

MSU Faculty Authors Website Participation Policy

Origin – The *Faculty Authors Website* was originally created in 1997 as a project of the Giles Distinguished Professors and has passed through a number of departments before becoming a permanent project of the MSU Libraries.

Purpose – The purpose of the *Website* is to support the University's faculty authors by publicizing their works and, in the process, providing an enduring record of their contributions to academic scholarship.

Policies – The following policies and guidelines for the *Website* are intended to encourage participation by faculty and ensure accurate description of their research.

Participants – All MSU faculty and administrative officers, including temporary, emeriti, clinical, research, adjunct and visiting faculty, as long as their research was created and/or published during their employment at MSU. Research of faculty members leaving the employment of MSU will remain on the *Website*, but no future publications will be listed. Exceptions will be made for future publications that result from work done at MSU. The author assumes the responsibility of notifying the *Website* supervisor in such cases.

Scholarly Material That Will Be Included:

Monographs (Books) – Any monographic items, including textbooks and out-of-print titles, which have already been published (not forthcoming). These titles may be solely or co-authored, edited, or translated by the faculty. Except as noted above, all works must be created and published during the author's employment at MSU.

Articles – Any published articles, refereed or otherwise, which have already been published (not forthcoming). Except as noted above, all works must be created and published during the author's employment at MSU.

Scholarly Material That Will Not Be Included – Currently the following research products may not be included in this *Website*: book chapters, preprints, post prints, reprints, editorials, reviews, letters, conference proceedings, grants, contracts, musical productions, artistic products, patents, works in progress, and any other creation not listed above.

Method of Selection – Faculty can submit information about materials to be considered for the *Website* in two ways: 1) via the forms provided on the *Website*, and; 2) written recommendations to the *Website* supervisor. Once data has been entered, the *Website* supervisor will edit and verify all given information before activating citations on the

Website. Verification will include confirmation of the citation against a physical copy of the publication. If the publication is web-based, citations will be documented as *of the date received* per current standards.

Biography – The *Website* allows faculty members to add and edit personal information and include a photograph if desired. Faculty members are encouraged to maintain their biographies. If faculty members leave the University, the *Website* supervisor will edit the biographies to reflect the departure. For excellent sample biographies, see the listing for Michael Ballard or Paul W. Grimes.

Bibliography – The MSU Libraries will produce a bibliography of each year's faculty research. The bibliography, comprising an alphabetical listing by author and another listing by department/school, will be available in print and electronic form at this *Website*.

MSU Co–Authors – If two or more University faculty collaborate in the creation of a scholarly product, the citation will be listed under *all* pertinent MSU authors' names.

Collection – The MSU Libraries actively collects the monographic research of University faculty and encourages donated copies which are identified by the insertion of a gift plate. Copies of articles will be obtained from the author, the MSU Libraries' collections, or through interlibrary loan for use in displays, exhibits, or other promotional activities. This compilation of research will not be exhaustive.