Faculty Handbook

Tennessee State University

August 28, 2020

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PREFACE

The purpose of the Faculty Handbook is to provide each faculty member with a Handbook that serves as a reference to information for faculty as it relates to faculty evaluation, tenure and promotion, post tenure review, shared governance, appeals structure and any other personnel or employment procedures which are applicable to the status of the faculty at the University. In addition, its purpose is to provide notice and awareness of various academic and personnel policies and procedures; and to promote transparency in the operation of the University.

The Faculty Handbook is a tool and convenient reference guide which provides faculty with practical and useful information that may impact their critically important status and the academic foundation of the University structure. The Faculty Handbook does not supplant, take precedence over, or supersede Tennessee State University policies and procedures, including policies and procedures governing the terms and conditions of faculty employment.

The Faculty Handbook does not establish any contractual terms or conditions between the faculty and the University. The Faculty Senate Ad Hoc Faculty Handbook Committee has been careful to indicate the source of all rules and policies by citation, or website link.

Tennessee State University is governed by the Tennessee State University Board of Trustees, which is comprised of ten members. There are several citations from the Tennessee Board of Regents (TBR) policies that are included in the Revised 2020 TSU Faculty Handbook. Pursuant to the Focus on College and University Success (FOCUS) Act, TBR policies in effect on July 1, 2016, automatically became TSU policies. This Revised 2020 Faculty Handbook has attempted to present the best and most accurate citations and website links available during the month June 2020.

The Faculty Handbook is a dynamic document that will be continually revised and updated every two years by the Faculty Senate Constitution and Bylaws Committee. The Faculty Senate Constitution and Bylaws Committee will submit their report concerning changes and amendments to the Faculty Senate.

The Faculty Senate would like to thank those who served on the Faculty Senate Ad Hoc Faculty Handbook Committee during the development of this Handbook:

Committee Chair: Dr. Achintya Ray, College of Business

- Dr. Elaine Phillips, College of Liberal Arts
- Dr. Beatrice Harris, The College of Agriculture
- Dr. Meg Streams, College of Public Service
- Dr. Carlos D. Beane, College of Engineering
- Dr. Jane Jackson, College of Business
- Dr. Jeanetta Jackson, College of Life and Physical Science
- Dr. Richard Clark, College of Health Science
- Dr. Kisha Bryan, College of Education
- Julie Huskey, Library

HISTORY AND MISSION STATEMENT

HISTORY

The history of Tennessee State University can be found on the TSU website, with a timeline of notable events from past to present. The following link gives you access to the history: http://www.tnstate.edu/about_tsu/history.aspx. There are other resources available regarding the University's history; for example, past presidents of the University are highlighted at the President's website. In 2013, the book *A touch of greatness: a history of Tennessee State University* (Mercer University Press, Macon, GA) was published by Dr. Bobby L. Lovett, retired Professor of History and former Dean of the College of Arts and Sciences. The TSU Libraries also maintain archival holdings related to the history of the University.

MISSION STATEMENT

Building on its heritage, TSU will be the premier comprehensive, urban institution that inspires students to innovatively transform our city, state, and world.

The Tennessee State University's Mission and Vision can be found on the President's website.

UNIVERSITY ORGANIZATION AND GOVERNANCE - ADMINISTRATION

ORGANIZATION

The Organizational Structure of the University is available at the President's website. The University Organizational Charts are on page 19-22 of the 2018-2019 Academic Affairs Operating Manual.

GOVERNING AUTHORITY

TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

PURPOSE OF THE BOARD

In accordance with the FOCUS Act, the Tennessee State University Board of Trustees ("TSUBT" or "TSU Board") serves as the primary governing body for Tennessee State University. The powers, duties and responsibilities of the TSUBT are reflected in the TSUBT Bylaws and Board policies, all of which are located on the Board website.

BOARD OF TRUSTEES

Pursuant to the Focus Act, Tennessee State University is governed by a Board of Trustees consisting of ten (10) members, of which nine (9) are voting members. The Board of Trustees appoints one student, non-voting member. Of the voting members:

- Eight (8) members are appointed and approved by the Governor and ratified by the Tennessee General Assembly.
- One member – a faculty Trustee – is appointed by TSU's Faculty Senate.
- The initial terms of the members appointed by the Governor to the Board shall be three (3), four (4), and six (6) years. Three (3) members shall serve a three-year term; three (3) members shall serve a four-year term; and two (2) members shall serve a six-year term.
- As the initial terms of the initial Board members expire, successors shall be appointed for six (6) year terms.
- The University faculty member to be appointed by the Faculty Senate shall serve a two (2) year term and the non-voting student member shall serve a one (1) year term.
- The members appointed by the Governor and who have served two (2) full terms in succession as a member of the Board shall be ineligible for re-appointment for a period of four (4) years.

Specific information regarding the TSU Board of Trustees can be found on their website.

FACULTY TRUSTEE ON THE BOARD OF TRUSTEES

Election of the Faculty Trustee faculty representative to the Board of Trustees shall be governed by the Faculty Senate. The policy amended April 11, 2019 and included in the Appendix.

Source: Board of Trustees website accessed July 2, 2020; Tennessee Code Annotated Section 49-8-201. Accessed July 02, 2020

COORDINATING AUTHORITY

TENNESSEE HIGHER EDUCATION COMMISSION

The Tennessee Higher Education Commission (THEC) is the state's coordinating agency for higher education. Guided by the Public Agenda for Tennessee Higher Education, THEC oversees an array of finance, academic, research and consumer protection initiatives that promote student success and support the State's completion agenda for postsecondary education. THEC actively seeks to develop policy recommendations, programmatic initiatives, and partnerships that increase educational attainment in the state while improving higher education access and success for all Tennesseans.

The Tennessee Higher Education Commission was created in 1967 by the Tennessee General Assembly to achieve coordination and foster unity with regard to higher education. The Commission coordinates two systems of higher education, the University of Tennessee institutions governed by the University of Tennessee Board of Trustees, and the state universities, community colleges, and technology centers governed by The Tennessee Board of Regents. There are currently nine public universities, two special purpose institutes, 13 community colleges, and 27 colleges of applied technology in Tennessee that serve over 250,000 students.

The Commission is composed of nine lay members, with six-year terms, representing congressional districts of the State; three Constitutional Officers who are ex-officio voting members (Comptroller of the Treasury, State Treasurer, and Secretary of State); two ex-officio student members; and the Executive Director of the State Board of Education, as an ex-officio non-voting member.

Source: Tennessee Code Annotated: Powers and Duties: T.C.A Section 49-7-202.

ORGANIZATION OF FACULTY GOVERNANCE

The term Faculty will be viewed in two aspects for the Handbook. This section will discuss the Faculty as a whole in its academic, research and service capacity. And it will discuss the role of the Faculty as a governing and policy-making body organized as the Faculty Senate.

The Board of Trustees of the University was mandated by statute to adopt the policies of TBR. In Policy: 5-02-01-00, a definition of faculty is provided. In general the policy states that the term "faculty" shall be limited to regular, full-time personnel at institutions whose regular assignments include instruction, research, and/or public service as a principal activity, and who hold academic rank as professor, associate professor, assistant professor or instructor, senior instructor, or master instructor, and as senior vocational teacher, intermediate vocational teacher, vocational teacher. Institutions may limit, but may not expand the scope of the definition of faculty for the purposes of this policy.

If not otherwise included within the above definition of "faculty," the term "faculty" may include, provided they hold academic rank, academic department or division chairpersons or directors, academic deans, academic vice presidents, presidents, and directors, who have direct line authority over faculty as hereinabove described, and associates or assistants for the above positions. In addition, the term "faculty" may include persons previously designated as members of the faculty who are assigned to other positions at the institution.

There are three categories of faculty- (1) tenured, (2) tenure-track, and (3) temporary. Temporary faculty members include non-tenured instructors, graduate assistants and those serving as visiting lecturers or scholars-in-residence. This group of instructors are not used on a “regular” basis, and carry no expectation of tenure; however, the applicant’s qualifications are assessed in a similar manner to faculty who receive a tenured/tenure-track appointment. [Example of FCF for Part-time Instructor]

It is important to note that within this policy, the term “faculty” does not include adjunct faculty. Adjunct faculty is defined as professional staff members of businesses, industries and other agencies and organizations who are appointed by institutions and schools on a part-time basis to carry out instructional, research or public service functions.

FACULTY SENATE

The Faculty Senate is a representative governing body elected by the Faculty. The Senate is organized in accordance with its constitution. The Senate is a critical entity in enabling the Faculty to participate in the shared governance of the University. It serves as a path of communication between the University’s various constituencies. The Senate initiates, formulates, discusses, and recommends academic and other related policies that affect more than one unit of the University.

The Faculty Senate Constitution provides that each academic unit be apportioned Senators in accordance with the number of faculty members counted at the beginning of the fall semester. The Senate has regular meetings once a month. The Constitution provides that Senators shall hold two-year terms of office and can serve two consecutive terms for a maximum of four years. There are fourteen standing committees that are mandated to report on several important functions of the University such as Academics, Budget, Curriculum, Benefits and Faculty Grievance. The Executive Committee of the Senate consists of the Chair, Vice-Chair, Secretary and Parliamentarian.

Source: Faculty Senate website; Faculty Senate Constitution

UNIVERSITY ORGANIZATION AND GOVERNANCE- ACADEMIC UNITS

The Academic Affairs component of the University is currently composed of Assistants to the VPAA, Associate Vice Presidents for Academic Support, Budget and Fiscal Affairs, Extended Education/Director Avon Williams Campus; Deans of the Colleges of Agriculture, Business, Education, Engineering, Health Sciences, Liberal Arts, Life and Physical Sciences, and Public Service, Honors; Dean of Libraries; Dean of the School of Graduate and Professional Studies; Directors of Center for Entrepreneurship and Economic Development, Community College Initiatives, Diversity and International Affairs, Health Initiatives, Service Learning, and the WRITE Program; Commander of AFROTC; and, Faculty and Staff Senate Chairpersons.
http://www.tnstate.edu/academic_affairs/units.aspx

The FYI 21 Provost & VPAA Organizational Chart:
http://www.tnstate.edu/academic_affairs/documents/Provost%20and%20VPAA%20Org%20Charts%20772020.pdf

HIRING AND RESPONSIBILITIES OF ACADEMIC DEANS

See Procedure VI-10.0: Hiring Deans and Direct Reports to Vice President of Academic Affairs p. 396-397 (2018-2019 Academic Affairs Operating Manual). Responsibilities of Academic Deans are outlined in page 28-33 of the 1989 Faculty Handbook included in the Appendix.

HIRING AND RESPONSIBILITIES OF DEPARTMENT CHAIRS

The principal responsibilities of a department chair are outlined in the Chair Hiring policy, included in the Appendix.

RESPONSIBILITIES OF THE FACULTY

Faculty are the primary resource through which the University engages in its mission to seek and disseminate knowledge to the community. This status carries with it both rights and responsibilities. Persons become members of the faculty by appointment of the President, upon recommendation of the Department Head, the Dean of the School/College and the Vice President for Academic Affairs, and are responsible to the President through the head of the unit to which they are assigned.

All faculty members who hold academic rank and who are directly engaged in instruction, departmental research or public service will be classified as academic personnel. Academic personnel may be employed either on a nine-month service basis (academic year) compensated over a twelve-month period (referred to as nine-month academic personnel); or employed on a twelve-month period (referred to as twelve-month academic personnel).

All persons whose specific assignments include instruction, research, or public service as a principal activity and who hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any one of these academic ranks. This category shall include Deans, Directors, or the equivalents, as well as Associate Deans, Assistant Deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. The category shall not include student teaching or research assistants.

TSU Policy 6.15 Employment Classification [Human Resources; dated 4/2014]; accessed from Human Resources policies webpage

INSTRUCTION

The following are expectations for all faculty.

- Present evidence of current knowledge about his or her academic discipline.
- Present evidence of current curricula, content, and organization through course syllabi, bibliography, selection of text, and related instructional materials.

- Support University functions through personal attendance.
- Refer students to appropriate support services.
- Obtain routine student feedback and have evidence of related instructional improvement based on feedback and examples of student evaluation.
- Meet all classes or obtain adequate coverage with appropriate approval.
- Present evidence of time and organization management.
- Follow current departmental, school, and University guidelines and procedures relevant to academic instruction.
- Maintain office hours which offer accessibility for students and permit the accomplishment of other duties.
- Establish and follow uniform and objective standards for student performance.
- Use teaching strategies appropriate to the course content
- Provide student academic advisement relative to course selection, degree matriculation, and career choice.
- Exhibit proficiency in oral and written communication.
- Develop or contribute to the development of new courses required for instructional effectiveness and evaluation based upon accreditation and State guidelines.
- Provide thesis/dissertation, clinical, or other supervision relevant to student/degree program matriculation, where applicable.
- Demonstrate a continued interest in inquiry and teaching through professional self-development.
- Exhibit interpersonal skills which support instructional effectiveness and promote a collegial climate.

RESEARCH AND SCHOLARLY ACTIVITY

Faculty are expected to engage in some or all of the following, consistent with annual school, department, and individual objectives.

- Publish in refereed and non-refereed journals.
- Present papers at local, regional, state, and national professional meetings.
- Submit contracts and/or grant proposals for funding.
- Initiate and complete research activities according to an approved plan.
- Publish other than in refereed and non-refereed journals.
- Receive funding for contracts and/or grant proposals.
- Participate in, coordinate, or develop creative activities.

SERVICE

Faculty are expected to engage in some or all of the following, consistent with annual school, department, and individual objectives.

- Serve on professional boards or committees.
- Participate in and complete committee assignments.

- Participate in and complete responsibilities relevant to the goals and objectives of all levels of the University.
- Serve as a professional resource person for agencies, boards, and committees.
- Provide professional expertise to other units within the University.
- Participate in the development and/or delivery of continuing education courses/programs.
- Participate in academic recruitment efforts through outstanding teaching, University service, and/or public and professional activities.
- Contribute to the University recruitment plan through direct and approved recruitment strategies.

Source: 1989 Faculty Handbook

ACADEMIC REGULATIONS FOR FACULTY

ACADEMIC CALENDAR

The official Academic Calendar can be found on the Academic Affairs web page.

CLASS ROSTERS

Class rosters are visible in the MyTSU system under the Faculty tab, after choosing the appropriate term and CRN number. If a student is attending class and the name is not on the class roll, it is extremely important that the faculty member send the student to the Registrar's Office for enrollment status. Students may not attend class unless their names appear on the roll.

GRADE REPORTING

Faculty members are responsible for assigning and reporting a grade for each student enrolled in their courses by deadline set in the current academic calendar. As of 2020, grades are reported through Faculty Services in Banner at MyTSU. The Academic Calendar can be found on the Academic Affairs web page.

