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When You Arrive

When you arrive on campus, you will want to check in with your designated support staff contact person. She or he will help set up appointments for orientation, meeting your new colleagues, etc. At this time, you will also be introduced to your new office, and arrangements for a telephone, computer, etc. can be finalized if they have not been already.

Technology and Communications

Phone System

The Department of Pediatrics and Human Development does not have voicemail for each individual phone line. All unanswered office calls are automatically forwarded to the faculty member’s secretary or the department receptionist. Depending on the importance of the call and the faculty member’s personal preference, the faculty member will have a note left at his/her office, be sent an e-mail, or receive a page.

To dial a number within the University, only the last five digits need to be dialed. For example, (517) 353-5042 would be dialed as 3-5042 from on campus. To make a call outside of the University, 8 must be dialed and then the number.

See the Department Phone List in the Appendices for phone numbers of faculty and staff.

E-Mail

Michigan State provides each faculty member with an e-mail address which is generally the first seven letters of the last name and the first letter of the first name ending with @msu.edu. For assistance in setting up your e-mail through Microsoft Outlook, speak with your secretary or the office supervisor.

You will also be assigned an e-mail account through the MSU HealthTeam (which manages the clinical system for our medical schools). Many faculty members use this as their primary account. It is possible to have incoming mail from your MSU account forwarded to your HealthTeam account. This simplifies the process of checking and responding to your e-mail.

To find an e-mail address for someone connected within the University, you can use people search on the MSU homepage or at http://search.msu.edu/people/index.php.
Listserv

Listserv is a web based mailing-list management tool used by departments for mass mailing and as a communication forum for subscribers to a list. The cross-campus Pediatrics and Human Development listserv is MSUKIDSDOCS@listserv.msu.edu. This listserv is used to make announcements of interest to all faculty members across all of our campuses simultaneously.

The department’s listserv is not public and you are added to the listserv by the Executive Secretary. When you are added to the listserv, you will receive a email message indicating you have been added an instructions on the use of the listserv.

Angel Course Management Website

ANGEL is MSU’s web-based course management system. It is available to any student, faculty or staff member with an MSU NetID.

The system is integrated with the Registrar's office, so students that are enrolled in classes automatically appear in an instructor’s class rosters within ANGEL.

Angel can accommodate working groups, as well as class work. You can easily set up a group and invite participants, to facilitate committee or project work.

Angel is located at http://angel.msu.edu. Tutorials are available through the Help menu.
Tracking Your Time and Activities

Faculty and Activity Tracking/Reporting (CLIFMS)

The University system for tracking faculty effort is known as CLIFMS (Course Load, Instruction, Funding and Modeling System). It is the department’s responsibility to regularly enter instructors' effort distributions, and apportion effort distribution across the courses. The data required for these submissions are collected through your own entries of your time and effort into your Outlook Calendar.

It is important that each faculty member accurately and completely submit their work effort data. Annually, faculty members are assigned a particular contracted effort percentage of time in each category during their annual review. It is considered part of the job expectations to track your activities on your Outlook Calendar.

After you have entered your data through your Outlook Calendar, it will be summarized and loaded into the CLIFMS database. Then, each year the CLIFMs reports will be printed and reviewed as part of your evaluation in order to see if the percentages of time agreed upon when hired match the year’s performance. This will allow for adjustments based on agreement between the Chair and the faculty member.

CLIFMs works with your Outlook calendar to code all activities (meetings, patient care teaching, scholarly activity, etc.) into the appropriate categories. This makes it essential for all activities to be input into your Outlook as well as ensuring that each activity is properly coded.

A handbook is available on how to use Outlook Calendar for your work effort entries. For further assistance contact your Secretary or the Office Supervisor.

Outlook Calendar

Keeping an up to date Outlook calendar is essential for an accurate and thorough annual review. Each meeting/appointment should fall into a specific effort category and should be marked as such. If you need more information or help with Outlook, speak with your secretary. The categories for effort reporting as designated in Microsoft Outlook are:

Scheduled Instruction: Time spent teaching in or supporting regularly scheduled courses and sections (carrying University Curriculum Committee course numbers) or medical school residency programs during the current term, including independent variable credit courses where students are currently registered. Include time spent in direct contact with students, course preparation, course administration, and student evaluation for courses offered during the semester.

Advising and Counseling: Time spent helping students to handle educational, financial, or personal problems that are related to their careers as students. Include advising on courses to take course requirements for programs, scheduling, career counseling,
writing recommendations, recruiting students, registering students, orientation programs, and other student-oriented non-course related activities.

*Course and Curriculum Development:* Time spent developing or revising existing courses (including objective and instructional methods), curriculum or programs, materials and techniques, to be used in future terms. Include course or curriculum review and development of evaluation procedures.

*Other Instruction:* Time spent teaching in or supporting instructional activities that do not carry specific University Curriculum Committee course numbers, are not unique to any specific course, do not generate continuing education units credited to MSU, and for which only MSU-controlled remuneration is received. Such activities include on and off campus non-credit courses, remedial tutoring, and seminars given within the institution unrelated to ongoing research projects. Include time spent in teaching, preparation, and administration of these instructional activities.

*Research:* Time spent on activities related to sponsored and non-sponsored research projects related to keeping current in a professional field. This includes reviewing a colleague’s research work, reviewing literature, writing or developing proposals, administration related to projects, supervision of technicians or graduate students related to research projects, research dissemination (written or oral presentation, on or off campus), attending seminars and professional meetings, thesis advising for students whose topics are a portion of your own formal sponsored research projects, and artistic and creative activities such as composing, writing and works of art which are discipline related.

