



The University of Michigan

FACULTY HANDBOOK

for Instructional & Primary Staff

THE UNIVERSITY OF MICHIGAN

FACULTY HANDBOOK FOR INSTRUCTIONAL AND PRIMARY* STAFF

**(Includes Research Scientists, Archivists, Curators, and Librarians)*

The University of Michigan, as an Equal Opportunity/Affirmative Action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the University's Executive Director of Human Resources & Affirmative Action, Title IX/Section 504 Coordinator, 4005 Wolverine Tower, Ann Arbor, Michigan, 48109-1281, 313/763-0235, TDD 313/747-1388, FAX 313/763-2891. For other University of Michigan information, call (313) 764-1817.

The Regents of the University of Michigan (January, 1995): Deane Baker, Ann Arbor; Laurence B. Deitch, Bloomfield Hills; Andrea L. Fischer, Birmingham; Daniel D. Horning, Grand Haven; Shirley M. McFee, Battle Creek; Rebecca McGowan, Ann Arbor; Philip H. Power, Ann Arbor; Nellie M. Varner, Detroit; James J. Duderstadt, *ex officio*.

PREFACE

The University of Michigan was founded in 1817 in what was then the Northwest Territory. With the coming of statehood to Michigan, the University was provided with the autonomous constitutional status it still retains. In the course of time, new schools and colleges were added to the original Catholepistemiad, and a body of rules took form, the *Bylaws of the Board of Regents*. This is the code under which the elected governing board of the University fulfills its responsibilities.

Over the years, there has also accumulated a body of practices developed in part in accord with directions from the Regents and executive officers of the University, in part following federal and state legislation, and in part in agreement with financial principles and such specific practices as custom has authorized. Many of the practices of this general character have been assembled and codified in the *Standard Practice Guide (SPG)*, which is published and distributed by the Office of University Audits. Your department, the libraries, and the Department of Human Resources & Affirmative Action can provide you with access to the *Standard Practice Guide*. Other regulations can be found in the *Regents' Proceedings* or in policy directives issued by individual executive officers. This handbook has been composed as a reliable digest of these codes and statements for faculty members, including instructional staff and primary archivists, curators, librarians, and research scientists.

We hope that you will keep this summary as a reference for questions that may arise during your appointment. To help you find topics, the policies and procedures are grouped under general headings which are shown in the "Table of Contents." In addition, a topical index is included at the end.

The policies referred to in this handbook and the related *Regents' Bylaws*, *Standard Practice Guide*, and executive officer policy directives may be changed or terminated at any time by the University. Neither this handbook, the *Regents' Bylaws*, the policy directives, nor the *SPGs* establish or imply contractual obligations to any faculty group or individual faculty member that cannot be changed or terminated.

Should any provision of this handbook, *Regents' Bylaws*, executive officer policy directive, or the *Standard Practice Guide* require interpretation, the University, through the appropriate issuing unit, shall issue the interpretation. No one can rely on an oral statement or direction that is inconsistent with these written materials.

This handbook is a publication of the Department of Human Resources & Affirmative Action. It has been developed by the Office of Academic Human Resources in cooperation with the Office of the Provost and Executive Vice President for Academic Affairs, the Office of the General Counsel, and the Office of the Vice President for Research, in consultation with the Senate Advisory Committee on University Affairs. It will be updated periodically as new policies are developed and existing ones are modified. Questions and comments should be directed to the Office of Academic Human Resources, 4021 Wolverine Tower, 1281 (313/763-1284).

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