Once a grade is reported, it may only be changed with a change of grade form from the Registrar's Office. The faculty member, department head and college dean each sign the form. Students may appeal a final grade. The procedure is described on page 74 of the Tennessee State University Student Handbook 2016-2017, also in the Appendix (this was the version of the student handbook available as of June 29, 2020 via the official policies site of the University.)

GRADE BOOK

Faculty are expected to keep either an electronic or hard copy gradebook of students' attendance, grades, and other data the faculty considers relevant to students' progress in their

courses. If terminated, the faculty member must turn in their gradebook, either in hard copy or electronic form, to their department chair.

GRADING SYSTEM

The grading system in use at the University is described in the front matter of the Undergraduate Catalog. The Graduate and Undergraduate Catalogs are located on the Academic Affairs - Academic Resources. In the 2016-2019 catalog, available at that location as of June 29, 2020, it is located on page 36: Undergraduate Catalog 2017-2019.

WITHDRAWING FROM A COURSE

Information on withdrawing from a course is included in the Student Handbook (p. 47 of the 2016-2017 Student Handbook, also included in the Appendix). In order to earn a grade of "W," students must withdraw according to the schedule posted in the Academic Calendar for each academic year. Students who do not withdraw by the deadline are awarded an "F." Students who wish to withdraw from the University must fill out a Withdrawal Form and follow the procedure for Withdrawal from the University described in the Student Handbook (p. 47 of the 2016-2017 Student Handbook, also included in the Appendix).

ACADEMIC AND CLASSROOM CONDUCT

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. An instructor is authorized to direct the removal of any student engaged in disruptive conduct or conduct in violation of the general rules and regulation of the institution only for the class period in which the student is engaging in such conduct. Extended or permanent exclusion from the institution or further disciplinary action can only occur through the institution's appropriate procedures. For a more detailed description of these procedures, see pp. 14-19 of the 2016-2017 Tennessee State University Student Handbook.

ATTENDANCE REPORTING AND EXCESSIVE ABSENCES

Students are expected to attend classes regularly. Instructors will keep an accurate record of class attendance throughout the semester and be able to report an official request for the number of absences of any student in class. The Records Office notifies all faculty at specific points during the semester to record attendance in Banner; timely response is important because this may affect student financial aid. The policy on excessive absences is included in the Tennessee State University Student Handbook (p. 47 of the 2016-2017 Student Handbook, also included in the Appendix).

COURSE SYLLABI

Each faculty member is to present a course syllabus to students enrolled in each class, preferably on the first day of class but not later than the end of the second week of class. In

addition to the content agreed upon by the department and college or school. The University has established the following minimum content for course syllabi:

1. The course number, title, semester, and year offered,
2. Any prerequisites the student must have,
3. Information about the instructor's office hours,
4. The instructor's office telephone number,
5. The rationale for the course,
6. General course objectives,
7. The organization and format of the course,
8. The topics to be covered in the course,
9. Competencies (skills, concepts, theories) students are expected to learn in the course,
10. Course requirements (textbook, supplies, equipment, etc.), and
11. The instructor's grading policy, how final grades will be determined, and the minimum requirements for successfully completing the course.

There is also specific language pertaining to University-wide policies regarding topics such as discrimination and harassment, sexual assault, dating and domestic violence, and disability services which must be included in all syllabi. The most recent version of this language was distributed by Academic Affairs in August, 2016 to faculty and is included in the Appendix. Policies governing discrimination, harassment, sexual assault, and dating and domestic violence can be found on the Office of Equity and Inclusion website and University Policies Weblink.

TEXTBOOK POLICIES

Number of Texts. It is anticipated that normally only a single text will be ordered for each course. Exceptions: (1) In a multiple-section course, a different text may be adopted for given sections in extraordinary circumstances with the approval of the department head and dean, such as when experimenting with a new course format or writing a new text; (2) the department head may authorize the adoption of more than one text for a single-section course when it is clearly viewed as a necessary supplement based on the nature of the course and the text(s) on the market.

In almost all cases, any need for additional resources should be met by placing on reserve in the library copies of collateral text(s) and/or selected readings made available by the instructor.

Selection of Texts. The responsibility for selecting a textbook rests with the instructor in charge of a course, acting in cooperation with the department head. In the case of multiple-section courses taught by more than one instructor, the department head should rely on the recommendation of either a discipline coordinator or a faculty committee within the discipline to make selection of texts.

As of 2018, the State of Tennessee requires that post-secondary and higher education institutions consider the cost of textbooks in order to minimize costs for students. See:

TN Code §49-7-141 (2018).

Furthermore, as part of its policy to lower the costs of textbooks and course materials, the university has instituted a book bundle program that includes access to electronic textbooks and materials. See TSU's Office of Technology Service's Book Bundle FAQ's.

Requisition of Texts. Each department head, working in cooperation with the University Bookstore, is responsible for seeing that an ample supply of textbooks is available for the first meeting of classes in his or her department. To assist in this effort, the University Bookstore should provide an updated inventory to each department head approximately two weeks prior to the beginning of each semester. The department heads, deans and Vice President for Academic Affairs are to furnish the best possible information concerning course offerings, class schedules and anticipated enrollments. The department head will need to receive full cooperation from each faculty member and to maintain close contact with the University Bookstore as the final requisitions are developed.

Requisition Procedures for Texts. Textbooks are requisitioned on forms supplied by the University Bookstore. Requisitions may originate with either the course instructor or the department head, although they shall always require the approval of the department head. All requisitions are forwarded to the University Bookstore within the time frame requested, which in all cases should be at least six weeks prior to the beginning date of the semester in order to assure delivery and availability of texts.

FACULTY OFFICE HOURS

Faculty office hours are governed by the policy which was approved July 1, 2015; see this policy in the Appendix for details.

REMOTE WORK

As of the writing of this handbook in June 2020, this is an active, fluid area given the COVID-19 pandemic. The University continues to provide updated policies on remote work, with the last policy issued in August 2020. (The policy is also included in the Appendix)

ACADEMIC PROGRAMS AT THE UNIVERSITY

The complete list of current approved academic programs at the University can be found in the Academic Programs Inventory maintained by the Tennessee Higher Education Commission. Proposed academic programs and their status can be looked up at the Proposed Academic Program Inventory maintained by the Tennessee Higher Education Commission.

[SOURCE: Based on information at the Tennessee Higher Education Commission website as of 6/29/2020]

ACCREDITATION

Tennessee State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees. Tennessee State University may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Tennessee State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on the SACSCOC's website at https://sacscoc.org.

Certain individual academic programs or units may bear specific accreditations which have their own requirements and cycles; the full list of accreditations is maintained by Academic Affairs.

Maintenance of achievement of specific accreditations relevant to individual academic programs affects state funding for the University for the University, as it is considered in the awarding of "Quality Assurance Funding." More information on this dependence can be found in the THEC Quality Assurance Funding Guidebook, 2015-2020, available at the THEC webpage "Quality Assurance Funding." It is also discussed in Academic Affairs Procedure III-08.1 "THEC Quality Assurance Funding" (p. 305 in the 2018-2019 Academic Affairs Operating Manual).

[SOURCE: THEC website and Academic Affairs Operating Manual, 2018-2019, linked at Academic Affairs website and included in the Appendix]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Information about FERPA and related TSU policies pertaining to access to student records is available at the Registrar's website and University Policies Weblink.

FACULTY RIGHTS, ACADEMIC FREEDOM AND RESPONSIBILITY

STATEMENT OF AFFIRMATIVE ACTION

Official policies of the university related to affirmative action and discrimination are available from the Office of Equity and Inclusion.

ACADEMIC FREEDOM AND RESPONSIBILITIES

The policy governing Academic Freedom is located on the University Policies Weblink. Subject to and in accordance with said policy, Tennessee State University recognizes the principle of academic freedom and responsibility, pursuant to which:

A. The faculty member is entitled to freedom in the classroom in discussing matters related to the faculty member's area of pedagogy and ideas from other cognate areas that present rich opportunities to learners to situate their learning in a broader context.

B. The faculty member is entitled to full freedom in research and in the publication of the results. The university shall make no attempt to regulate research of a faculty member as long as the research does not impair the university, members of the faculty, staff and students.

C. The faculty member is a citizen, a member of a learned profession, and an officer of the University. When the faculty member speaks or writes as a citizen, the faculty member shall be free from University censorship or disciplinary action. However, the faculty member's special position in the community imposes special obligations. As a faculty member and an educational officer, the faculty member must remember that the public may judge the profession and the University by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that as an individual, the faculty member does not speak on behalf of the University, its administration or its Board of Trustees.

D. Academic freedom, responsibility, and tenure are decisively important factors in the viability of Tennessee State University. Academic freedom -- the free search for and exposition of knowledge -- is essential to fulfill the ultimate objectives of this University and applies to both teaching and research. Freedom of research is fundamental to the advancement of knowledge, and academic freedom in teaching is fundamental for the protection of the rights of the faculty member in teaching and of the student to the freedom of learning. Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom.

E. Incompetence, indolence, intellectual dishonesty, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct - these are grounds that may constitute adequate cause for dismissal or other disciplinary sanctions against the faculty member subject to the provisions of the Policy on Academic Tenure.

F. The right to academic freedom imposes upon the faculty an equal obligation to recommend appropriate professional actions against fellow faculty members who are derelict in discharging their professional responsibilities. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter.

G. While academic tenure is essential for the protection of academic freedom, all faculty members (tenured or non-tenured) have an equal right to academic freedom and bear the same academic responsibilities implicit in that freedom.

Source: 1989 Faculty Handbook pp. 51-52 (Complete handbook is included in the appendix)

POLICIES AND PROCEDURES FOR FACULTY HIRING, TENURE, AND PROMOTION

DEFINITIONS

Academic Tenure: a personnel status in an academic organizational unit pursuant to which the academic year appointments of full-time faculty who have been awarded tenure are continued at the University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.

Academic Appointment: a personnel designation (not an assignment of administrative responsibilities) that this University grants to its faculty members in exchange for professional services in the areas of instruction, research, scholarship, and public service.

Academic Rank: a position of faculty status in an academic organizational unit, limited to persons who meet this University's criteria for faculty promotion and consisting of the levels of instructor, assistant professor, associate professor, and professor.

Adequate Cause: a basis upon which a faculty member, either with academic tenure or with a tenure-track or temporary appointment prior to the end of the specified term of the appointment, may be dismissed or terminated.

Faculty Member: a full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor and whose primary responsibilities include instruction, research, scholarship, and public service.

Financial Exigency: the formal declaration by the Board of Trustees that the University faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can be balanced only by extraordinary means which include the termination of existing and continuing academic and non-academic appointments.

Probationary Employment: a period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which the faculty member does not have tenure and in which the faculty member is evaluated by the University for the purpose of determining the faculty member's satisfaction of the criteria for a recommendation for tenure.

Tennessee Board of Regents: the unit which established, governed, managed, and controlled the State University and Community College System of Tennessee prior to the full implementation of the FOCUS Act. Since the implementation of the FOCUS Act, the University is governed by its own Board of Trustees. As a successor of the Tennessee Board of Regents, the Tennessee State University Board of Trustees has adopted numerous policies previously promulgated by the

Tennessee Board of Regents. Without any loss of generality, all policies citing Tennessee Board of Regents shall mean the Tennessee State University Board of Trustees pursuant to the full implementation of the FOCUS Act.

Source for the definitions: Academic Tenure in the Tennessee State University contained in the policy titled **Academic Tenure for Universities: 5:02:03:60**. Complete copy of the policy is contained in the Appendix. The transitions from TBR to TSU's own Board of Trustees is articulated in the FOCUS Act. Pursuant to the provisions of the FOCUS Act, TBR policies became TSU policies as of July 01, 2016.

RECRUITMENT AND APPOINTMENT OF FACULTY

Recruitment and Appointment of positions at the University are governed by the provisions of TSU/TBR policies 5:01:00:00 and 5:02:07:10. These policies provide that the Board of Trustees is authorized to delegate to the President of the University the authority to hire the necessary faculty and staff to run the institution. The President is authorized to set compensation for all faculty appointments and administrative staff. The policy states that there shall be minimum criteria for hiring faculty and staff.

Policy 5:01:00:00 states that:

D. The minimum qualifications for the appointment of faculty at universities and community colleges shall be the Minimum Rank Criteria for Professional Personnel in Instruction, Public Service, and Research set forth in Board Policy No. 5:02:02:20 and 5:02:02:30, which is incorporated herein by reference.

1. The minimum criteria for tenure-track or tenure appointments at Tennessee Colleges of Applied Technology are specified in Board Policy No. 5:02:02:10. (Temporary Appointments, Tenure-track, Tenure, Clinical-track, Research, Coordinator)
2. All part-time or temporary faculty must be appointed according to the provisions of Board Policy.

E. The minimum qualifications for the appointment of all personnel other than faculty shall be determined by the president or director or designee, based upon the duties and responsibilities of the position, and shall be recorded and maintained by the institution, subject to any minimum qualifications for personnel positions which may be established by the Board.

The types of Faculty appointments and the criteria for each position are listed in Policy number 5:02:07:10. The policy states:

I. Types of Appointments

A. Temporary Appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the contract of employment or appointment.

1. Temporary appointments ordinarily should be used only for lecturers, adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds.
2. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where the permanent and continued need for the position has not been established, provided that such appointments normally should not be in excess of three academic years.
3. After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate.
4. Appointments of faculty members supported by more than fifty percent (50%) grant fund, or other soft money sources, may be approved by the university presidents for periods in excess of three years.
5. Temporary instructional faculty at instructor, senior instructor, or master instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.
6. Other extensions of temporary appointments for periods in excess of three (3) years require the approval of the Chancellor.

B. Tenure-track Appointments are appointments for regular full-time faculty with academic rank and may be for the academic or fiscal year.
1. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure.
2. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.

C. Tenure Appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy.
1. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as hereinafter provided.
2. Such appointments do not include assurance of continued employment at any specified salary, position, or employment during summer sessions or inter-sessions.

D. Clinical-track Appointments are full-time faculty appointments; are non-tenurable appointments for a fixed term; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure- track at any time prior to but not later than the expiration of the first three-year term, depending on funding availability and faculty performance.
1. In instances where the appointment is converted to tenure-track, the three (3) years served in the Clinical-track appointment, at the discretion of the president, may be credited toward the individual’s probationary status.

2. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice.
3. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.

E. Research-track Appointments are full-time faculty appointments; are non-tenurable for fixed terms; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and faculty performance.
1. In instances where the appointment is converted to tenure-track, the three (3) years served in the Research-track appointment, at the discretion of the president, may be credited toward the individual's probationary status.
2. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process.
3. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, or other sources.