*Public and Community Service:* Time spent on activities directed outside the university community related to professional activity. These activities include consulting, advising, continuing education activities, presenting papers not related to research projects, duties as an officer in organizations, patient care not related to teaching and/or research assignment, cooperative extension, diagnostic services not related to teaching and/or research assignment, showings and recitals. Please exclude private consulting and nonprofessional community activities.

*Unit Administration:* General administrative activities, committee work and other activities related to general administration at the department, college, or university level not previously included. For unit administrators, this includes activities such as administering personnel policies, budget management and preparation, writing and answering memoranda, escorting visitors, and recruiting faculty. Administrative and committee activities that can be specifically associated with instructions, research, or public service should be reported in one of those categories.

*Percentage of Total Effort with Outreach Component:* The percentage of all effort for the semester that was oriented toward outreach and public service, or contained a significant outreach component. Activities can include off-campus, on-line and non-credit instruction and training; community-based research; patient and diagnostic services; technology transfer; technical assistance; consulting; community and economic development; evaluation studies; publications and presentations for non-academic audiences. NOTE: This is a duplicative measure and effort recorded in one of the seven effort categories above involving outreach should be counted again.
For any questions regarding Outlook, categories, etc. please call your Secretary or the Office Supervisor.

For recording activity on your Outlook calendar away from your desktop, you have the option of using either a PDA, Smart Phone, or Blackberry. These items will be at the expense of the faculty member. For assistance in choosing what would be best for you and your schedule, please see the Office Supervisor.

For accurate Annual Reviews, it is important that both your Outlook Calendar contain all pertinent scheduling information and are accurately categorized. For more category information, see the Outlook Calendar instructions.

For questions on categorizing, scheduling, or technical issues, please see the Office Supervisor.

### Getting Your Paperwork in Order

In addition to the information below, be sure to review the requirements of any Division or Program that you may be affiliated with. See Section III, and contact the appropriate representative of that Division or Program.

#### Credentialing/Re-credentialing

Physicians and allied health professionals who see patients at an MSU-affiliated clinical site are part of the MSU HealthTeam. As such, they are credentialed not only by the Department of Pediatrics and Human Development, but also by the MSU HealthTeam, insurance carriers, and local hospitals.

Materials related to credentialing/re-credentialing include:

- MSU HEALTHTEAM application;
- Insurance enrollment packets;
- Hospital medical staff application and request for privileges
- DEA and licensing applications, if applicable.

Credentialing packets should be completed PROMPTLY. Physicians CANNOT begin patient care until the credentialing process has been completed in its entirety.
Licensure

Clinical faculty members must keep and maintain the following valid licenses:

- Michigan Board of Michigan Physician License
- Michigan Board of Pharmacy Controlled Substance License
- Federal DEA Controlled Substance Certificate

License renewal applications should be completed well in advance of the expiration date to ensure continuity of privileges and on-going, uninterrupted patient care.

Insurance Re-enrollment

Providers are responsible for alerting the clinic as soon as they are notified of the need to renew licenses, privileges, etc., since this information is sent directly to the provider by the requesting organization. It is the provider’s responsibility to insure that Clinical Services receives the completed renewal application well ahead of the expiration date. This process assures that the provider will be able to continue to provide on-going patient-care services.

Benefits Orientation for New Faculty

The Human Resources Benefits office offers individual orientation services for new faculty members. Contact Benefits at 353-4434, Ext. 151 to register for an orientation session. New faculty members and academic staff appointed with pay of 9 months or longer at 50% time or more MUST attend this orientation.

The orientation includes a comprehensive review of the benefits programs for health, dental, life insurance, retirement, long-term disability, course fee courtesy, as well as the following additional services:

Vehicle registration and issuance of parking permit(s). New faculty and academic staff members MUST bring vehicle registrations for any vehicles that require parking permits to the orientation session.

W-4 and Direct Deposit Form for completion during the orientation. New faculty MUST bring their Social Security card to orientation.

Issuance of MSU Faculty/Staff identification card. The MSU Faculty/Staff Identification card can be obtained from the Office of the Registrar, Room 50 Administration Bldg. The MSU identification card will serve as your gate card for parking, library access and some designated building access.

Medical Insurance. Medical insurance coverage can be retroactive to the appointment date for health, dental and life insurance coverage’s if a newly hired individual enrolls.
within 60 days of the appointment. However, if enrollment for health and dental coverage is not accomplished within 60 days of the initial appointment date, it will be necessary to wait until the next open enrollment period.

Retirement benefits cannot be made retroactive. Enrollment is required the month before the plan is to be effective. If new hired faculty/academic staff wishes to enroll in a retirement plan prior to their scheduled orientation, they may contact Benefits Retirement at 432-2590.

**Departmental Policies**

For details regarding departmental and University policies, see the Appendices. These will include Conflict of Interest in Educational Responsibilities and the Anti-Discrimination Policy.

**Leave Policies**

The leave policies for the department follow the University guidelines. The faculty member must fill out a leave request form and submit it to your support staff secretary (see sample form in Appendix VIII). For more detailed information on current leave policies, see the Appendices. To ensure that you have a description of the most current policies, visit [http://hr.msu.edu/hrsite/timeoffleave/](http://hr.msu.edu/hrsite/timeoffleave/).

**Departmental Bylaws**

For further information related to the composition, organization, and policies of the Department of Pediatrics and Human Development refer to the Bylaws located in Section VII.