**PLANT RESEARCH LABORATORY – MSU POLICIES AND PROCEDURES AND RELATED RESOURCES**

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| Policies / Procedures | Resources | Services Rendered |
| **Equal Opportunity & Non-Discrimination Policy**  https://www.hr.msu.edu/policies-procedures/ university-ide/EquOppNonDiscrim.html  **Anti-Discrimination Policy (ADP)**  https://oie.msu.edu/policies/adp.html  **Tolerance And Civility**  https://www.hr.msu.edu/policies-procedures/ university-wide/tolerance\_civility.html  **Disability and Reasonable Accommodation Policy**  https://oie.msu.edu/policies/disability-and-reasonable-accommodation-policy.html | **Office of Institutional Equity (OIE)**  408 W. Circle Dr., Suite 4 Olds Hall,  East Lansing, MI 48824  (517) 353-3922, oie@msu.edu  oie.msu.edu | Reviews complaints related to discrimination and harassment based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, and weight under the University's Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM). Provides information and training. |
| **Office for Inclusion and Intercultural Initiatives**  426 Auditorium Road, Room 444  East Lansing, MI 48824  517-353-4563, inclusion@msu.edu  inclusion.msu.edu | Leads and supports efforts to advance a diverse and inclusive campus community. |
| **Resource Center for Persons with Disabilities (RCPD)**  120 Bessey Hall  East Lansing, MI 48824  (517) 884-7273  rcpd.msu.edu | Assist students, employees and visitors by maximizing ability and opportunity. |
| **Academic Human Resources**  Office of the Provost  426 Auditorium Road, Room 440  East Lansing, MI 48824-1046  517-353-5300, ahr@msu.edu  ahr.msu.edu, ahr.msu.edu/directory | For Faculty and academic staff:  Conducts faculty development, leadership development, and organizational development programs; provides strategic expert advice, information, and data collection and analysis on academic human resources issues. Handles pay, rewards & recognition; Handles reappointments, promotion and tenure/continuing appointment, retirement/termination/separation. |
| **MSU Human Resources**  1407 S. Harrison Road  Nisbet Building, Suite 110  East Lansing, MI 48823  517-355-1526  hr.msu.edu, hr.msu.edu/contact | Faculty and academic staff: information on hiring and job postings, policies, union contracts and handbooks.  Support staff: academic employment-related questions |
|  | **MSU HR Solutions Center:**  517-353-4434 or 800-353-4434  [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu) | Graduate Assistants: Graduate Assistants Processing (graduateassistants@hr.msu.edu)  Faculty, academic staff:  Benefits, flexible spending accounts, insurance, disability, retirement, tuition assistance, workers compensation.  Support staff:  Benefits, flexible spending accounts, insurance, disability, retirement, tuition assistance, Family and Medical Leave Act (FMLA) related questions, workers compensation, non-academic employment related questions, employee records-related question |
| **MSU HR Employee Relations**: 517-353-5510, hr.er@hr.msu.edu | Support staff: union/contract-related questions |
| **Organization and Professional Development**:  517-355-0183 or ProDev@hr.msu.edu | Faculty, academic and support staff: professional development services |
| **Office for Civil Rights and Title IX**  408 W. Circle Dr., 105 Olds Hall  East Lansing, MI 48824  (517) 355-3960, oie@msu.edu  www.civilrights.msu.edu | Education on how to prevent, identify, and report discrimination, harassment, and gender-based violence; monitors complaints, conducts fair and equitable investigations, connects those affected by discrimination, harassment, and gender-based violence with campus and community resources. |
| **University Policy On Relationship Violence & Sexual Misconduct**  https://www.hr.msu.edu/policies-procedures/university-wide/RVSM\_policy.html | **Office for Civil Rights and Title IX**  408 W. Circle Dr., 105 Olds Hall  East Lansing, MI 48824  (517) 355-3960, oie@msu.edu  www.civilrights.msu.edu | Education on how to prevent, identify, and report discrimination, harassment, and gender-based violence; monitors complaints, conducts fair and equitable investigations, connects those affected by discrimination, harassment, and gender-based violence with campus and community resources. |
| **University Reporting Protocols: Child Abuse, Sexual Assault, And Child Pornography**  https://www.hr.msu.edu/policies-procedures/university-wide/reporting\_protocols.html | **MSU Police Department**  1120 Red Cedar Road  East Lansing, MI 48824  (517) 355-2221  Emergencies: 911  www.police.msu.edu | Investigations – including special victims unit, behavioral treat assessment unit, and digital forensics and cyber crime unit – and parking services. |
