

Unit-level Policy

POLICY NAME: CED Directory Policy

Authority Title and Review Information:	Name and Date
Approval Authority:	CED Communications and CED Human Resources
Responsible Executive:	Communications Coordinator (College of Education)
Responsible Office:	Communications (College of Education)
Responsible Officer:	Communications Coordinator
Policy Category:	Unit-level Communications
Effective Date:	11/6/2025
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Next Review Date:	8/11/2027

I. POLICY STATEMENT

This policy establishes a standard for adding and removing College of Education faculty and staff from the college directory that resides on the college website ([found here](#)).

Outlined in this policy are the standards for profile content such as bios, titles and areas of expertise. This policy also covers when profiles are removed.

II. SCOPE

This policy impacts full-time College of Education faculty and staff. Graduate students, undergraduate students, part-time employees and student workers do not receive directory profiles.

III. DEFINITIONS

- **CED People Directory** – The [website listing](#) of information about CED faculty and staff
- **Bio** – A paragraph on displayed on individuals' directory pages that describes one's career such as position with the college, history, research, books, expertise, etc. This information is provided by the individual.
- **Areas of Expertise** – Highlights an individual's research areas. These are selected by the individuals from a predetermined list that represents a wide array of educational focus.

IV. POLICY

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Introduction to Directory Maintenance Process:

The CED Communications team members are the sole editors of the CED People Directory (est. Fall 2023). Communications is notified of new employees and terminations via two Teams channels: CED HR Onboarding and CED HR Offboarding. These pages are maintained by CED Human Resources and are the direct source of information for adding and removing employees. After an employee is added to/removed from the directory, this completion is tracked in the respective Teams channels.

Support staff are added to the directory with the information provided in the Teams Onboarding channel. New faculty and academic specialist are invited to [complete this survey](#) (updated yearly) to support the completion of their profile. In this survey, they are asked to provide title, phone number, bio, education, areas of expertise, and a photo.

Directory pages can be updated at any time at the request of the individuals.

In accordance with the February 2026 [Employee Telephone Contact Number Policy](#), all directory profiles must list a phone number that is active, monitored and answerable. This can be a shared phone number for an entire unit, or an individual phone line.

Creating a Directory Profile

All Faculty, staff, instructors & academic specialists will receive a directory profile. The employment categories that receive a profile are outlined below:

- **All Tenure Stream (TS) faculty regardless of percentage.**
 - Includes: Professors, associate professors or assistant professors.
 - TS faculty will be added even if they have shared appointments with other colleges.
 - Name professors will also be included on the directory. Profiles of named professors at MSU will include their named title.

- **Fixed-Term (FT) faculty members that are 100% appointment only.**
 - Includes: Professors, associate professors, assistant professors or instructors.
- **Academic specialists that are 100% appointment only.**
 - Includes: Senior specialists, specialists with continuing appointments, specialists with probationary appointments, or fixed-term specialists.
- **Emeriti faculty or academic specialists**
 - Includes: Professors and professor emeriti.
 - These individuals will remain online but can be removed at the discretion of the individual.

Due to the quick turnover and/or limited working hours of some employment categories, the following employees are NOT added to the directory:

- **Excluded employment categories**
 - Includes: On-call, temporary, student workers, graduate assistants, Alumni Board, and anyone less than 100% appointment in our college (non-TS).

Removal of Existing Profiles

Employees will be removed from the directory following the below circumstances:

- **Departure from the college** (termination, resignation or end-dated). Profile is removed ASAP.
- **Emeriti Status:** Profile is kept on the directory unless deletion requested.
- **Retirement:** Profile is kept for six months after retirement date, then deleted.
- **In the event of an active employee or emeriti faculty passing.** Profile is removed ASAP.

Timeline for Adding/Removing Directory Profiles

- **Creating new profiles:** New profiles will be created within a week of a new hire's start date.
- **Removing profiles:** Existing profiles will be removed within approximately three business days after an employee's departure.

Editing a Profile

Profile information such as room number, phone number, bio, and/or photo can be updated at the request of the individual.

- To request edits, individuals may reach out to members of the Communications team or complete [this form](#).

Directory Photos

Anyone who has a directory profile may have a photo.

- **Conditions:** Photos will be taken by Trevor Hawks at college-wide photoshoots/otherwise arranged with Trevor Hawks or provided to Communications by the individual. All directory photos must align with the 310 x 310 px sizing requirements.

Directory Bios

Fixed-term faculty, tenure-stream faculty, academic specialists & instructors (upon request) will receive a bio. This content will be provided to the Communications team by the individual.

- **Conditions:** Bios for academic specialists are limited 100 words or less.

Areas of Expertise

Only faculty (professors, assistant professors or instructors) may choose areas of expertise. These areas are self-selected by faculty members from a predetermined list of topic areas, not program areas. These categories are subject to change as programs are added and/or removed. The areas of expertise include:

- Artificial Intelligence (AI)
- Athletic Training
- Counselor & Counselor Education
- Curriculum, Instruction & Teacher Education
- Education Policy
- Elementary Education
- Higher, Adult and Lifelong Education
- International and Comparative Education
- Kinesiology
- Measurement and Qualitative Methods
- P-12 Educational Administration & Leadership
- School Psychology
- Secondary Education
- Special Education
- Sport Coaching, Leadership & Administration
- Teaching & Teacher Education
- Urban Education

Education

Faculty and academic staff may have their education displayed on their profile. Support staff do not have their education listed.

Title Organization for Multiple Titles/Special Titles:

Some faculty may have multiple titles or special titles bestowed by the university/other organizations. Below is the organization method for multiple titles:

- **Leadership Roles:**
 1. Leadership position (ex: director, chair)
 2. Faculty position (ex: professor, assistant prof.)
- **Distinguished Titles & Leadership Position:**
 1. Distinguished Title (ex: Red Cedar Distinguished)
 2. Leadership position (ex: director, chair)
- **Distinguished Title Only:**
 1. Distinguished Title (ex: Red Cedar Distinguished Professor)

V. HISTORY

In Fall 2023, the CED Communications team assumed the responsibility of maintaining the CED People Directory. Prior to this date, CED Human Resources were the main editors of the directory.

In 2025, the College of Education website migrated to Sitecore from WordPress. The overall look, feel and function of the People Directory has changed to be more end-user friendly. This includes new search and filtering features.

Action	Description
Issued:	Communications [11/06/2025]
Approved by:	Communications and Human Resources [11/06/2025]
Revised:	February 24, 2026 – Employee Telephone Contact Number Policy added