

Department of Physiology – CHM/COM/CNS/CVM/MABR
Division of Pathology – CHM/COM
Research Personnel Appointments
Policy and Procedure

11 November 2022

The Departments of Physiology and Divisions of Pathology (**DEPARTMENTS**) function intrinsically as bio-medical teaching and research units in multiple colleges of Michigan State University. The Departments of Physiology and Divisions of Pathology are committed to fair, equitable, and competitive pay practices. The scope of the policy reflects upon fixed-term research-primary faculty and academic staff, research-oriented support staff, graduate research assistants, student employees working with research, and no-pay research arrangements with trainees and fellowships. Not covered in the scope of this policy are tenure-system faculty, teaching-primary fixed-term faculty, and those whose primary mission is not research. All paid and unpaid individuals working in Physiology research facilities must be appointed in the University human resources system before starting work. The primary funding federal agency of the **DEPARTMENTS** has been the National Institutes for Health (**NIH**), which shall serve as principal external stakeholder in decisions for minimal salary considerations. The **DEPARTMENTS** shall also adhere to MSU – labor-group collective bargaining agreements (**CBA**), Bio-Molecular Science Gateway (**BMS**) agreements, and meet or exceed University guidelines. The **DEPARTMENTS** will also compare with benchmark information of the Association of American Medical Colleges (**AAMC**) and internally to **DEPARTMENTS** and similar bio-medical units to determine rates. Hiring of international scholars requires is governed by additional laws and considerations overseen by the MSU Office of International Students & Scholars (**OISS**), including but not limited to visas.

PROCEDURE:

- I. Research Academic Faculty – Fixed Term:
 - a. Titles: Ast Professor, Asc Professor, Professor, Research Ast Professor, Research Asc Professor, Research Professor, Ast Professor HP, Asc Professor HP, Professor HP
 - b. Starting salary determined by market rate. Ast level ideally should be commensurate postdoctoral experience **NIH** NRSA Stipend Levels and **DEPARTMENTS** equitable salaries. Asc level and above should be compared with benchmark information from **AAMC** and **DEPARTMENTS** equitable salaries. Principal faculty should consult with **DEPARTMENTS** HR before discussing salary with candidates.
- II. Research Academic Staff – Fixed Term:
 - a. Titles: Research Associate, Visiting Scholar, Specialist – Research
 - b. Starting salary must be at or above Postdoctoral Level 0 of the current year **NIH** NRSA Stipend Levels. Years of experience are encouraged to be considered and adjusted accordingly.
 - c. First appointment must be for one (1) year. Exceptions require justification by faculty member and approval by Chairperson. Reappointments may be longer or shorter periods within University guidelines.
- III. Research Support Staff:
 - a. Most Common Titles: Research Assistant I (AP11), Research Assistant II (AP12), Research Assistant III (AP13), Research Technologist I (CT8), Research Technologist II (CT10)
 - b. Salary per **CBA** – consult **DEPARTMENTS** HR office

- IV. Graduate Research Assistant:
 - a. Titles: Research Assistant I (Graduate), Research Assistant II (Graduate), Research Assistant III (Graduate)
 - b. Salary per **BMS** rate
 - c. No differentiation between levels I, II, III
- V. Temporary/On-Call Employees:
 - a. Titles: Professional Aide (AP), On-Call Minor
 - b. Must be hired through **DEPARTMENTS** pool posting
 - c. Hourly rate commensurate with duties determined faculty member. Consult with **DEPARTMENTS** HR for equitability. Faculty are encouraged to exceed Undergraduate Rates and compare with similar Support Staff levels and experience.
- VI. Student Employees:
 - a. Titles: Student Research Assistant I, Student Research Assistant II, Student Research Assistant III, Student Research Assistant IV, Student Research Assistant V, Student Research Assistant PP
 - b. Undergraduate rates determined by faculty members. Faculty are encouraged to match or exceed Undergraduate Learning Assistant rates.
 - c. Graduate Hourly paid at via "Student Research Assistant IV" at **BMS** hourly rate.
- VII. No Pay Appointments:
 - a. Titles: All Paid Titles, Scholar, Postdoctoral Fellow, Fellow, Student Intern PP
 - b. Appointment letters must define scope of work performed.
 - c. If payments received are through stipends (rather than employment), stipend amount should for paid title type and postdoctoral fellows must equate to respective salary.
 - d. Trainees (typically post-baccalaureate trainees appointed as Scholars) must receive monthly stipends equal to or greater than Predoc level of the current year **NIH** NRSA Stipend Levels. Trainees, while not employees, should log and report hours to minimize potential abuses and ensure adequate support.
 - e. Students may voluntarily work unpaid in research settings to further their studies and the research mission of the University, however, students must have a paid or unpaid appointment in the **DEPARTMENTS**. In no way may supervisors require unpaid work. Routine labor functions such as glass washing, autoclaving, and trash disposal should be considered for paid time.
- VIII. Moving Costs:
 - a. All categories of new, non-student appointments (Faculty/Academic Staff, Support Staff, Temporary/On-Call, and No-Pay) must be provided relocation expenses if qualifying per University policy.
 - b. Faculty/Academic Staff (or Respective No-Pay) – Minimum: \$2,000
 - c. Support Staff – Negotiable per **CBA**
 - d. Temporary/On-Call – Minimum: \$1,000
 - e. Trainees – Minimum: \$1,000
- IX. International Scholars:
 - a. All costs (including but not limited to pay, fringe, visa fees, moving costs) associated with international research scholars are the responsibility of the research laboratory.
 - b. Principal Investigators must review the **OISS** "Host Department Confirmations" and are responsible for their fulfillment, whether delegated. Principal Investigators must report progress to **DEPARTMENTS** designated Human Resource representative on weekly basis until initial commitments are reached.