F. Coordinator Appointments are non-tenurable, renewable appointments for fixed terms.
1. Coordinators teach and provide administrative services within the academic departments.
2. They devote a preponderance of their time to faculty responsibilities including, but not limited to, teaching, advising, and student mentoring.
3. Coordinators may also have responsibility for administering special academic projects, systems support, and other administrative services

A. Faculty at universities and community colleges shall be employed pursuant to the types of appointments specified in Board Policy No. 5:02:02:20 and 5:02:02:30, which is incorporated herein by reference
B. Faculty at Tennessee Colleges of Applied Technology shall be employed pursuant to the types of appointment specified in Board Policy No. 5:02:02:10, which is incorporated herein by reference.
C. Personnel other than faculty shall be appointed to serve at the pleasure of the president or, at Tennessee Colleges of Applied Technology, of the director, or at the System Office, the Chancellor.
D. All full-time personnel, including faculty, shall be required to devote a minimum of 37.5 hours per week to the institution or college, and shall maintain appropriate office hours as determined by the president (or his or her designee) or, at Tennessee Colleges of Applied Technology, by the director.
1. Presidents and/or Directors are authorized to use flexibility as appropriate in determining the structure of the work week for faculty to recognize variations from

traditional instructional formats such as afforded by online instruction, distance education, or other unique methods of instructional delivery.

2. Calculation of the 37.5-hour week shall follow such guidelines as promulgated by the Chancellor.

E. Within the requirement of a minimum of 37.5 hours per week, faculty at universities and community colleges shall be required to carry a full teaching load, which shall be fifteen (15) credit hours or the equivalent per term for undergraduate courses, twelve (12) credit hours or the equivalent per term for graduate courses, two hundred and twenty-five (225) non-credit contact hour or the equivalent per term. All equivalent teaching load activities shall be subject to prior review and approval by the president (or his or her designee). Within the requirement of a minimum of 37.5 hours per week, faculty at Tennessee Colleges of Applied Technology shall normally be required to carry thirty (30) contact hours per week of teaching.

F. In addition to the requirement of Section III.D above, full-time administrative personnel shall be required to devote sufficient time to complete their assigned duties and responsibilities. When administrative personnel are appointed on an academic year basis, such personnel shall be required to devote sufficient time to fully perform the administrative responsibilities for the academic year, including periods preceding or following the academic year.

G. Personnel at universities and community colleges who are appointed on an academic year basis shall be on duty for not less than nine months, which shall commence from the time designated by the president prior to the institution's registration for the fall term of each year through the time designated by the president at the end of the spring term, and shall be subject to call for duty during that period regardless of whether classes are in session.

Source: TSU/TBR policies 5:01:00:00; 5:02:07:10
http://www.tnstate.edu/academic_affairs/policies.aspx

ACADEMIC TENURE POLICY

Tenure is a status pursuant to which faculty appointments for the academic year in an academic organizational unit are continued until retirement or physical or mental disability, subject to dismissal for adequate cause or unavoidable termination on account of financial exigency or curricular reasons. Tenure is awarded only by positive action by the Board, pursuant to the requirements and procedures of this policy at Tennessee State University. The awarding of tenure is a recognition of the merit of a faculty member and of the assumption that he or she would meet the long-term staffing needs of the academic organizational unit and the University. It is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.

Academic tenure is awarded only to full-time faculty members who:

A. Hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the appropriate rank.

B. Have been employed pursuant to tenure-track appointments and have completed not less than the minimum probationary period of service.
C. Have been determined by the University to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.

Faculty holding temporary appointments are not eligible for tenure.

Faculty members supported in whole or in part by funds available to the University on a short-term basis, such as grants, contracts, or foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the University prior to initiating the tenure process.

No faculty member is eligible for tenure in an administrative position; provided that where a faculty member with tenure is appointed to an administrative position, the faculty member will retain tenure in a former faculty position only and provided further that a faculty member otherwise is eligible for tenure who also holds an administrative position and may be awarded tenure in the faculty position only, subject to the requirements of this policy.

Faculty members hired with an academic tenure shall substantially meet all criteria (at the point of hiring) normally applicable for similarly situated applicants in the relevant organizational unit. No faculty member shall be hired as a tenured faculty member if the faculty member does not meet or exceed the academic tenure norms established in the unit.

- The policy for Academic Tenure in the Tennessee State University is contained in the policy titled **Academic Tenure for Universities: 5:02:03:60**. Complete copy of the policy is contained in the Appendix.

- The policy on Academic Tenure for Universities shall be considered in the context of the policy governing the faculty appointments in universities. Complete copy of that policy, titled **Faculty Appointment at Universities: 5:02:07:10** is contained in the Appendix. Furthermore, all tenured and tenure track faculty appointments shall be in compliance with the policies established by the Human Resources such as the one contained **Recruitment and Employment Policy 6.33** contained in the Appendix.

- Tenure and promotion application process are provided in detail in the **Academic Affairs Operating Manual in the Procedure I-27.0**. Complete copy of that policy, titled **Division of Academic Affairs Operating Manual 2018-19** is contained in the Appendix.

TERMINATION AND TRANSFER OF ACADEMIC TENURE

The employment of a tenured faculty member may be terminated because (1) an academic program is deleted from the curriculum, or (2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the resident will ensure meaningful participation by the University's representative faculty body.

In identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present-either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s) to the Faculty Senate.

The policy governing the **"Termination of Tenure for Curricular Reasons"** is contained in Appendix. The policy governing the **"Tenure Transfer or Termination Due to Deletion of a Program"** is contained in Appendix.

ACADEMIC PROMOTION POLICY

An academic promotion is awarded to a faculty member in recognition of that faculty member's past achievements in the fields of teaching, research, and service. An academic promotion is also a recognition of the faculty's member's future potential and a sign of confidence that the individual is even more capable of higher achievements. The policy for Academic Promotion in the Tennessee State University is contained in the policy title **Faculty Promotion at Universities: 5:02:02:20**. Complete copy of the policy is contained in the Appendix.

FACULTY PERSONNEL POLICIES AND PROCEDURES

FACULTY PROFICIENCY IN ORAL ENGLISH

The policy related to Faculty Proficiency in Oral English is contained in pp. 82-83 of the 1989 faculty handbook. The corresponding TBR policy is located at https://policies.tbr.edu/policies/faculty-proficiency-oral-written-english (Accessed July 02, 2020).

COMMUNICATION THROUGH CHANNELS

Each faculty member has the right to communication to the Deans, the Vice Presidents, and the President. Usually, faculty are to use the channels in the sequence illustrated below to communicate information or to raise questions about their professional responsibilities, obligations, and concerns. It is expected that department chairs or coordinators will promptly transmit to the dean such communication received. This procedure does not limit or prohibit officials of the University from communicating directly with the faculty.

Faculty

↓

Coordinator or Department Chair

↓

Unit Director or Dean

↓

Vice President of Academic Affairs or Other Vice Presidents

↓

President

Faculty members reserve the right to contact the Faculty Trustee on the Board of Trustees.

Source: 1989 Handbook p. 84 (with updates to reflect governance change from Tennessee Board of Regents to TSU Board of Trustees).

PERSONNEL FILES

Guidelines outlining the proper retention and disposal of personnel files:

A. Office General Personnel Files: Documents that relate to the day-to-day administration of personnel in individual offices. Included are notices of holidays and hours worked; notices about participation in athletic events and employee unions; notifications and lists of employees to receive State medical services, including X-rays and immunizations; notices and lists of individuals to receive training; and comparable or related papers. These records should be destroyed after one year.

B. Office Personnel Locator Files: Cards or sheets showing name, address, and telephone number and similar data for each office employee. These records should be destroyed after transfer or separation of employment.

C. Employee Record Files: Printouts or cards that provide complete information on employees, positions, strength authorizations and actions in process. These records are to be forwarded to gaining organization upon transfer within state government. Place in Supervisor/Agency Employee Personnel Folder upon separation.

D. Job Description Files: Supervisor's copies of official job descriptions. These records to be destroyed on abolishment of position, supersessions of job description, or when no longer needed for reference

E. Supervisory/Agency Employee Information Files: Documents pertaining to the administration of individual employees which are duplicated in, or which are not appropriate for, inclusion in the official Personnel Folder filed in the Job Description File, or similar official personnel records. Types of documents included: Copies of performance appraisals; approval for off-duty employment; papers relating to individual injuries; letters of commendation and appreciation; documents reflecting assigned responsibilities of individuals; records showing training received by individuals; copy of PNF 201 Forms. These files should be reviewed at the end of each calendar year;

destroy documents which have been superseded or are no longer applicable. For separated employees, place in an active file and destroy 3 years after termination.

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019, pgs. 236-237
Link: http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

WORKLOAD

Procedure I-10.0: Standard faculty Workloads: Excerpted from TSU Workload Policy Standard, faculty workloads are defined by the Board of Regents as fifteen (15) credit hours or the equivalent. For graduate classes, 1 hour equals 1.25 or workload hours. Advising should be considered a part of the workload requirements.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 64

A policy on maximum workload for faculty teaching graduate courses [9 hours of teaching] and faculty teaching undergraduate courses [12 hours of teaching] became effective at the Faculty Staff Institute in January 2020 by the President's announcement (see the Summary of President's Presentation to 2020 Spring Faculty Staff Institute - Key Policy Updates, point #3 in the Appendix.)

GRADUATE FACULTY STATUS

Graduate Faculty status and the application process is determined via Graduate School policy. An addition to this policy was announced as effective immediately at the January 2020 Faculty Staff Institute by the President (see the Summary of President's Presentation to 2020 Spring Faculty Staff Institute - Key Policy Updates, point #5 in the Appendix). The addition is that "faculty will not have to apply for graduate faculty status if they have 3 peer-reviewed publications in a rolling 5-year period. Department Chairs must communicate the names of all such faculty members to the Graduate School and schedule them for graduate classes whenever available."

ABSENCE FROM WORK

Procedure I-25.14: Faculty Absences: Faculty members are expected to meet all classes as scheduled. The form titled "Record of Absence from Classes or Office Hours" should be submitted to the Department Chair for any absences. Summer pay may be prorated for absences. Twelve-month faculty members are expected to take annual leave for any days not in work status.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 109

OPERATION UNDER ADVERSE WEATHER CONDITIONS

Procedure II-15.0 Inclement Weather Plan: In the event of inclement weather, TSU will disseminate the closing plans and decisions about closings, late openings, and early dismissal. If classes are canceled, all classes (credit and non-credit classes) will be closed but offices will be open unless otherwise stated. Final decisions on closing will be made by the President or Vice President of Academic Affairs and Executive Vice President.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 196

FACULTY EVALUATION

Evaluations of faculty are conducted annually and shall be used for the purpose of improving instruction and furnishing information used in making decisions on contract matters. Factors to consider are excellence in instruction (teaching) or librarianship, and research and service. These factors and the weight that is accorded the different criteria in the process should be contained in the Faculty Performance Evaluation Plan.

Source: 1989 Faculty Handbook

Annual faculty evaluations are mandated. It is best to consult with each department and college to obtain applicable evaluation plans and instruments. It is also useful to refer to the TSU policies and procedures for tenure and promotion (and departmental/College policies for tenure and promotion if applicable) in reviewing possible evaluation criteria.

Examples of Unit Specific Promotion and Tenure Policies (not an exhaustive listing):

- College of Health Sciences Department of Physical Therapy, Faculty Handbook, August 2018 http://www.tnstate.edu/pt/Faculty%20Handbook.pdf
- Policies and Procedures for Promotion of Agricultural Research and Extension Faculty, July 1, 2015 http://www.tnstate.edu/agriculture/Promotion_Document.pdf

FACULTY PROFESSIONAL DEVELOPMENT

The policy on Faculty Development is TSU/TBR Policy 5.02.01.05. This policy recognizes that the continued professional growth and development of faculty is necessary to continue to provide quality educational programs on various levels. It defines professional development as comprising formal and informal learning opportunities situated in practice for the purpose of maintaining and improving professional competence and effectiveness.

The guidelines for the policy state that:

A. Each institution shall plan and implement on an annual basis a structured, coordinated program for faculty development. The program will be designed to

achieve predetermined institutional objectives, and will utilize an appropriate variety of activities which may include the following:

1. Systematic evaluation of instruction by students, faculty, and appropriate administrators to provide bases for planning means of increasing the effectiveness of the instructional program.
2. Encouragement of innovation and improvement of instruction by a recognition system, i.e., outstanding professor awards.
3. Effective use of grants-in-aid and scholarships pursuant to Board Guideline P-130.
4. Provision of financial support through grant awards and other means for research or the improvement of instruction, for faculty participation in workshops, short courses and seminars designed to develop new skills in instruction, research and public service, and for faculty participation in major activities of their respective professional associations.
5. Sponsorships of local forums, lectures, and workshops on scholarly developments and activities.

B. Institutional budgets will reflect the amount of funds allocated for faculty development at the institution.
C. The office of the Chancellor will also maintain a System level program for faculty development to supplement and enhance the faculty development programs of the individual institutions.
D. The calendars and activities of System level programs will be planned in cooperation with the President's Council and appropriate Sub-Councils.

Source: TBR Policy 5.02.01.05:

Link: https://policies.tbr.edu/policies/faculty-development

RESEARCH AND PUBLICATION

Resources and policies related to research at TSU are available at the Research and Sponsored Programs website.

GRANT PROPOSALS

There are Research and Sponsored Programs (RSP) policies related to Proposal Submission and Non-Financial Reporting following awards (both are included in the Appendix). More resources for the pre-award and post-award processes are available at the RSP website.

INSTITUTIONAL REVIEW BOARD

Policies on research involving human subjects and/or data collected from human subjects are available at the TSU Institutional Review Board website, including information on training, submission of research proposals for review, and IRB processes.

ANIMAL CARE AND USE COMMITTEE

Policies of the Institutional Animal Care and Use Committee (IACUC) are available at the Research and Sponsored Programs IACUC webpage.

FACULTY RELEASE TIME FOR RESEARCH

Procedure I-28.8: Release Time for Research: Release time for research must generate a legitimate research product; and both the department chair and dean are responsible for verifying that release time granted did, in fact, produce research. Release time is not granted for the purposes of taking a class or pursuing a degree. Department heads and deans can grant release time.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p.106

PATENT AND COPYRIGHT POLICY

The policies on intellectual property at the University are posted by Research and Sponsored Programs.

COPYRIGHT AND THE CLASSROOM TEACHER

There are various copyright laws and regulations which could apply when the Faculty is engaged in its many duties and professional responsibilities. Listed here are some of the pertinent sections of the Academic Affairs Operations Manual, which indicate several such situations.

1. **Procedure I-28.0: Textbook Adoptions** Instructors and library staff will closely monitor student use of reserve copies to ensure compliance with copyright regulations. In order to reduce potential for COPYRIGHT ABUSE, TSU will establish, publish, and post copyright information to make students aware of penalties for copying copyright materials.
2. **Procedure II-26.0: Record Retention and Disposals**: Copyrights and Patents Forms are documents and materials relating to applications for and granting of copyrights and patents. Copyright of materials are permanent.
3. **Procedure II-30.2: Disciplinary Offenses**: 2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems.
4. **Procedure II-36.0: Use of University Logo, Seal, and Trademarks**: The use of TSU's University Logo, Seal, and Trademarks is handled by the Office of Media Relations. The right to download and/or store or output the logo and/or seal is protected under the United States copyright laws. They may not be reproduced in any edited form. Any

reproductions, transmission, performance, display, or editing of these materials by any means mechanical or electronic without written consent of Tennessee State University is strictly prohibited. Users wishing to obtain permission to reprint or reproduce either one of these must contact the Office of Media Relations.

