



# **THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE**

## **TABLE OF CONTENTS**

100 - ORGANIZATION

200 - FACULTY AND STAFF

300 - INSTRUCTION AND RESEARCH SERVICES

400 - STUDENT AFFAIRS

500 - BUSINESS AND FINANCIAL SERVICES

600 - GENERAL UNIVERSITY POLICIES, AND SERVICES



# THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 1

## TABLE OF CONTENTS

### **100 ORGANIZATION**

### **200 FACULTY AND STAFF**

#### 201 Human Resources

- 201.1 Application for Employment
- 201.3 Funeral Time
- 201.4 Summer Appointments -- UM Ann Arbor
- 201.5 Work Rules and Conditions
- 201.6 "Call-Back" Pay
- 201.7 Salary Programs
- 201.8 Grievance Procedure
- 201.9 Mediation
- 201.10 Definitions
- 201.11 Sick Time Pay
- 201.11-1 Sick Leave Plan (Instructional)
- 201.12 Discipline
- 201.13 Rules Concerning Acquiring the Protection of Regents' Bylaw 5.09 by Accumulating Years of Service (Regular Instructional Staff)
- 201.14 Faculty and Staff Assistance Program
- 201.15 Fitness for Duty
- 201.17 Employment Oath
- 201.18 Employment of Non-U.S. Citizens
- 201.19 Postdoctoral Research Fellows
- 201.20 Employment of Minors
- 201.21 Appointments Specifically Designated "Without Tenure" (Regular Instructional Staff)
- 201.22 Recruitment and Employment Process (Regular)
- 201.23 Appointment of Relatives or Others with Close Personal or External Business Relationships; Procedures to Assure Equal Opportunity and to Avoid the Possibility of Favoritism (Nepotism)
- 201.24 Employment of Students



## THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 2

201.25	Garnishments, Tax Levies and Assignments
201.26	Holidays
201.26-1	Season Days
201.27	Emergency Closure and Emergency Operations Reduction
201.29	Jury and Witness Pay
201.30	Leaves of Absence
201.30-1	Leaves of Absence without Salary (Instructional)
201.30-2	Sabbatical Leave (Instructional)
201.30-3	Seasonal Leave of Absence
201.30-4	Scholarly Activity Leave
201.30-5	Federal Intergovernmental Personnel Agreements
201.31	Lunch Periods
201.33	Military Reserve Duty Pay
201.34	New and Changed Positions
201.34-1	Classification and Appointment of Instructional Faculty
201.35	Non-Discrimination
201.36	On-Call Pay
201.37	Orientation
201.38	Overtime
201.39	Part-Time Employment
201.39-1	Principles and Practices Governing Tenure for Faculty Members with Divided or Partial Appointments (Regular Instructional Staff)
201.40	Termination of Employment
201.41	Performance Evaluations
201.42	Perquisites
201.43	Probationary Period
201.45	Protective Clothing and Equipment
201.46	Personnel Records - Collection, Retention and Release
201.47	Recruiting
201.47-1	Recruitment Guideline for Regular Instructional Staff
201.49	Rehire/Reinstatement



## THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 3

201.50	Guidelines Related to Tenure Reviews and Reappointment Reviews (Regular Instructional Staff)
201.51	Remote Location Pay and Reimbursement of Dependent Relocation Costs
201.52	Rest Periods
201.53	Security Clearance
201.55	Shift Premium
201.56	Solicitations, Collections, and Donations
201.57	Temporary Employment
201.59	Testing
201.60	Training Programs
201.61	Transfer: Promotional, Lateral, and Demotional
201.61-1	Temporary Promotion
201.64	Vacation (Regular Allied Health, Office, Primary, Professional/Administrative and Technical Staff)
201.64-1	Vacation (Instructional Staff)
201.65	Work Outside the University
201.65-1	Conflicts of Interest and Conflicts of Commitment
201.67	Work Schedules
201.68	Moving and Relocation Expenses
201.69	Tuition Refund
201.69-1	Special One-Year Tuition Diff Grant for Newly Recruited Faculty and Staff, etc.
201.71	Withholding of Services
201.72	Reduction in Force (Reg. Allied Health, Office, Primary, P/A, Tech. Staff)
201.72-1	Reduction in Force (Instructional Staff)
201.76	Promotional Openings Program (P.O.P.)
201.78	Unemployment Compensation
201.80	Emeritus/Emerita Titles
201.81	Retirement Furlough
201.82	EEO/Affirmative Action Policy
201.83	Retirement
201.84	EEO Affirmative Action Policy for Individuals with Disabilities
201.85	Special Stipends (Form G)
201.86	Services of Independent Consultants (Form G-2)



## THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 4

201.87	EEO Affirmative Action Policy for Disabled Veterans and Veterans of the Vietnam Era
201.88	Notice of Non-Reappointment
201.89	Sexual Harassment
201.89-1	Interim Policy on Discriminatory Harassment
201.90	Duty Off-Campus
201.91	Distinguished University Professorships
201.92	Tenure Probationary Period: Effects on Tenure Clock of Childbearing and Dependent Care Responsibilities
201.93	Modified Duties for New Parents
201.94	Weapon Possession
202	<u>Payroll</u>
202.1	Social Security Eligibility
203	<u>Staff Benefits</u>
203.1	Basic Long Term Disability Plan
203.1-1	Expanded Long Term Disability Plan
203.2	Health and Welfare Benefits
203.5	Retirement Savings Plan
205	<u>Grants and Awards</u>
205.1	Authorization for Scholarships, Fellowships, Grants and Awards
<b>300</b>	<b>INSTRUCTION AND RESEARCH SERVICES</b>
301	<u>Educational Services</u>
301.1	Admissions, Horace H. Rackham School of Graduate Studies
301.3	Center for Continuing Education of Women
301.5	Institute of Gerontology
302	<u>Libraries</u>
302.1	Loan Privileges
302.2	Book Funds and Purchases for the Collections
302.3	Reference Services
302.4	Course Reserves
302.5	Carrels and Lockers
302.6	Michigan Historical Collections - Acquisitions
302.7	Michigan Historical Collections – Reference



## THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 5

- 303 Research
  - 303.1 Implementation of Regents' Policy Concerning Research Grants, Contracts, and Agreements
  - 303.2 Indirect Costs
  - 303.3 Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research
  - 303.4 University of Michigan Technology Transfer Policy
  - 303.5 Policy for Research with Human Participants

### **400 STUDENT AFFAIRS**

- 402 International Center
  - 402.1 International Center Services
- 404 Religious Affairs
  - 404.1 Policies and Procedures of the Office of Ethics and Religion
- 406 Student Counseling
  - 406.1 Student Counseling Services
- 409 Housing Division
  - 409.1 Housing Division Services

### **500 BUSINESS AND FINANCIAL SERVICES**

- 500.1 Fiscal Responsibilities of a Project Director
- 501 Financial Operations
  - 501.1 NonDramatic Musical Performance License Fees
  - 501.2-1 Imprest Cash Fund
  - 501.4-1 Travel and Business Hosting Expense Policy and Procedures
  - 501.5 General Accounts Receivable
  - 501.6 Credit Cards
  - 501.7 Research Subject Fees
  - 501.8 Lump Sum Advance Policy and Procedures
  - 501.9 Policy on Retroactive Salary Distribution Changes
  - 501.10 Policy on Effort Certification
  - 501.11 University Investments and Endowment Funds



## THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 6

502	<u>Sales and Cash Collections</u>
502.1	Cashier's Office (General Policies and Procedures)
502.3	Michigan Sales and Use Tax
502.4	Sales of Goods and Services to Non-University Entities and Federal Unrelated Business Income (UBI)
505	<u>Audit Services</u>
505.1	Internal Audit
505.2	External Auditors
507	<u>Purchasing</u>
507.1	General Policies and Procedures
507.4	Independent Consultants
510	<u>Department of Public Safety and Security</u>
510.1	Public Safety and Security Services
510.2	Public Safety Standards
512	<u>Telephone Service</u>
512.2	Personal Long Distance Phone Calls
512.3	Telephones in Private Residences and Cellular Telephones
515	<u>Mail Service</u>
515.1	U. S. and Campus Mail Procedures
518	<u>Controller's Office</u>
518.1	Payroll Controls for Payments to Temporary Staff
519	<u>Treasurer's Office</u>
519.1	Banking and Treasury Services
519.2	Workers' Disability Compensation
519.3	Foreign Check Acceptance
520	<u>Property Control Office</u>
520.1	Acquisition, Use and Disposition of Property (Exclusive of Real Property)
<b>600</b>	<b>GENERAL UNIVERSITY POLICIES AND SERVICES</b>
601	<u>General Policies and Services</u>
601.1	Freedom of Speech and Artistic Expression
601.2	Discontinuance of Academic Programs
601.2-1	Procedure to Update University Records in the Case of Inactive Academic Programs



## THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 7

601.3	Ownership and Use of Computer Software
601.3-1	Management of Copyrighted Software
601.3-2	Ownership of Copyrighted Works Created at or in affiliation with the University of Michigan
601.4	Smoking on University Premises
601.6	Preventing Discrimination Based on Sexual Orientation
601.7	Proper Use of Information Resources, Information Technology, and Networks at the University of Michigan
601.7-1	Responsibility for Maintaining Information Technology Backup and Recovery Procedures
601.8	University Archives and Records
601.8-1	Identification, Maintenance, and Preservation of Digital Records Created by University of Michigan
601.9	Defense and Indemnification
601.11	Privacy and the Need to Monitor and Access Records
601.12	Institutional Data Resource Management Policy
601.13	Identification Photos; Identification and Access Control Cards
601.14	Social Security Number Privacy Policy
601.15	Internet Addressing: IP Address Standards at the University of Michigan
601.15-1	Domain Name System Standards at the University of Michigan
601.16	Policy and Guidelines Regarding Electronic Access to Potentially Offensive Material
601.17	Commercial Notetaking
601.18	Violence in the University Community
601.19	Identity Misrepresentation
601.20	Music Performance License Fees
601.21	Parking and Transportation Services
601.22	Faculty-Student Relationships
601.22-1	Employee-Student Relationships
601.23	Real Estate Transactions
601.24	Delegation of Authority to Bind the University to External Agreements on Business and Financial Matters
601.25	Information Security Incident Reporting Policy
601.26	Employee Use of Mobile Communication Technology Equipment



## THE UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

Table of Contents  
Page 8

602	<u>Development, Gift Administration, Major Gifts, Trusts and Bequests</u>
602.1	Development, Office of
602.2	Gift Acceptance
602.4	Prospect Coordination
602.5	Use and Release of Donor and Alumni Information
602.6	Alumni Directories
602.8	Corporate and Foundation Relations
602.9	Development Research
602.11	Donor Relations
602.13	Major Gifts
602.14	Development Legal Services
602.15	Trusts and Bequests, Office of
603	<u>University Relations</u>
603.4	University Events
603.10	Marketing Communications, Office of
604	<u>Business and Financial Services</u>
604.1	Record Retention for Business and Financial Records
605	<u>Occupational Safety and Environmental Health</u>
605.1	Occupational Safety and Environmental Health Policy
605.2	Occupational Safety and Environmental Health Procedures