



WHAT SHOULD I DO WHEN I'M FACING A

Conflict?

A Guide for Staff & Faculty

 comartsci.msu.edu/conflict

STOP!

Is this an emergency?

Is this Relationship Violence and Sexual Misconduct?

Call 911.

Who else should I contact?

Reach out to the Office of Institutional Equity
(OIE) and/or the MSU Police Department.

 oie.msu.edu

 police.msu.edu or (517) 355-2221

When should I contact an authority?

- › As an MSU employee, you are a mandatory reporter, which means you must contact an authority immediately if you observe or hear about incidents related to relationship violence, stalking, or sexual misconduct that involve an MSU faculty member, staff or student.

ARE THERE ANY ADDITIONAL RESOURCES?

- › **Prevention Outreach & Education:** poe.msu.edu
- › **MSU Sexual Assault Program:** endrape.msu.edu
- › **MSU Safe Place:** safeplace.msu.edu
- › **End Violent Encounters:** eveinc.org

TALK TO YOUR

Supervisor.

What if I'm Faculty or Academic Staff?

Contact your Chair, Director or Direct Supervisor.

What if I'm Support Staff?

Contact your Direct Supervisor.

 **Contact them in person, by email or phone.**

When should I contact my supervisor?

- › If you are experiencing a strained working relationship with a colleague that is negatively impacting your ability to fulfill the expectations of your position.
- › If you have exhausted your capabilities for resolving the conflict.

ARE THERE ANY ADDITIONAL RESOURCES?

- › **Employee Assistance Program:** eap.msu.edu
- › **Health4U:** health4u.msu.edu
- › **WorkLife:** worklife.msu.edu
- › **For more resources:** bit.ly/2m4o8GG

CONTACT COMARTSCI

Human Resources.

What if my conflict is with my Supervisor?

**Contact HR, Jen Spitzley
or Teresia Hagelberger.**

- spitzl39@msu.edu or (517) 353-4916**
- sielofft@msu.edu or (517) 432-3362**

When should I contact human resources?

- › If your conflict is with your supervisor, chair or director.
- › If you would like additional guidance for conflict resolution.

ARE THERE ANY ADDITIONAL RESOURCES?

- › **ComArtSci Faculty Excellence Advocate (FEA):**
Geri Alumit Zeldes, Professor, School of Journalism
alumitge@msu.edu or (248) 910-0687
- › **Director of Diversity, Equity, and Inclusion:**
Lauren Gaines McKenzie, gainesla@msu.edu or
(517) 432-1332

CONTACT THE
University.

**What if my conflict could not
be resolved by my supervisor
or HR?**

**Contact Academic HR or
Employee Relations.**

 **ahr.msu.edu**

 **hr.msu.edu**

How should I contact the university?

- › **For academic employment-related questions:** Academic Human Resources at (517) 355-1526
- › **For support staff/non-academic:** Employee Relations at (517) 353-5510
- › **For faculty, academic staff and administrators that involve alleged violations of MSU policies and practices:** Faculty Grievance & Dispute Resolution Office at (517) 353-8884
- › **For students, staff, instructors and administrators needing assistance in sorting through university rules and regulations related to student issues and concerns:** Office of the University Ombudsperson at (517) 353-8830

NOW I HAVE WAYS TO
Address It.



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