Source: Procedure I-28.0; Procedure II-26.0; Procedure II-30.2; Procedure II-36.0 DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019
Link: http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

PART-TIME FACULTY

Policies and procedures related to part-time faculty are described by Academic Affairs in the Adjunct Faculty Handbook (a copy is included in the Appendix.)

OUTSIDE EMPLOYMENT/CONSULTING

A new policy relating to outside employment for the faculty was announced as effective at the January 2020 Faculty Staff Institute by the President: no prior permission is required for 10-12 hours of outside employment per week up to a maximum of 400 hours for 9-month faculty and 530 hours for 12-month faculty (see the Summary of President's Presentation to Spring 2020 Faculty Staff Institute in the Appendix, point #2). Conflict of Interest policies continue to apply (see Office of Internal Audit website). The Human Resources policy on outside employment in general is contained in TSU Policy 6.26 Outside Employment.

EXTRA COMPENSATION AND EXTRA SERVICE PAY

Procedure I-09.0: Extra Service Pay: The purpose of this policy is to describe the process and set forth the general provisions, circumstances, and limitations under which extra service pay may be appropriate for regular exempt employees of Tennessee State University. Compensation for work performed outside of, and in addition to, normal working assignments and responsibilities. Such work is performed in addition to the regular exempt employee's full workload and is typically non-recurring and specific in nature.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 59

Procedure I-25.13: Extra Compensation: A department chair may earn extra compensation during the year, including the summer. However, the extra compensation cannot exceed 25% of the annual year's salary. A non-department chair faculty cannot be paid more than 25% of the previous academic year's base salary for teaching assignments charged to the decentralized or other state budgets. A non-department chair faculty may earn up to 33 1/3% of the previous academic year's base salary during the summer if teaching and conducting externally funded research or externally funded research only.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 45

SUMMER SCHOOL

Procedure I-25.7: Summer Teaching Load of 9-Month Faculty: The maximum instructional load of faculty members on 9-month academic contracts will be three classes per summer with no more than two classes in any one session. Faculty members will carry out the normal teaching and non-teaching responsibilities such as advising and committee work.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 104-105

COMPENSATION FOR SUMMER SCHOOL

Procedure I-25.7: Summer Teaching Load of 9-Month Faculty: **Compensation for Summer:** TSU/TBR Policy 5:02:04:10 stipulates that regular faculty members be compensated for summer session at the rate of 1/32nd of the individual faculty member's preceding academic year salary per credit hour taught. This rate is based on the presumption that summer teaching assignments are proportionally similar in nature and extend to those carried out during a regular term.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 105

GENERAL TRAVEL POLICIES AND PROCEDURES

Procedure VII-01.0: Travel: Tennessee State University has established travel policies based on TSU /TBR Policy No. 4:03:03:00 which as well as the TSU travel section of the TSU Finance and Accounting Policy and Procedure Manual should be reviewed for more detailed information. All Tennessee State University employees who travel in the performance of their duties must follow the aforementioned TBR policy.

http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf

Source: DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL 2018-2019 p. 445

Travel policies and forms are available at the Travel Office website.

GRIEVANCE AND COMPLAINT PROCEDURES

The University policy and procedure for grievance is contained in TSU HR Policy 6.10.1 Grievance Procedure [Human Resources]. The complaint procedure is covered in TSU Policy 6.10 Complaint Procedure [Human Resources]. Also potentially relevant is TSU Guideline P-

080: Discrimination and Harassment - Complaint and Investigation Procedure [Office of Equity and Inclusion] and the Faculty Senate Grievance Committee [Faculty Senate] http://www.tnstate.edu/facultysenate/facultysenateconstitutions.aspx.

NON-INSTRUCTIONAL ASSIGNMENT POLICY

Non-instructional assignments are governed by the policy approved in 2016. See the Appendix for documentation of this policy.

POLICY GOVERNING FACULTY PARTICIPATION IN EXTENDED EDUCATION

The policy governing Faculty Participation in Extended Education dated 4/18/2018 is included in the Appendix. It was made effective immediately by the President by announcement at the January 2020 Faculty Staff Institute (see the Summary of President's Presentation to 2020 Spring Faculty Staff Institute - Key Policy Updates handout in Appendix.)

FACULTY BENEFITS

A comprehensive list of the faculty benefits can be found in the TSU Human Resources Personnel Handbook.

The benefits held by faculty as employees at the University are detailed in the Eligibility & Enrollment Guide, and can be found at the Human Resources website. Benefits for employees include (as of June 2020):

- Medical
- Pharmacy
- Dental
- Vision
- Disability (short term/long term)
- Life Insurance
- Health Savings Account
- Flexible Spending/Dependent Care Spending
- 529 College Savings Plan (TNStars)
- Retirement Planning
- Faculty Sick Leave Bank - A Sick Leave Bank for faculty has been established. See the Appendix for this policy dated 3/28/2018. Forms and more information are available at the Faculty Sick Bank website.
- Credit Union
- Employee Assistance Program (Optum)

Additional policies and procedures related to employee benefits are located at the Human Resources website. These benefits include:

- Leave policies
- Summer work week policies
- Educational assistance (Forms)
- Overtime
- Extra service pay
- Holiday Schedule

View your current benefits at MyTSU (instructions).

[Source: Based on information at the TSU Human Resources Personnel Handbook and the Human Resources Website accessed on June 21, 2020]

ACADEMIC AND ASSOCIATED SERVICES AND FACILITIES

UNIVERSITY LIBRARIES

The University benefits from two physical library facilities, the Martha M. Brown-Lois H. Daniel Library on the main campus and the Avon Williams Library at the downtown Avon Williams Campus. The Libraries have extensive electronic resources available for off-campus use by faculty, staff and students as well. Special collections and archives are located at the main campus Brown-Daniel Library. Library policies are listed on the libraries' webpage. A virtual tour of the library is available.

The Reference Department provides ongoing library and research support to faculty and their students in traditional, online, and/or hybrid courses via its Information Literacy /Library Orientation and Embedded Librarian services, including ongoing class availability of librarians, assistance with access and use of library resources on/off campus, and electronic course reserve materials.

The Circulation Department handles tangible course reserves; both tangible and electronic reserves must adhere to Library guidelines. Liaison Librarians can also assist faculty with research, instruction, and collection development in their academic disciplines. Media Centers at both campuses provide audiovisual and multimedia resources and services to faculty in support of instruction and research.

CHILD CARE SERVICES

The Department of Family Sciences operates two child care services, the Early Learning Center on the main campus (for children of students, staff, faculty and the community) and the Child

Care Center on the Avon Williams Campus (for children of students taking AWC evening courses).

[Source: Based on information at the Department of Family Sciences webpage for Child Care Services, 6/22/2020]

COUNSELING CENTER

Students at TSU have access to the services of the University Counseling Center: "Concerns for which students may seek the assistance of the Counseling Services include but are not limited to

- Academic or organizational skills
- Adjustment difficulties
- Personal decision-making
- Advocacy for academic support
- Mental health and emotional wellness
- Alcohol and substance use education
- Crisis or urgent issues
- Assistance with medical/psychological withdrawals.

Additionally, counseling staff is available for consultation with faculty and staff regarding student well-being and outreach presentations."

[Source: Quote is from the TSU Counseling Center website as of 6/25/2020]

SUPPORT FOR STUDENTS WITH DISABILITIES AT TSU

The Office of Disability Services, in "collaboration with the university departments,...is committed to providing reasonable accommodations to students with documented disabilities in order to promote equal access to the university's programs, activities, and services. ODS staff advocates for and creates an accessible university environment for students with disabilities, supports faculty in the classroom, and provides assistive technology that empowers students to self-advocate and develop the skills necessary to succeed academically." (mission as of 7/2/2020 at the ODS website). There is a specific University procedure for a student to request accommodations. ODS maintains a page of information for faculty including links to relevant statutes and other information.

[Source: Based on information at the TSU ODS website as of 6/25/2020]

SUPPORT FOR EMPLOYEES WITH DISABILITIES AT TSU

The Office of Equity and Inclusion (OEI) maintains policy and procedure information relevant to reasonable accommodations for employees, including faculty, under the Americans with Disability Act or Section 504 of the Rehabilitation Act of 1973, including a form to apply. Students desiring accommodation instead should contact the Office of Disability Services. TSU

Procedure No. 6.6.1 (see Appendix) contains the University policy regarding discrimination or harassment based upon a disability.

[Source: Based on information at the TSU OEI website on reasonable accommodations for employees as of July 2, 2020]

TESTING CENTER

The University Testing Center provides services to students and the community, through administration of both paper-based and computer-based tests. These may fall into the categories of admissions/placement testing, distance learning proctored exams, certification or licensure tests, and others.

[Source: Based on information at the TSU Testing Center website, June 22, 2020]

UNIVERSITY BOOKSTORE

There is one physical bookstore at the University, on the main campus. The bookstore also operates online for convenient access for students and other members of the University community.

Each regular semester the Bookstore issues the call to choose textbooks for the following semester(s). Students may look up their assigned textbooks for a specific semester through the Bookstore website.

[Source: Based on information at the TSU Bookstore website as of June 22, 2020]

SUPPORT FOR FACULTY USE OF TECHNOLOGY IN PEDAGOGY

The Office of TSU Global Online and the Center for Teaching, Learning and Technology provide faculty with resources, training opportunities and other types of support for distance education using the University's learning management system, branded at TSU as eLearn (as of June 2020, the system used at TSU is Brightspace, operated by the vendor D2L).

[Source: Based on information at the Center for Teaching, Learning and Technology (CTLT) website as of July 2, 2020]

TECHNOLOGY SERVICES AT TSU

The Office of Technology Services provides various kinds of support to students, faculty and staff, such as the Help Desk, email system and password management, management of the computing infrastructure of the University, and more. The OTS policies are available online.

SUPPORT FOR INTERNATIONAL STUDENTS AT TSU

The Office of International Affairs (OIA) offers a variety of kinds of support for international students and also is involved with study abroad programs (see OIA's page of policies and procedures for study abroad) and intercultural programming at the University. Potential H-1B visas for candidates for faculty positions are also handled through OIA.

[Source: Based on information at the Office of International Affairs website as of July 2, 2020]

EMERGENCY ALERT SYSTEM AND EMERGENCY PREPAREDNESS ON CAMPUS

The University operates an **Emergency Alert System**. Faculty and others in the University community can sign up for the service at the Office of Emergency Management webpage for the system.

The Office of Emergency Management provides various resources and training to the University community, including faculty. OEM also operates the website for the Red Flag System: "What To Report: Red Flag is used to gather information about suspicious activity on campus. Some items to report include the following: Suspicious Behavior; Knowledge of information that could damage university reputation; Threats to others or themselves. If this is an emergency, call 911 BEFORE submitting a report." (quote from https://report.myredflag.com/reporter/login/school/tsu on 6/8/2020)

[Source: Based on information at the TSU Office of Emergency Management website in June 2020.]

UNIVERSITY POST OFFICE

The TSU Post Office is an official United States Post Office location and its list of services is available. It is located on the 1st floor of the Floyd-Payne Campus Center.

[Source: Based on information at the TSU Post Office website as of 6/22/2020]

NON-ACADEMIC POLICIES OF POTENTIAL INTEREST TO FACULTY

FUNDRAISING

It is the policy of the University to coordinate all fundraising with Institutional Advancement or the Tennessee State University Foundation. The TSU Foundation was established in 1970 to manage all private contributions to the University. It works with Institutional Advancement in

planning, coordinating, implementing and evaluating all fundraising of private gifts from alumni, faculty, friends, foundations, and corporations.

[Source: Text is from the 1989 Handbook section "Fundraising" p. 110, with update to name of Development Office and to establishment date of Foundation to match the TSU Foundation website (was given as 1974 in the 1989 Handbook text)]

PUBLICITY FOR FACULTY ACTIVITIES

Within Public Relations & Communications, Media Relations serves as the liaison between the media and the University. Faculty may serve as experts for the media (a list of faculty and areas of expertise is maintained at the Media Services website), suggest ideas for press releases, or request media coverage for specific events by working through Media Services.

The University has an official Social Media Policy. All TSU Social Media sites must be registered with the Office of Public Relations and Communications, which maintains a directory of official social media sites of the University.

All University publications must follow the TSU Style Guide and must receive an official publication code. Further information is available at University Publications.

[Source: Based on information at websites for TSU Public Relations & Communications; Media Relations, and Social Hub as of 6/22/2020]

RECREATIONAL FACILITIES AVAILABLE TO FACULTY

Faculty have access to the Ralph H. Boston Wellness Center, located on the main campus. Relevant policies are posted.

[Source: Based on information at website for the TSU Wellness Center as of 6/22/2020]

IDENTIFICATION CARD POLICY

The entire ID card policy is available from the Office of Emergency Management; it begins "all faculty, staff and students are required to wear VISIBLY a current TSU identification (ID/Access) card containing an assigned identification number." The Identification & Access Control Center website includes practical information about obtaining ID cards, hours, and so forth.

SEXUAL MISCONDUCT POLICY

The University's policy on sexual misconduct is Policy 6.6.4, available along with a reporting form at the Office of Equity and Inclusion website.

TITLE IX AND SEX DISCRIMINATION AT EDUCATIONAL INSTITUTIONS

Resources and policies related to Title IX and sex discrimination, the Violence Against Women Act, and information regarding TSU's Sexual Assault Response Team are available from the Office of Equity and Inclusion's Title IX website.

FIREARMS POLICY AT TSU

The Tennessee code specifically addresses carrying weapons on school property, including state public institutions of higher education such as TSU [see TCA 39-17-1309, version effective on January 1, 2020]. Information regarding TSU firearms safety policy is available at the Campus Police website, including a link to Policy No. 100 "Safety Policy Governing Firearms on TSU Property" effective date July 1, 2016.

[Source: Based on information at the Tennessee Code Annotated at LexisNexis and the TSU Campus Safety website as of 7/2/2020]

ETHICAL CONDUCT, CONFLICT OF INTEREST, AND PREVENTION AND REPORTING FRAUD, WASTE, AND ABUSE

Policies regarding conflict of interest, internal audit, and the preventing and reporting of fraud, waste and abuse are within the purview of the TSU Department of Internal Audit. Conflict of Interest Disclosure Form, reporting options for fraud, waste and abuse, and the TSU Code of Ethical Conduct (Human Resources policy 6.9) are available from this Department.

