Affairs (ORA) operates within the Office of the Vice President for Research and Graduate Studies. ORA includes the offices of the Animal Care Program, Conflict of Interest, Environmental Health and Safety, and the Human Research Protection Program.

ORA's mission is to:

- facilitate research
- promote the responsible conduct of research
- assure compliance with relevant federal, state, and local laws and regulations and University policies and procedures
- protect the research subject and investigator

In order to assist you with a seamless integration into your new role, **please answer the following questions related to your program.**

### Human Research (<http://hrpp.msu.edu/>)

No  Yes Do you plan to conduct research with human subjects?

### Animal Use and Care (<http://animalcare.msu.edu/>)

No  Yes Will your research or teaching involve the use of animals?

### Environmental Health and Safety (<http://ehs.msu.edu/>)

No  Yes Will you be interacting with radioactive materials, biohazards, chemicals, or recombinant DNA?

### Stem Cell (<http://stemcellresearch.msu.edu/>)

No  Yes Do you plan to conduct research with human stem cells?

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
MSU Department:

\_\_\_\_\_  
MSU Title:

\_\_\_\_\_  
Current Email Address:

**Departments: Please return this completed form to ORA at [ora@ora.msu.edu](mailto:ora@ora.msu.edu). If the individual is not participating in research in any of the above categories, do not forward this form to ORA.**