| **OIE / Title IX Coordinator**  408 W. Circle Drive, Room 4  East Lansing, MI 48824  (517) 353-3922, oie@msu.edu  www.oie.msu.edu | Reviews concerns related to discrimination and harassment based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, and weight. |
| **Michigan Department of Human Services**  Report Abuse & Neglect Hotline  855-444-3911 | Resources on domestic and sexual violence |
| **Bullard Plawecki Employee Right To Know Act**  https://www.hr.msu.edu/policies-procedures/ university-wide/right\_to\_know\_act.html  **Personnel File Guidance**  https://www.hr.msu.edu/policies-procedures/ university-wide/personnel\_file.html  **Policies associated with evaluations across the range of academic appointment types**  https://www.hr.msu.edu/ua/performance/faculty-academic-staff/index.html  **Project Pay Policy**  https://www.hr.msu.edu/policies-procedures/university-wide/project\_pay.html | **Academic Human Resources**  Office of the Provost  426 Auditorium Road, Room 440  East Lansing, MI 48824-1046  517-353-5300, ahr@msu.edu  ahr.msu.edu, ahr.msu.edu/directory | For Faculty and academic staff:  Conducts faculty development, leadership development, and organizational development programs; provides strategic expert advice, information, and data collection and analysis on academic human resources issues. Handles pay, rewards & recognition; Handles reappointments, promotion and tenure/continuing appointment, retirement/termination/separation. |
| **MSU Human Resources**  1407 S. Harrison Road  Nisbet Building, Suite 110  East Lansing, MI 48823  Solutions Center: 517-353-4434 or 800-353-4434  SolutionsCenter@hr.msu.edu | Faculty, academic staff, and support staff  Benefits, flexible spending accounts, insurance, disability, retirement, tuition assistance, workers compensation. Performance review and development  Support staff:  Family and Medical Leave Act (FMLA) related questions, non-academic employment related questions, employee records-related questions |
| **Grievances Policy (FGP) for faculty and academic staff**  https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/ grievance\_policy.html | **Faculty Grievance & Dispute Resolution Office** **(FGO)**  W38 Owen Graduate Hall  735, E Shaw Ln,  East Lansing, MI 48825  517-353-8884, fgo@msu.edu  fgo.msu.edu | Responds to inquiries from MSU faculty, academic staff and administrators concerning alleged violations of policies and practices, attempts to informally resolve grievances between faculty, academic staff and their administrators, schedules and conducts formal grievance hearings when necessary, works with the General Counsel and Provost offices and the University Committee on Faculty Affairs (UCFA) to help resolve disputes and to review and recommend changes in MSU Human Resource policies. |
| **Conflict Of Interest In Employment**  https://www.hr.msu.edu/policies-procedures/university-wide/conflict\_of\_interest.html | **Office of Regulatory Affairs** 4000 Collins Rd., Room 108 Michigan State University Lansing, MI 48910 517-884-7000 [FCOIIO@msu.edu](mailto:FCOIIO@msu.edu)  Faculty Conflict of Interest Officer 517-884-8045 [mattesbr@msu.edu](mailto:mattesbr@msu.edu)  Help Desk  517-355-2000 [kchelpdesk@msu.edu](mailto:kchelpdesk@msu.edu%20) | Institute to which conflicts of interest should be reported to. Provides information on federal regulations and guidelines, training and helps resolve conflicts of interest. |
| **Procedures Concerning**  **Allegations of Misconduct in**  **Research and Creative**  **Activities**  https://rio.msu.edu/sites/rio.msu.edu/files/2018-12/June\_ 2009\_Procedures.pdf | **Research Integrity Officer (RIO)**  106, Wills House,  287 Delta Court, Room 106  East Lansing, MI 48824  517-432-6698  **Submit a report online (**http://misconduct.msu.edu/**) or call the misconduct hotline** (800-763-0764): anonymous calls can be made 24 hours a day, seven days a week. | Investigation and evaluation of alleged or apparent misconduct to help preserve the integrity of research and creative activities.  Misconduct hotline - report misconduct in the areas such as athletics, conflicts of interest, discrimination and harassment, employment fiscal misconduct, medical and HIPAA, privacy, research, retaliation safety, or any other compliance issues that do not fit into an existing area. |
| **Students Rights and Responsibilities**  http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university  https://ombud.msu.edu/Academic%20Grievance-procedures/index.html | **The Office of the University Ombudsperson**  129 North Kedzie Hall, 354 Farm Lane, East Lansing, MI 48824  (517) 353-8830, ombud@msu.edu  www.ombud.msu.edu | Information on students’ rights and responsibilities, information related to student grievances, assist students in resolving conflicts or disputes within the University, helps staff members, instructors, and administrators sort through university rules and regulations that apply to specific student issues and concerns. |