[Source: Based on information at the TSU Department of Internal Audit webpage as of 7/2/2020]

POLITICAL MEETINGS ON CAMPUS

Organizations affiliated with the University may invite political candidates to speak on campus if the meeting is limited to members of the campus community, is closed to the general public, and follows the rules given in TBR Policy 3:02:02:00, and if reasonably equal speaking opportunities are available to all other candidates for the same political office. (See also TBR Policy 3:01:10:00).

[Source: Text is from the 1989 Handbook section "Political Meetings on Campus" p. 110. The policies TBR 3:02:02:00 and TBR 3:01:10:00 were deleted by TBR at the Sept. 22, 2011 Board Meeting according to the Policies Revision Index available at https://policies.tbr.edu/policy-guideline-revision-index.]

APPENDIX TO THE FACULTY HANDBOOK

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From records of Dr. Achintya Ray

Division of Academic Affairs
Approved Effective July 1, 2015 Mark G. Hardy

FACULTY OFFICE HOURS POLICY:

Although Tennessee State University recognizes that almost all faculty utilize technology to interact and support their students even when they leave the classroom and campus environment, it also recognizes that student must have access to their professors on campus at specifically indicated times; therefore, the following policies will be effective immediately:

1. University policy allocates ten hours for faculty to be available to their students outside the classroom environment. This availability may reflect a combination of:

    a. "in office" hours and/or
    b. "technology" hours

A. In Office Hours

1. Faculty will maintain one (1) mandatory "in office" hour per week for each three credit hour course assigned.

    a. Faculty will make a reasonable attempt to create "in office" hours convenient to class teaching schedules
    b. Department Heads/Deans may request changes in faculty "in office" hours only in consultation with the faculty member.

2. "In office" mandatory office hours are capped at five (5) hours per week regardless of course load.

    a. Faculty may choose to maintain additional "in office" hours up to a maximum of ten hours/week

3. Faculty will make a reasonable attempt to meet with students by appointment.

4. "In office" hours are not required for:

    a. Research Faculty not assigned classes. These faculty may use conference hours to address student needs.

    b. Faculty assigned courses with less than three credit hours include but not restricted to the following:

        i. Independent study hours
        ii. Lab hours
        iii. Orientation hours

5. Faculty are expected to post their class schedules and "in office" hours

    a. in a physical environment (for example: office door)
    b. in an electronic environment (for example: e-Learn)
    c. on all course syllabi

6. At the beginning of each semester, faculty will submit their class schedules and "in office" hours to their department heads. Throughout the semester, faculty will submit any changes to their "in office" hours to their department heads.

7. An inability to meet classes or to maintain "in office" hours must be reported to the department head.

    a. The department head will ensure a notification is posted on the professor's door to notify students of the faculty member's absence.
    b. When possible, the professor will provide notification to the students via technology.

8. When mandatory university meetings and other events occur during scheduled "in office" hours, faculty are not required to reschedule their "in office" hours.

9. "In office" hours do not replace scheduled class hours.

B. Technological Availability

1. Faculty may utilize current and future technologies to offer additional office hours not provided "in office" as a means of student communication and availability.

February 29, 2016

Dear President Glover,

As you requested, I prepared a revision to the "Chair Hiring Policy." In consultation with Dr. Hardy and Mr. Pendleton, I have prepared a final revision of the "Chair Hiring Policy" which was approved by the Faculty Senate at the January 21, 2016 meeting.

This is an important policy revision that impacts all Faculty at Tennessee State University. It is the expressed hope of Faculty Senate that you will approve the revised "Chair Hiring Policy."

As a means to provide immediate feedback and insight to you and your Administration, the Faculty Senate recommends that you instruct the deans of the various colleges to begin the chair evaluation process in all departments before spring break 2016.

I wish to thank you in advance for your time and consideration in this matter.

Sincerely,

Dr. Michael R. Catanzaro
Faculty Senate President
Associate Professor of English
Department of Languages, Literature and Philosophy
Tennessee State University
3500 John A. Merritt Blvd.
Nashville, TN 37209-1561
(615) 963-5730
mcatanzaro@tnstate.edu

February 29, 2016

Dear President Glover,

As you requested, I prepared a revision to the "Chair Hiring Policy." In consultation with Dr. Hardy and Mr. Pendleton, I have prepared a final revision of the "Chair Hiring Policy" which was approved by the Faculty Senate at the January 21, 2016 meeting.

This is an important policy revision that impacts all Faculty at Tennessee State University. It is the expressed hope of Faculty Senate that you will approve the revised "Chair Hiring Policy."

On behalf of Faculty Senate, I am requesting that you accept and approve the revised "Chair Hiring Policy."

Respectfully yours,

Michael R. Catanzaro, Ph.D.
Faculty Senate Chair
Tennessee State University

Your signature below will indicate your acceptance and approval of the revised "Chair Hiring Policy."

Mark G. Hardy
Vice President for Academic Affairs
Tennessee State University

Glenda Baskin Glover
President
Tennessee State University

TSU Policy #_____ Name of Policy: Assignment and Term of Department Chairs

Responsibility: TSU Office of Academic Affairs

TBR Authority: TBR Policy No. 5-01-00-00 General Personnel Policy

Adoption date: July 2011

Purpose: The purpose of this policy is to set requirements ~~to~~ concerning term limits for department heads

Policy Statement

The objective of this policy is to state clearly how academic department chairs will be appointed, compensated, and developed and detail the functions and expectations of all department heads at Tennessee State University. The goal is to help make chairs more effective leaders of their departments.

Compensation and Position Structure

Tennessee State University has moved to a governance model in which chairs serve on an annual basis with a renewable term. The chair will be reviewed annually, and reappointment is possible for an additional academic year upon a satisfactory review. Chair positions will be twelve-month assignments that include three months of summer compensation in recognition of the time required to discharge the duties of the chair during the summer months. Faculty members appointed to the position of chair will be required to assume administrative responsibilities. For nine-month faculty, this entails moving from an academic year (nine-month) to a fiscal year (twelve-month) assignment with additional teaching and administrative duties. The chair assignment may be made on a long-term or short-term basis, but it is considered a temporary appointment under TBR policy #5:01:00:00, *General Personnel Policy*. TSU may hire department chairs from among its faculty or through an external search.

A. Duties

Department Chairs must negotiate the needs, desires, and concerns of Faculty, Staff, and Students, as well as the resources, opportunities, constraints and demands of their dean, the Administration, and corporate and community partners. They must endeavor to do this while working daily with the individuals affected by their decisions.

The Principal Responsibilities of a Department Chair Are to:

1. Provide leadership for the Faculty, Staff, and Students in the department;
2. Recruit, retain and graduate departmental majors;
3. Ensure that the department meets its obligations to Faculty, Students, Staff, community and corporate partners, and the public;
4. Serve as a department liaison and advisor to the dean on academic policies, program needs, issues, and accomplishments while facilitating communication between the department Faculty and the leadership of the college, including the dean, associate deans, and other chairs;
5. Teach between three and six credit hours each term as negotiated and agreed by the dean;
6. Manage the fiscal matters of the Unit;
7. Develop strategic plans for the Unit in conjunction with department Faculty and assess progress regularly;
8. Perform Faculty and Staff evaluations and actively engage in mentoring and professional development that adhere to Department, College, and TSU policies;
9. Assist with alumni relations, communication, and development, and cultivate relationships with community partners;
10. Oversee Unit accountability measures, including assessments of student learning outcomes and productivity measures used by internal and external agencies;
11. Provide guidance to tenure track Faculty in their preparation for meeting tenure and promotion requirements;
12. Oversee and implement procedures for Faculty evaluations, tenure, and promotion that adhere to Department, College, and TSU policies;
13. Listen to Faculty, Staff, and Student issues and broker resolutions to conflicts, when possible;
14. Evaluate Staff and make recommendations for hiring and promotion, as well as replacement or termination;

15. Manage and oversee Faculty responsibilities to the department, including curriculum development, course assignments, regularly updating course syllabi, space assignments, Faculty hiring, and scheduling that adhere to Department, College, and TSU policies;

16. Conduct research activities within his or her discipline;

17. Review all academic year research results and summer research results of all Faculty who receive research-based release time, whether for funded or unfunded research;

18. Provide a yearly report to the Dean of the College as well as the department Faculty concerning each of the previously described responsibilities

19. Adhere to Department, College, and TSU policies;

20. Perform other duties as assigned.

B. Compensation

The job of Department Chair carries responsibilities that are the same, regardless of department, years in rank, or base salary. The compensation rate for the position will be a combination of two factors: base salary and a stipend. The stipend rate for a Department Chair position is $1,000 per month.

Upon return to their nine month faculty position, a salary adjustment will be made. Then the base fiscal faculty salary is reduced to an academic year contract at a rate no less than 80% of the fiscal year contract. At the time a faculty member serving as chair returns to a faculty position, the administrative stipend will end.

Salary raises, if assigned as a percentage of existing salary, will be computed on the base, 12-month salary of the chair, excluding the stipend. If at any time the chair temporarily ceases to perform the duties of the chair, he or she will cease to receive a stipend and will revert to a nine-month base.

Any absence from work must be compensated using sick or annual leave, unless the university is closed and those days had not been previously scheduled for absences.

C. Workload

Department Chairs will be required to have a full workload of fifteen (15) credit hours or the equivalent per term- fall, spring and summer semesters. Chairs will be provided a maximum of six hours of course release time per semester for the discharge of the responsibilities of the chair. Chair release time will be based upon factors such as number of Faculty, programs, departmental majors, and graduation numbers.

Department Chairs will have a variable workload consisting of at least three hours for teaching, at least three and no more than six hours for department head responsibilities, and up to three hours for departmental research (i.e., unfunded by grants) and other activities. Additional release time for funded research may be negotiated.

D. Term

The Department Chair position is a fiscal year (twelve-month) assignment that is renewable upon a satisfactory annual review which is conducted by the dean and which reflects the department tenure and tenure-track faculty's annual evaluation of the department chair and is subject to approval by the Chief Academic Officer and the candidate.

The effective date to begin in the Department Chair position is August 1 or January 1, unless circumstances necessitate otherwise.

- All appointment contracts will state "This is a non-tenured, administrative appointment and may be terminated at any time with thirty (30) days' notice."

- In the event a Department Chair is not recommended for continued appointment as Department Chair after his or her annual review, he or she will be notified at least thirty (30) days in advance of the contract ending date as stipulated in the department chair's appointment contract.

E. Annual Evaluation

1) The dean will initiate a review of the current chair in the fall of each academic year that must be concluded by the last business day in October.

    - Chairs will be evaluated at least twice during their initial year as Chair: once within the first 6-month period and at the conclusion of their first year. Thereafter, evaluations will be conducted annually in the fall of each academic year.

    - Tennessee State University maintains a policy of evaluating the job performance of its employees as a means of:

        - measuring operational efficiency and effectiveness

        - providing employees with meaningful information about their work

        - aiding the University in making personnel decisions related to such areas as training, compensation, promotion, job assignments, retention and long-range planning of its operations (TSU Performance Evaluation (6.29))

    - Faculty assessments of the candidate will be submitted anonymously.

- Reviews may be initiated earlier at the request of the dean or a majority of the faculty employed within the department.

2) Similar to the online "Hands Free Course Evaluation" that students complete, Tenured and Tenure-track Faculty will be sent an online questionnaire at least seven (7) business days before fall break that will allow them to assess anonymously the Chair's strengths and weaknesses as "Strongly Agree," "Agree," "Neither Agree nor Disagree," "Disagree," "Strongly Disagree," or "Not Applicable."

   - The final assessment marker will ask Faculty to respond to the following question:

     - Do you recommend that the chair be allowed to continue in his or her position?

       - The response options will be "yes" or "no."

   - The end of the questionnaire will provide a comment feature to allow Faculty to offer additional insights for the ratings they selected.

3) In the spirit of transparency, deans will submit their recommendations to the Chief Academic Officer with a justification report that includes:

   a) the mean average scores of the evaluation questions completed by faculty

   b) a compilation of all comments made by faculty on the chair evaluation form

4) At the recommendation of the dean and the Chief Academic Officer, the Department Chair may be reassigned back to faculty status at the end of that academic year.

5) At the recommendation of the dean, the Chief Academic Officer, and with the consent of the candidate, the incumbent will continue as Department Chair for an additional fiscal year (twelve-month) assignment.

F. Appointment

1) Initial Assignment:
The Department Chair position is a fiscal year (twelve-month) assignment that is renewable upon a satisfactory annual review which is conducted by the dean and which reflects the department faculty's annual evaluation of the department chair and is subject to approval by the Chief Academic Officer and the candidate.

- The effective date to begin in the Department Chair position is August 1 or January 1, unless circumstances necessitate otherwise.

- All appointment contracts will state "This is a non-tenured, administrative appointment and may be terminated at any time with thirty (30) days' notice."

- In the event a department chair is not recommended for continued appointment as Department Chair after his or her annual review, he or she will be notified at least thirty (30) days in advance of the contract ending date as stipulated in the department chair's appointment contract.

2) **Renewal:**
In the normal course, the dean will initiate a review of the current Chair in the fall of each academic year. If the review is positive and the candidate wishes to continue in the post, and a majority of the department's tenured and tenure-track Faculty recommends reappointment, the incumbent may be recommended for reappointment by the college dean. Upon approval of this recommendation by the Vice President and President, a new appointment contract will be developed for an additional fiscal year (twelve-month) assignment. Even with positive recommendations, the Dean must carefully consider whether reassignment is appropriate.

3) **Replacement:**
If identification of a new Chair is deemed appropriate, the college will begin the process outlined below.

A. Internal Search:

The search to fill the Department Chair's position will be overseen by a search committee comprised of:

- one member of the college's Promotion and Tenure Committee for that year (who will serve as chair)
    - This individual must not be a faculty member of the department seeking to fill the Department Chair's position.

- three faculty members (at least one tenure-track and one tenured) to be elected by a majority of the department's tenured and tenure-track faculty who are not applying for the position and

- an associate dean in the college (or the Chair of the College Tenure and Promotion Committee if there is no associate dean) who will serve as an *ex officio* member.

The Process Will Generally Be as Follows:

a) The dean's office will initiate an announcement of the position.

b) The office will circulate a notice to all members of the department notifying them of the opening and soliciting nominations or expressions of interest from all members of the department.

c) The dean will consult with each of the nominees on his or her willingness to consider the position.

d) The names of the nominees willing to serve will be provided to the search committee.

e) If the slate of candidates is deemed inadequate by a majority of the search committee, the search committee or a subset of the committee will be charged with encouraging additional candidacies from the eligible members of the faculty.

f) The search committee will identify from those candidates nominated those who are appropriate for the position.

g) In most cases, it is expected that all nominees willing to serve would be considered.

