

## Michigan State University Department of Physics and Astronomy Code of Conduct

### *The Code of Conduct:*

The Department of Physics and Astronomy embraces Michigan State's role as an original land grant university. Our mission is to lead in scientific discovery, excel at teaching and training students from Michigan and beyond, and inspire and educate our community. To succeed in this mission and for everyone in the department to thrive, it is necessary that we treat each other with respect and consideration, that we value exchange of ideas, and that we work professionally and ethically. This is only possible if all members of the department feel welcome and included. Therefore, we are committed to providing an environment free of discrimination, harassment, bullying, and intolerance, regardless of professional status, research specialty, origin, and other personal attributes, including but not limited to: (alphabetically) age, disability, ethnicity, gender, gender expression, gender identity, lactation, nationality, physical appearance, political affiliation, pregnancy, race, religion, sexual orientation, and status as a caregiver (including as a parent). We value our differences and understand that these help us learn and make progress professionally and personally. We understand we do not always agree and that behaviors and language acceptable to one person may not be to another. We make every effort to ensure that words and actions communicate respect for others.

Ensuring that the department is safe and supportive of its members requires that we actively work to create and maintain such an environment. In doing so, we will follow APS guidelines on ethical behavior, <https://www.aps.org/policy/statements/guidlinesethics.cfm>, and the AAS Ethics Statement, <https://aas.org/policies/ethics#statement>. These expectations for professional and ethical conduct apply to everyone in the department - faculty, staff, students, and visitors. Our aspiration is that the MSU Physics and Astronomy Department will be a leader in providing an environment in which each member can reach their full potential, while being safe, welcome, and included.

In order to achieve our aspirations, the department will address breaches of the code of conduct as promptly and effectively as possible. This includes proactive discussions by department administration to address inappropriate conduct as well as more formal sanctions as necessary (see below). Retaliation for any report will not be tolerated and is itself a breach of the code of conduct. It is important to act when words, actions, or behavior violate the code of conduct. Speak up if you feel the code of conduct is breached, for example through one of the following channels.

- If it is an emergency or you observe criminal activity, call 911 as soon as you are safely able. To contact the MSU police (MSUPD) for non-emergency issues, call: 517-355-2221.
- File a report with the Office of Institutional Equity (OIE). Reports involving MSU's Anti-Discrimination Policy and its Relationship Violence and Sexual Misconduct Policy may be filed online via the [Public Incident Reporting Form](#), or by calling OIE at 517-353-3922 between the hours of 8:00 a.m.-12:00 p.m. and 1:00-5:00 p.m. Monday through Friday. MSU is committed to treating all reports filed with OIE seriously, and anyone is welcome to file a report with OIE, including students, faculty, staff, and guests.
- Talk to your supervisor, advisor, or others in management positions, such as Department administrators. Department Administrators and Faculty are committed to following through on each and every issue reported to them. Note that they are mandatory reporters as described below.
- Communicate with a member of the Department's Diversity, Equity, and Inclusion Committee.

- Behavioral Threat and Assessment Team (BTAT): The Michigan State University's Behavioral Threat Assessment Team (BTAT) exists to facilitate a multidisciplinary, coordinated response to reports of students, employees, or other individuals on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community. Telephone: 517-355-2222, Email: [btat@police.msu.edu](mailto:btat@police.msu.edu) , Online Form: <http://btat.msu.edu/referral-form/>
- Contact the University Ombudsman. The Ombudsman provides a resource independent of MSU administration. <https://ombud.msu.edu/>. Note that the Ombudsperson is on the list of people who do *not* have mandatory reporting obligations.
  - Note on [mandatory reporting](#): All MSU employees other than those specifically exempted, see <https://oie.msu.edu/resources/mandatory-reporters.html>, must promptly report incidents of relationship violence, sexual misconduct, stalking, and retaliation that they observe or learn about in their professional capacity or in the context of their work and that involve a member of the University community or which occurred at a University-sponsored event or on University property. All incidents of relationship violence, sexual misconduct, stalking, and retaliation must be promptly reported to OIE. Incidents of relationship violence, sexual violence (including sexual assault), stalking, and sexual exploitation must also be reported to MSUPD.

Formal actions regarding disciplinary procedures happen primarily as follows:

- Faculty procedures are addressed in the Faculty Handbook: [https://hr.msu.edu/resources/pdf/faculty-handbook/fac\\_policy\\_man.pdf](https://hr.msu.edu/resources/pdf/faculty-handbook/fac_policy_man.pdf)
- Procedures for Graduate Students are governed by the Departmental Graduate Program Handbook found at: <https://pa.msu.edu/academics/graduate-program/current-graduate-students/>, the Graduate Students Rights and Responsibilities found at: <https://grad.msu.edu/gsrr> and the MSU/GEU Contract <https://hr.msu.edu/contracts/documents/geu-2019-2023.pdf>.
- Procedures for Undergraduate and Graduate students are covered by: <http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university>
- Staff procedures are usually addressed in the Collective Bargaining Agreements between MSU and various unions representing MSU employees. See: <https://hr.msu.edu/contracts/>