    - This evaluation will consider the candidate's abilities and the opinions of various constituencies in the department in considering the appropriateness of the nominations.

h) The committee will confirm with the candidates their willingness to consider the position.

i) Those candidates will meet with the dean to confirm their willingness to consider the position, and their names will be circulated to the department.

j) The candidates will be invited to an open forum/meeting with the members of the department to discuss their view of the position and the issues facing the department.

k) The open forums must be scheduled as closely together as is practicable.

l) The department's tenured and tenure-track faculty will be provided an opportunity to submit anonymous evaluations of the candidates to the committee. (This form is different from the form to vote for a specific candidate.)

m) At a minimum, the candidates would meet with

- tenured and tenure track faculty;
- other Staff (professional faculty, classified staff, and part-time instructors); and
- Students (undergraduate and graduate together or separately).
  - Each of those groups will be asked to provide its opinion of each candidate with a discussion of strengths and weaknesses to the chair or associate dean of the search committee.
    - This form is different from the form to vote for a specific candidate.

n) Within three (3) business days of the conclusion of this process, the committee chair will provide the dean with a summary of the strengths and weaknesses of the candidates.

o) Within three (3) business days of the last open forum, tenured and tenure-track Faculty must receive a voting ballot in the form of paper, electronic, or some other technological form that protects the identity of the voters that will allow them to vote anonymously for the candidate of their choice.

- The ballot must clearly indicate the names of the candidates and instructions to vote for only one of the candidates.

- Within seven (7) business days after the voting process has ended, the results must be submitted to the Dean, Faculty, and Staff.
- Within seven (7) business days of receiving the results, the dean must make a recommendation to the Chief Academic Officer.
- There is a general expectation that the Dean's recommendation will reflect the candidate who received the majority of votes.
  - In the event of a tie vote, the Dean will cast the deciding vote.

B. External Search

If no suitable candidate can be identified in that department in the internal search process and a vacant position is available, the dean will identify interim leadership for the department from the pool of candidates from outside of the department. This will generally proceed as follows:

a. The dean will meet with the department to consider the duration of that interim leadership and if an external search is warranted.

b. Initiation of an external search will depend not only upon the needs of the unit, but also on the resources available to the college and the strategic need for the position.

c. An external search for a Chair will proceed as would a search for any open tenure track position.

If the incumbent Chair resigns from the position before the end of his or her contract, the college dean will initiate an internal or external search process as noted above. If necessary, interim leadership will be appointed for the department while that process proceeds.

Approved

President

Adopted date:
Revised July 2011
Revised 11/22/12
Revised 10/27/15

TENNESSEE STATE UNIVERSITY

Memorandum of the Faculty Senate

To: Dr. Glenda B. Glover, President

CC: Dr. A. Mosley, Interim VP of Academic Affairs; Ms. Cynthia Brooks, VP Budget, and Finance; Ms. Linda Spears, Associate VP of Budget and Finance and Director of HR; Dr. John Miglietta, Professor, College of Liberal Arts; Dr. Carrie Hurst, Associate Professor, College of Business; Dr. John Kelley, Associate Professor, College of Life and Physical Sciences

From: Dr. Achintya Ray, Chair of the Faculty Senate

Date: 3/28/2018

Re: Final Approval of the Charter & Governance Policy of the Faculty Sick Leave Bank

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The Faculty Sick Leave Bank policy was approved in 2016. According to the Faculty Sick Leave Bank Policy, "*The purpose of the Faculty Sick Leave Bank is to provide emergency sick leave to members of the program who have suffered an unplanned personal injury, disability or quarantine and who have exhausted their personal sick and annual leave.*"

The following members have been appointed to be the founding members of the Board that governs the Faculty Sick Leave Bank

1. Ms. Cynthia Brooks, VP Budget, and Finance. (3-year term)
2. Ms. Linda Spears, Associate VP of Budget and Finance and Director of HR (2-year term)
3. Dr. John Miglietta, Professor, College of Liberal Arts (1-year term)
4. Dr. Carrie Hurst, Associate Professor, College of Business (2-year term)

5. Dr. John Kelley, Associate Professor, College of Life and Physical Sciences (1-year term)

The Board elected Dr. John Miglietta to be the inaugural Chair.

The Board governing the Faculty Sick Leave Bank, after an extensive discussion, approves the following charter and governing policy for the Faculty Sick Leave Bank. This charter has also been approved by the Executive Committee of the Faculty Senate and by the Faculty Senate.

A Presidential signature at the end of this memorandum will signify the acceptance of the charter for full and immediate implementation.

FACULTY SICK LEAVE BANK: CHARTER AND GOVERNING POLICY

PURPOSE

The purpose of the Faculty Sick Leave Bank is to provide emergency sick leave to members of the program who have suffered an unplanned personal illness, injury, disability or quarantine and who have exhausted their personal sick and annual leave.

ADMINISTRATION

The Faculty Sick Leave Bank shall be administered by five (5) Trustees appointed by the president of Tennessee State University. **At least three** (3) of the appointees shall be from among the tenured and tenure track faculty who shall devote a majority of their time to classroom instruction. All appointments shall be for three (3) year terms after an initial appointment of one (1) year for two Trustees, two (2) years for two Trustees and three (3) years for one Trustee. The Trustees will elect a chairman at their first meeting. Trustees shall be eligible for reappointment and any vacancy resulting from expiration of a term, retirement, resignation, discontinuation of employment or death shall be filled immediately by the president in consultation with the Executive Committee of the Faculty Senate.

GUIDELINES

All regular full-time employees of Tennessee State University who hold faculty rank, whether serving in an academic or fiscal year appointment, and all regular part-time instructional staff shall be eligible to participate in the Faculty Sick Leave bank; however, a minimum participation of twenty (20) employees shall be required to establish the Bank.

3/28/2018

The TSU President or designee shall appoint a Committee of Trustees in consultation with the Executive Committee of the Faculty Senate to carry out this policy and the procedures contained herein. The Trustees shall be comprised of at least three full-time tenured and tenure-track faculty members at TSU.

Applicants to the membership of the Faculty Sick Leave Bank must have at least six (6) sick leave days accumulated at the time of their application. Those electing to participate in the Bank shall initially have the equivalent of three (3) days of sick leave deducted from their accumulated sick leave and transferred to the Bank.

Anyone electing to participate shall sign up within forty-five (45) days from the date membership materials are initially made available to the faculty and during the month of October of that and succeeding years when enrollments for other benefits like health insurance are customarily open.

Donations of sick leave days to the Bank are nonrefundable and nontransferable with the following exception.

In the event that dissolution of the Bank becomes necessary because the institution or branch is closed, or because membership in the Bank falls below twenty (20) individuals, the total days on deposit shall be returned to the participating members at the time of dissolution and credited to their personal sick leave accumulation in proportion to the number of days each has contributed individually.

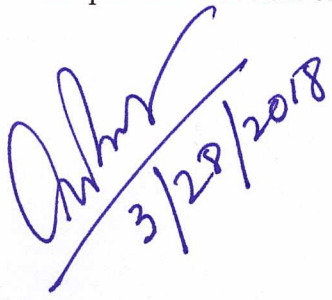
Days returned and credited to an individual shall be rounded to the nearest one-half (1/2) day or equivalent.

A Bank member may cancel his or her membership at any time upon written notification to the trustees.

Assessed sick leave days shall be nonrefundable upon cancellation of membership and nontransferable upon transfer to another Locally Governed Institution (LGI), Tennessee Board of Regents institution, UT or State agency.

Members of the Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.

A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick and annual leave accumulated in the personal account of the participant.



Leave grants from the Bank, approved by the Trustees, shall not be more than twenty (20) consecutive days for which the individual applicant would have otherwise lost pay.

Applicants may submit requests for extension of such leave grants before or after their prior grants expire. The Trustees will consider such applications on a case by case basis and provide written notification once they reach a decision.

The maximum number of days any participant may receive in any fiscal year is sixty (60). The maximum number of days any participant may receive as a result of any one illness, or recurring diagnosed illness or accident is ninety (90) total.

In the event a member is physically or mentally unable to apply for bank sick leave, the immediate next-of-kin may make a request to the Sick Leave Bank on his or her behalf.

If there is no next-of-kin available, this request may be made by the legally appointed guardian or conservator or an individual acting under valid power of attorney. The Trustees of the Sick Bank should craft a form in consultation with the Human Resources Department to facilitate this application process.

If the Trustees may require a certificate of condition from a licensed physician approved by the Board of Trustees from any member requesting grant of sick leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Grants of bank originated sick leave shall not be contingent upon repayment of hours used or waiver of other employment benefits or rights.

Grants of sick leave from the Bank shall not be made to any member on account of any elective surgery, or illness or death of any member of the participant's family, or during any period the member is receiving disability benefits from Social Security, a state-sponsored retirement plan, or Board of Claims benefits (worker's compensation).

A member shall lose the right to obtain the benefits of the Bank by:

- Termination of employment (including retirement).
- Cancellation of participation.
- Refusal or inability to honor assessments made by the Trustees.
- Being on approved leave of absence in a non-pay status for reasons other than illness, injury or disability.

Employees who are granted bank sick leave shall continue to accrue sick leave and annual leave, if applicable, and service credit for retirement and longevity purposes, during the time they are on the Bank originated sick leave.

Also, they will receive credit for any holidays that may occur during the bank sick leave period.

Faculty leaving the university may elect to donate all or part of their accrued sick leave to the Faculty Sick Leave Bank. The Board of Trustees of the Faculty Sick Leave Bank will also develop an appropriate form and policy to govern the voluntary donation of sick leaves from a retiring or departing faculty member.

The trustees will approve or reject all requests for bank sick leave within ten (10) calendar days of receipt of the written formal request.

The operation of the Faculty Sick Leave Bank shall exist separately from the regular sick leave accrued to individual's personal accounts with respect to approvals and appeals; the decisions of the Trustees shall not be appealed beyond that body.

Records and official forms of the Bank and minutes of the Trustees meetings shall be maintained by the Faculty Sick Bank Board of Trustees. Some records as appropriate may be maintained by the Human Resources Department with copies provided upon request to the Office of the Vice President of Academic Affairs.

All records shall be subject to audit by appropriate state officials.

Subsequent assessments will be made in order to maintain a minimum balance in the bank's reserves. This minimum balance is set at sixty (60) days and is subject to modifications by the Trustees.

The amount of subsequent assessments will depend upon the balance in the bank's reserves, the number of members and the projected need. However, no more than three (3) days will be assessed for any one assessment. Notification will be provided at least 30 calendar days prior to the assessment.

Amendments to these guidelines may be made by an affirmative vote of at least three trustees, a majority of the faculty senate, and approval by the President.

The chair of the Board of Trustees shall forward the amendment proposal to the Faculty Senate for consideration. The Faculty Senate shall hold a vote within 180 (one hundred and eighty days) to confirm or deny the request made by the Board of Trustees. Upon an affirmative vote

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by the Faculty Senate, the proposal shall the forwarded to the University President for final approval.

PROCEDURES

Application to participate in the Faculty Sick Leave Bank shall be made on forms prepared and approved by the Faculty Sick Bank Board of Trustees.

All requests to draw upon the Bank must be made through a Faculty Sick Leave Bank Request Form and submitted to the Trustees within thirty (30) calendar days of the first date bank usage is requested.

A licensed physician's statement, verifying the nature of the illness or injury, and the inability of the employee to work, must accompany the application form.

In extreme and unusual cases exceptions may be approved.

Materials submitted will be maintained by the Faculty Sick Bank Board of Trustees. Some records as appropriate may be maintained by Human Resources.

APPROVED

Glenda B. Glover

DR. GLENDA B. GLOVER

PRESIDENT, TENNESSEE STATE UNIVERSITY

3/28/2018

Memorandum of the Faculty Senate

To: Dr. Erik Schmeller (College of Liberal Arts), Dr. Abu Wahid (College of Business), Dr. Fenghui Yao (College of Engineering), Dr. Rosemary Theriot (College of Health Sciences), Dr. James Campbell (College of Education), Dr. Mozhgan Mirani (College of Life and Physical Sciences), Dr. Ann-Marie Rizzo (College of Public Service), Dr. Thomas Broyles (College of Agriculture, Human, and Natural Sciences), Dr. Joyce Radcliff (Library)

CC: Dr. Glenda Glover (President), Attorney Laurence Pendleton (General Counsel), Dr. Mark Hardy (VP for Academic Affairs), Dr. Alisa Mosley (Associate VP for Academic Affairs), Ms. Cynthia Brooks (VP, Budget, and Finance), Ms. Linda Spears (Associate VP of Business and Finance and Director of HR), All Members of the Faculty Senate 2017-18

From: Dr. Achintya Ray, Chair of the Faculty Senate

Date: 11/30/2017

11/30/2017

Re: Non-Instructional Assignment Review Committee Appointment and Charge

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The Non-Instructional Assignment (NIA) Policy was approved in 2016 (attached to this document). "*The purpose of the NIA grant is to relieve the faculty members from all faculty duties for one semester at full pay (15 hours of reassignned time) or for one year at half pay (7.5 hours of reassignned time per semester) in order to pursue research, publication, or creative activity opportunities.*"

Pursuant to the recommendation of the Faculty Senate, the President has now appointed the first review Board. The following members of the faculty are appointed to the first NIA review committee:

1. Dr. Erik Schmeller, College of Liberal Arts
2. Dr. Abu Wahid, College of Business
3. Dr. Fenghui Yao, College of Engineering

4. Dr. Rosemary Theriot, College of Health Sciences
5. Dr. James Campbell, College of Education
6. Dr. Mozhgan Mirani, College of Life and Physical Sciences
7. Dr. Ann-Marie Rizzo, College of Public Service
8. Dr. Thomas Broyles, College of Agriculture, Human, and Natural Sciences
9. Dr. Joyce Radcliff, Library

The committee shall elect a Chair by the end of the first meeting.

The primary job of the NIA committee will be to develop the rubric, send call for applications, review the submitted applications, make recommendations about funding, etc. strictly in accordance to the approved policy referenced above and attached to this document.

The committee shall keep the Chair of the Faculty Senate informed about its work and recommendations so that the Chair of the Faculty Senate can keep the Senate informed and engage in dialogue with the ranking members of the University Administration.

The Review Committee shall follow the timeline mentioned in the attached Presidential approval memo.

It is also recommended that NIA grants be made available to 10% of the eligible faculty members subject to the availability of funding.

Furthermore, it is recommended that no quota shall be imposed on the number of awardees from different colleges. The main purpose of the NIA is to foster excellence in research and creative activities my freeing faculty time from other responsibilities. Thus it is very important that the grants be provided on a merit basis keeping the best interests of the university and the larger scholarly community in mind.

11/30/2017

TENNESSEE STATE UNIVERSITY

OFFICE OF THE PRESIDENT
3500 JOHN A. MERRITT BOULEVARD, NASHVILLE, TN 37209

MEMORANDUM

TO: Dr. Achintya Ray, Chair, Faculty Senate

FROM: Dr. Glenda B. Glover, President

DATE: October 20, 2017

RE: Approval of Faculty Sick Leave Bank and Non-Instructional Assignment Grant

This memorandum signifies official presidential acceptance and approval of the two memoranda dated January 19, 2017 with the following subjects:

1. Formation of the Faculty Sick Bank
2. Formation of the Non-Instructional Assignment Review Committee

These following members are appointed to serve as the founding members of the Board of Trustees for the Faculty Sick Leave Bank (length of terms in parenthesis):

1. Ms. Cynthia Brooks, VP Budget, and Finance. (3-year term)
2. Ms. Linda Spears, Associate VP of Budget and Finance and Director of HR (2-year term)
3. Dr. John Miglietta, Professor, College of Liberal Arts (1-year term)
4. Dr. Carrie Hurst, Associate Professor, College of Business (2-year term)
5. Dr. John Kelley, Associate Professor, College of Life and Physical Sciences (1-year term)

The following members of the faculty are appointed to the first Non-Instructional Assignment Review Committee:

1. Dr. Erik Schmeller, College of Liberal Arts
2. Dr. Abu Wahid, College of Business
3. Dr. Fenghui Yao, College of Engineering
4. Dr. Rosemary Theriot, College of Health Sciences
5. Dr. James Campbell, College of Education
6. Dr. Mozhgan Mirani, College of Life and Physical Sciences
7. Dr. Ann-Marie Rizzo, College of Public Service
8. Dr. Thomas Broyles, College of Agriculture, Human, and Natural Sciences
9. Dr. Joyce Radcliff, Library

The Chair of the Faculty Senate shall formally notify each of the appointed members about these appointments.

The Chair of the Faculty Senate shall call the first meeting of the Board of Trust (Faculty Sick Leave Bank) and Non-Instructional Assignment Review Committee by no later than November 15, 2017. Each respective body shall elect a chair during its first meeting and also prepare its bylaws as soon as thereafter. Also, during the first meeting, the Chair of the Faculty Senate shall clearly explain the charge to each of these bodies.

The Non-Instructional Assignment Review Committee shall adhere to the following timeline for expedited processing of the NIA application and funding:

- January 19, 2018: Development and approval of the rubric of the Rubric and call for applications.
- February 28, 2018: Deadline for the submission of applications.
- March 21, 2018: Completion of Committee Review and Recommendation for Funding to the Chair of the Faculty Senate.
- April 02, 2017: Conference between the Chair of the Faculty Senate and the VPAA regarding the recommendations for funding and final decision from the VPAA about the allocation of funding.
- April 07, 2017: Notifications to the Applicants, Deans and Department Chairs by the VPAA.

The chairs of the Board of Trust (Faculty Sick Leave Bank) and Non-Instructional Assignment Review Committee shall meet the Chair of the Faculty Senate and VPAA periodically to keep them informed about the workings in their respective bodies.

After the first year, the Chair of the Faculty Senate shall send a call for nomination to each of the colleges for election to the Non-Instructional Assignment Review Committee in each Fall. The Chair of the Faculty Senate shall communicate the names and affiliations of each member to the VPAA by the no later than October 30 of each calendar year. The VPAA shall formally constitute the Non-Instructional Assignment Review Committee by no later than November 15 of each calendar year. The committee shall follow similar timeline in each spring.

For the Board of Trust of the Faculty Sick Leave Bank, the Chair of the Faculty Senate shall nominate a member whenever a vacancy arises. That nomination shall be confirmed by the Faculty Senate during the regular academic year or the Executive Committee of the Faculty Senate during summer. Upon confirmation, the Chair of the Faculty Senate shall inform the VPAA about the confirmation. The VPAA shall formally appoint the member to the Board to fill up the vacancy.

Memorandum of the Faculty Senate

To: Dr. Glenda B. Glover (President)

CC: Attorney Laurence Pendleton (General Counsel), Dr. Mark Hardy (Provost and Executive VP), Ms. Cynthia Brooks (VP, Budget, and Finance), Ms. Linda Spears (Associate VP of Business and Finance and Director of HR), All Members of the Faculty Senate 2016-17

From: Dr. Achintya Ray, Chair of the Faculty Senate

Date: 1/19/2017

Re: Formation of the Non-Instructional Assignment Review Committee

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The Non-Instructional Assignment (NIA) Policy was approved in 2016 (attached to this document). "*The purpose of the NIA grant is to relieve the faculty members from all faculty duties for one semester at full pay (15 hours of reassignned time) or for one year at half pay (7.5 hours of reassignned time per semester) in order to pursue research, publication, or creative activity opportunities.*"

The following members of the faculty are recommended to be on the first NIA review committee:

1. Dr. Erik Schmeller, College of Liberal Arts
2. Dr. Abu Wahid, College of Business
3. Dr. Fenghui Yao, College of Engineering
4. Dr. Rosemary Theriot, College of Health Sciences
5. Dr. James Campbell, College of Education
6. Dr. Mozhgan Mirani, College of Life and Physical Sciences
7. Dr. Ann-Marie Rizzo, College of Public Service
8. Dr. Thomas Broyles, College of Agriculture, Human, and Natural Sciences
9. Dr. Joyce Radcliff, Library

The names are now submitted for Presidential approval and for the formation of the committee.

The primary job of the NIA committee will be to develop the rubric, send call for applications, review the submitted applications, make recommendations about funding, etc. strictly in accordance to the approved policy referenced above and attached to this document.

The committee shall keep the Chair of the Faculty Senate informed about its work and recommendations so that the Chair of the Faculty Senate can keep the Senate informed and engage in dialogue with the ranking members of the University Administration.

The following timeline is recommended for expedited processing of the NIA application and funding:

1. January 25, 2017: Notifications of the Formation of the Committee.
2. February 10, 2017: Development and approval of the rubric of the Rubric and call for applications.
3. February 28, 2017: Deadline for Applications.
4. March 21, 2017: Completion of Committee Review and Recommendation for Funding
5. March 31, 2017: Conference between the Chair of the Faculty Senate and the VPAA and Final decision from the VPAA about funding.
6. April 07, 2017: Notifications to the Applicants, Deans and Department Chairs.

It is also recommended that NIA grants be made available to 10% of the eligible faculty members subject to the availability of funding.

Furthermore, it is recommended that no quota shall be imposed on the number of awardees from different colleges. The main purpose of the NIA is to foster excellence in research and creative activities my freeing faculty time from other responsibilities. Thus it is very important that the grants be provided on a merit basis keeping the best interests of the university and the larger scholarly community in mind.

1/19/2017

OFFICE OF THE PROVOST

FEB 05 2016

TENNESSEE STATE UNIVERSITY

February 5, 2016

Dear President Glover,

The Faculty Senate "Faculty Health and Welfare Committee" chaired by Dr. John Miglietta presented to Faculty Senate a recommendation for the creation of a "Non-Instructional Assignment" (NIA) grant for full-time tenure track Faculty that was approved by the Faculty Senators during the January 21, 2016 Faculty Senate meeting.

This is an important grant that impacts all Faculty at Tennessee State University. It is the expressed hope of Faculty Senate that you will approve the "Non-Instructional Assignment" (NIA) grant and put it into effect at the beginning of the 2016-2017 academic year.

I wish to thank you in advance for your time and consideration in this matter.

Sincerely,

Dr. Michael R. Catanzaro
Faculty Senate President
Associate Professor of English
Department of Languages, Literature and Philosophy
Tennessee State University
3500 John A. Merritt Blvd.
Nashville, TN 37209-1561
(615) 963-5730
mcatanzaro@tnstate.edu

Your signature below will indicate your acceptance and approval of the "Non-Instructional Assignment" (NIA) grant.

Mark G. Hardy
Vice President for Academic Affairs
Tennessee State University

Glenda Baskin Glover
President
Tennessee State University

Version 2.0 based on a meeting of the Faculty Senate Benefits and Welfare Committee which met on October 9, 2015. With Additions based on a meeting with Dr. Hardy and Mr. Pendleton 1/13/16

Proposal to Establish a NON-INSTRUCTIONAL ASSIGNMENT (NIA) GRANTS for Full-Time Tenure Track Faculty

The purpose of the NIA grant is to relieve faculty members from all faculty duties for one semester at full pay (15 hours reassigned time) or for one academic year at half pay (7.5 hours reassigned time per semester) in order to pursue research, publication, or creative activity opportunities. The committee encourages applicants to submit proposals that involve on-campus or off-campus research, creative activity, internships, and fellowships in order to broaden the body of knowledge available to TSU faculty, and through them, to TSU students and the wider community.

This is intended to be a competition among very thoughtful and well written scholarly and creative research projects with a specific date of completion. There is not a guarantee that all applications will result in an award. Tennessee State University is committed to be thorough, consistent, fair and as objective as possible in reviewing the submissions. In addition to the research proposal applicants will also be evaluated on their overall record of teaching, research, and service to the University and the wider community. The number and levels of activity will be evaluated be based on the tier levels in the faculty handbook.

Overseeing the awarding of the grants will be a Non-Instructional Assignment Committee composed of representatives of each College and the Library. The Non-Instructional Assignment (NIA) committee will be an Ad Hoc committee composed of one representative elected by the faculty of each College and the Library, with the exception of the Graduate School. The committee shall be chaired by a Faculty Senator under the auspices of the Faculty Senate's Benefits and Welfare Committee. The committee shall be responsible to the Faculty Senate as well as the Vice-President for Academic Affairs. Faculty who serve on the committee will be ineligible for applying for a NIA grant for that academic year.

The NIA committee will evaluate and recommend for approval applications for non-instructional assignments that develop the following criteria:

(1) contribute to the professional growth of the faculty;
(2) improve the teaching and curriculum across the university;
(3) enhance scholarship and academic excellence of the university in ways that cannot be accomplished under the constraints of regular workload assignments
(4) better improve the international/national visibility of the university.

To be eligible for a Non-Instructional Assignment Grant, an applicant must:

A. Be a tenured member of the full-time faculty, including department chairpersons.
B. Have completed seven (7) consecutive years of full-time employment at Tennessee State University.

Applications should include the following:

A. A description of the specific project, its objectives, and end product that contain sufficient detail to clearly connect and/or show the proposal's compatibility with the statement of purposes listed above;
B. An anticipated schedule of progress during the Non-Instructional Assignment;
C. A copy of the applicant's current vita;
D. Proof of acceptance by cooperating university (ies) and/or other entities, or approval by granting agency (ies), if applicable;
E. A letter from the Tennessee State University Institutional Review Board (IRB) approving the project, if the project involves research with human subjects;*
F. Sources of internal and external funding to supplement the grant (if applicable).
G. If the applicant was awarded a Non-Instructional Assignment Grant in a prior period, a written report of the completed activity related to the prior award should be included in the proposal.
H. An application cover/approval page with the signatures of the department chairperson and dean is required.
I. While each applicant is free to design and describe the project to best suit the field of study, it is strongly suggested that the proposal clearly address the stated purposes of a NIA.

**The committee will accept and consider proposals for which final IRB approval has not yet been received but funding will not be recommended until all necessary approvals have been submitted.*

The Non-Instructional Assignment Committee will evaluate all applications that have been received on or before the announced NIA deadline.

- A rubric shall be devised by the Faculty Senate Benefits and Welfare committee in cooperation with the first NIA committee.
- The rubric shall take into account the applicant's teaching, publishing, and service record to the University and the community at large.
- The committee will then make recommendations for approval of the current year NIA proposals to the Vice-President for Academic Affairs.
- The approved applications will be ranked by the Non-Instructional Assignment Committee.
- The Vice-President for Academic Affairs' decision on approving applications for funding is final and shall follow the rubric established by the committee.

- The number of applications awarded an NIA grant will be based on available funding in a given academic year.

- The Vice President for Academic Affairs will provide a written report to the committee of the proposals accepted for funding.

If a participant receives a full academic year NIA, a mid-year performance review will be administered to ensure that stated goals are being met. This performance review will be completed by the department chairperson and shared with the NIA committee as well as the Vice-President for Academic Affairs. At the end of the NIA time period, each participant will submit a written review of the NIA activity to the Vice-President for Academic Affairs and forward copies to their appropriate dean and chairperson. This review must include a written report indicating the degree to which the objectives of the proposal were accomplished. The report must include concrete evidence of work completed such as a copy of or online access to the final product, whichever is most reasonable.

If a faculty member is accepted for an NIA, in addition to the normal salary for the period, he/she will receive his or her normal accumulation of retirement, sick and or annual leave, and medical insurance benefits. Acceptance of a NIA requires that the faculty member agree to return to TSU for a minimum of two semesters immediately following the NIA. Summer sessions are not included. In the event the faculty member is unwilling to agree to these conditions, the NIA will not be granted and may become available to other faculty. If materials are published as a result of the assignment, recipients should acknowledge Tennessee State University in the article, book, or creative product. All grant recipients are subject to University policies concerning patents, copyrights, and royalties. Copies should be furnished by the university to grant recipients if applicable.

There must be a period of seven (7) years between Non-Instructional Assignments for the same faculty member. A recipient may apply seven (7) years after approval of the first NIA. For example if a faculty member applied for an NIA in academic year 2015-2016 and received it for 2016-2017, he/she would next be eligible to apply for another in academic year 2022-2023 for the following academic year. Eligible faculty members who are interested in applying for a NIA should follow the guidelines stated above for preparing the proposal.

The committee requests that this proposal be initiated as soon as possible but it is strongly recommended that it be put in place no later than academic year 2016-2017. The committee recommends that consideration be given to establishing a goal that the number of awards per year should be 10% of the entire eligible faculty.

See also #1 Policy Update on the "Summary of President's Presentation to 2020 Spring Faculty Staff Institute - Key Policy Updates" which pertains to adoption of this policy

From records of Dr. Achintya Ray

TENNESSEE STATE UNIVERSITY

Memorandum of the Faculty Senate

To: Dr. Glenda B. Glover, President

CC: Dr. A. Mosley, Interim VP of Academic Affairs; Ms. C. Brooks, VP Budget, and Finance; Dr. E. Nettles, Associate VP of Academic Affairs; Dr. L. Crumpton-Young, VP of Research and Sponsored Programs; Dr. C. Johnson, Chief of Staff; All Members of the Faculty Senate 2017-18.

From: Dr. Achintya Ray, Chair of the Faculty Senate

Date: 4/18//2018

Re: Policy to Govern Faculty Participation in Continuing Education and Training Programs

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During its meeting on April 12, 2018, Faculty Senate unanimously approved a policy governing the Faculty Participation in Continuing Education and Training Programs. That policy is now forwarded for Presidential Consideration.

A Presidential signature at the end of this memorandum will signify the acceptance of the policy for full and immediate implementation.

It is the unanimous sense of the Faculty Senate that the full immediate implementation of this policy will greatly help the members of the faculty to engage in creative entrepreneurial activities helping the institution both academically and financially.

This policy does not in any way interfere with the existing policies governing outside employment and extra/overload compensation.

Policy to Govern Faculty Participation in Continuing Education and Training Programs

PREAMBLE

Continuing Education and training programs are important vehicles through which faculty members can engage in productive entrepreneurial activities to train and impart knowledge to a larger community, interface with the business world, and significantly boost the revenue stream for the university.

Continuing Education and training programs are important components that can help the university diversify its revenue streams, alleviate some of the budgetary constraints, and make additional earning opportunities available for the faculty members completely in line with the core mission of the institution.

Continuing Education and training programs are also significant vehicles that help the university showcase its pedagogic excellence and superior facilities to a wider world and thereby facilitates an improvement in the brand image of the institution and potentially helps in the recruitment of talented individuals to the university.

This policy fills an important gap by developing a framework to foster an entrepreneurial environment to incentivize the faculty members to develop and deliver creative Continuing Education and training programs. The policy provides for measurable ways to implement a comprehensive and cohesive Continuing Education and training program policy that does not overlap with any of the core functions that a faculty member is expected to perform during the course of regular employment.

DETAILED POLICY

Article 1. Faculty members are encouraged to create Continuing Education and training programs that (a) leverage the expertise of the faculty members, (b) contribute positively to the community, (c) help the university fulfill its outreach missions, and (d) result in

4/18/2018

augmented revenue flow for the university. These Continuing Education programs can also be viewed as bridges connecting the academic expertise of the university with the greater business community.

Article 2. Faculty members shall not be entitled to any release time during the development and delivery of the Continuing Education or training programs unless they are already funded by external grants for that purpose. Furthermore, faculty time spent in developing and delivering the program shall not be reimbursed using any university funds. Faculty participation in the Continuing Education and training programs is entirely voluntary. Participating faculty member shall not be eligible for any release time while developing and offering the Continuing Education and training program. The schedule of the Continuing Education and training program shall not overlap with any other responsibility that the faculty member is normally expected to discharge during the course of regular employment with the university.

Article 3. A faculty member who takes the primary responsibility in the creation of a Continuing Education program will be designated as the lead faculty member. To be eligible to be a lead faculty member, one must hold a tenured or tenure track faculty rank at the university. A tenured or tenure track lead faculty member's team may include a temporary teaching or research faculty member or members from other outside community in a group responsible for the development and delivery of the program.

The lead faculty member must assume responsibility for the *entire* content and ensuring valid program content from all contributors. The lead faculty member shall contribute no less than a third to the overall program's CEU contact hours or equivalent.

Article 4. A detailed proposal regarding the program shall be prepared by the lead faculty member (in collaboration with the other group members, if any) and presented to the Coordinator/Director of Continuing Education Program in a format prescribed by the Coordinator/Director. Since the participation in the Continuing Education and training programs is entirely voluntary, the proposal shall require no special permission from the supervisor(s) of the faculty member. *Normal university policies regarding extra compensation rules will be followed once the proposal is approved the Coordinator/Director.*

Article 5. The Coordinator/Director of Continuing Education Program shall review the proposal and consult experts if necessary before deciding on the suitability of the proposal. Before the Continuing Education or training program is approved, the Coordinator/Director of Continuing Education Program must ensure that it is of high quality and makes targeted

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contributions to the generation of actionable knowledge and skills in the business community.

Article 6. If more than one faculty member are collaborating on a program then one faculty member shall be designated as the lead faculty member. In such case the proposal shall include the contributions of each participating faculty member.

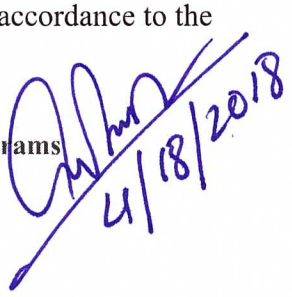
Article 7. If an external member is included in the team then that external member must be sponsored by the lead faculty member who must certify that the external member is substantially prepared to participate and able to deliver a portion of the program without compromising the overall quality of the program.

Article 8. The proposal must include detailed cost estimates and revenue projections. The cost shall include cost of materials, royalties, food, beverages, transportation, rent, etc. but shall not include any charges for the university facilities and technology but can include costs of appropriate documentation like issuing non-academic credits and certification. The lead faculty and the Coordinator/Director of Continuing Education shall collaborate to make appropriate plans to make an approved program successful. It is assumed that the university shall bear all reasonable and customary marketing and administrative costs. However, no more than 5% of the program revenue may be allocated to marketing costs in the special circumstances where the marketing costs are very high.

Article 9. Twenty five percent of the net revenues from the Continuing Education program shall be transferred to the Office of Continuing Education. This transfer shall take place even if university facilities and technology are not used and the program is conducted entirely outside the university or uses online methods that does not require the use of technology at the university level.

Article 10. Ten percent of the net revenues from the Continuing Education program shall be transferred to an approved student scholarship fund. Accumulated amounts in that student scholarships funds shall be spent to award scholarships to deserving students. At least 30% of the scholarship money from that fund shall be earmarked for deserving graduate students and shall be distributed through a transparent and fair selection process recommended by the Dean of the School of Graduate and Professional Studies.

Article 11. Sixty five percent of the net revenues shall be distributed among the contributing faculty member(s) and non-faculty member(s), if any, in accordance to the



proportion of effort expended by the individual members. The proposal prepared and presented by the lead faculty shall list the names and designations of all contributing member(s) of the Continuing Education program as well the percentage contribution of each contributing member. The allocation rule shall not be modified once the proposal gets accepted and contracts are agreed upon.

Article 12. If a faculty member selects to place the distribution in flexible special accounts with no expiration, *there will be an 10% annual administrative service fee paid to the University*. Balances to that flexible special account shall be maintained by the Vice President of Budget and Finance. The administrative fee will be levied to ensure that the Vice President of Budget and Finance can secure appropriate resources to administer those accounts. The Faculty member(s) shall have the right to access the account statement through the employee account. The information availability regarding the balance in that account will be in the same fashion as the faculty member is made aware of the balances in the sick leave account. Members of the team who are not employees of the institution shall not have the option of keeping their undistributed funds in the university accounts.

Faculty members shall have the right to use the accumulated sum in their flexible accounts for approved purposes including but not limited to (a) augmenting their salaries and cover the associated benefits at the university approved benefit rates, (b) avail for themselves a reduced teaching load (teaching buy outs), (c) hire teaching and research assistants and associates, (d) fund academic travel to attend conferences, (e) buy technology and laboratory equipment, (f) award student scholarships, (g) finance summer salaries, (h) buy academic materials like datasets, books, manuals, etc., (i) finance academic conferences, (j) hire consultants to support teaching and research activities, (k) cover travel expenses for academic collaborations, (l) finance additional studies, coursework, programs, and degrees, and certifications that will significantly improve the competence of the faculty members and make them more valuable to the university, (m) donate to the university, etc. Any other reasonable usage must be approved by the President of the university in writing.

Article 13. Gross revenues earned by the Continuing Education and Training programs shall be treated in the same manner as external funding for promotion, tenure, and merit pay considerations. The faculty members shall have the right to list their revenue generating activities (along with the funds generated) in the same manner as one would list them for grants and contracts.

Article 14. Ancillary general materials like lecture notes, lecture videos, handouts, assignments, and other intellectual property developed and used by the faculty members for

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the purpose of the Continuing Education & Training programs shall remain the as the properties of the faculty members.

Article 15. If a faculty member becomes deceased or incapacitated then the remaining balance in the flexible faculty account shall be transferred to the rightful nominee(s) recorded in the personnel files of the faculty member. In such cases, remaining balance shall be treated as unpaid salary and benefits.

Article 16. A retiring faculty member or a faculty member who is leaving the university permanently shall be entitled to entirely withdraw the sum from the faculty account.

APPROVED

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DR. GLENDA B. GLOVER

PRESIDENT, TENNESSEE STATE UNIVERSITY

4/18/2018

Per Atty Jackson 7-2-2020, this is the current policy for nomination of the faculty member of the TSU Board of Trustees, "the amended policy as it was adopted at a Special Meeting of the Faculty Senate on April 11, 2019".

From: Tennessee State University (TSU) Faculty Senate

TSU Board of Trustees Nomination and Election Procedural Processes

Accepted by the Faculty Senate on April 11, 2019.

TSU Board of Trustees Nomination and Election Procedural Process

1. The Chair of the Faculty Senate will send a call for nominations for the election of a faculty member to the TSU Board of Trustees (BOT). The call for nomination shall be circulated to the faculty to ensure adequate time for the receipt of nominations.
2. To be eligible to serve as the TSU BOT faculty member, a faculty member

(1) Must be a tenured member of the faculty.
(2) Must have worked at TSU a minimum of 5 years with faculty appointment as defined by Part Two, Article I and the glossary of the 2014 Constitution of the Faculty of Tennessee State University. Furthermore, the nominee/candidate should preferably have substantive faculty leadership experience; should preferably be knowledgeable about public and not-for-profit finance, university budgeting, and the fiduciary responsibility of a governing board; and should preferably have, or be willing to attain, a working knowledge of faculty issues across the university. TSU BOT faculty member nominees will also be subject to TSU's policy governing background investigations.

3. Nominations (including self-nominations) must be submitted in writing to the Secretary of the Faculty Senate by the deadline mentioned in the call for nominations. As defined by the 2014 Constitution of the Faculty Tennessee State University, any faculty member (meeting the eligibility criteria 2(1) and 2(2)) will be eligible to self-nominate. Non-faculty members do not qualify to run for election or to nominate a faculty member. Under no circumstance shall a member of the university administration nominate a faculty member for the BOT. The nominating letter (or, cover letter in case of self-nomination) must clearly explain how the nominee meets the eligibility criteria. The nomination must include a resume/vita of the nominee.
4. The Secretary of the Faculty Senate shall secure confirmation from all nominees that they are willing to run for the election. The Secretary of the Faculty Senate shall prepare a roster of the nominees along with a list of the faculty members who nominated them. That roster shall be submitted in writing to the Chair of the Faculty Senate within two business days from the deadline mentioned in the call for nomination, or immediately following an appeal vote if applicable.
5. The Chair of the Faculty Senate shall forward the complete roster to the relevant authorities in the offices of Human Resources, University/General Counsel, and Academic Affairs within one business day starting from the time the Chair received the materials from the Secretary. Those offices shall be required to provide in writing to the Chair of the Faculty Senate the name of any nominee who may be ineligible and the reason(s) for his or her ineligibility. Such communication shall be due within three business days from the submission of the roster by the Chair of the Faculty Senate, except upon a showing of good cause.
6. Upon receipt of the information from Human Resources, University/General Counsel, and Academic Affairs, the Chair of the Faculty Senate shall forward the information to the Secretary of the Faculty Senate within one business day.
7. The Secretary of the Faculty Senate shall inform in writing all nominees who are found ineligible, based upon the criteria in 2, within two business days from the deadline mentioned in the call for nomination. Upon receipt of the correspondence regarding ineligibility from the Secretary of the Faculty Senate, an ineligible nominee must immediately notify the Chair of the

Faculty Senate of the intent to appeal within 24 hours of notification and submit a written appeal to the Secretary of the Faculty Senate within two business days from the notification. The Secretary of the Faculty Senate shall disseminate the appeal letter and correspondence regarding ineligibility to the Faculty Senate. The appeal of the nominee will be determined by majority vote of the Faculty Senate at a special meeting of the Faculty Senate to take place within five business days of the notification of intent to appeal. During the time before the Faculty Senate appeal vote, the nominee(s) on appeal may continue with such election activities as those nominees that were certified as eligible. Using the Faculty Senate executive committee's notification of ineligibility letter and nominee's appeal letter as the basis for their vote, the Faculty Senate will vote on the appeal and determine, by a majority vote, to uphold or overturn the determination of ineligibility. No oral arguments by the nominee will be heard. The decicsion of the Faculty Senate by vote is final.

8. In the unlikely situation, no candidate is found eligible, the Executive Committee of the Faculty Senate shall nominate one or more eligible candidates for consideration by the Faculty Senate.
9. The Chair of the Faculty Senate shall call for the special Meeting of the Faculty Senate for the purpose of the election. The meeting shall be held within ten business days from the time all nominations are checked and confirmed. The call for that special meeting should be accompanied by the list of all candidates, the list of the recommenders, letters (including cover letter) of nomination, and the candidates' resumes/CVs.
10. The Secretary of the Faculty Senate shall prepare ballots for the election. The Parliamentarian of the Faculty Senate shall assume the role of the Chief Election Officer to ensure that proper parliamentary procedures are followed during the election.
11. At the special Meeting of the Faculty Senate to conduct the election, all eligible candidates must be ready to answer all reasonable questions that the Faculty Senators might have.
12. The Faculty Senate shall conduct a vote to select the TSU BOT faculty member in the following manner: (1) The Secretary of the Faculty Senate shall submit the ballots of the nominees to the Faculty Senators present at the special meeting for a vote; (2) The Faculty Senators present shall vote for one person to serve as the TSU BOT Faculty Representative member; (3) If one candidate secures the majority of the Senators present in the first round of voting, that faculty member shall be elected to the TSU BOT; (4) If no single candidate wins a majority in the first round, the Secretary of the Faculty Senate shall identify the top two vote winners in the first round. If two or more candidates are tied in receiving the most votes, all such candidates shall be presented for a second round vote. If two or more candidates are tied for receiving the second most votes, all such candidates shall be presented for a second round vote. This procedure shall be repeated until one candidate wins an majority.
13. The Parliamentarian of the Faculty Senate/Chief Election Officer shall certify the election and forward the name of the chosen candidate to the Chair of the Faculty Senate who shall then convey the name to the University President and the University/General Counsel. The Secretary of the Faculty Senate must confirm that certification.
14. The faculty member on the TSU BOT will serve a two-year term. If the TSU BOT Faculty Representative is unable or unwilling to continue to serve on the TSU BOT, the Faculty Senate shall select a new TSU BOT faculty member under the process outlined in the preceding paragraphs. The Faculty Senate shall use its best efforts to conduct the selection process within ninety days following notification of the TSU BOT faculty member's discontinuance of board service. The Faculty Senate must conduct the voting process and select a new BOT Faculty Representative within one hundred and twenty days following notification of the TSU BOT faculty member's discontinuance of board service. The faculty representative selected under this provision shall serve for the departing TSU BOT faculty member's remaining term.
15. The faculty member on the TSU BOT shall make a committment to attend every meeting of the

Faculty Senate Executive Committee and the Faculty Senate.

16. The faculty member on the TSU BOT can serve two (2) consecutive terms if the member is reelected after the first term and may be reelected after at least four (4) years have elapsed since the member's last date of service on the Board of Trustees.

This document was distributed at the College meetings called by President Glover which were scheduled between the Spring 2020 Faculty/Staff Institute on Monday January 6, 2020 and the Faculty Forum meeting held by Faculty Senate (Friday Jan.10, 2020)

Summary of President's Presentation to the 2020 Spring Faculty Staff Institute

TEN Key Facts

1. TSU remains FULLY ACCREDITED by the SACSCOC. We are on probation because need to demonstrate satisfactory compliance with standard 8.2.
2. We have worked VERY HARD to complete program reviews for 81 programs for AY 20117-18, AY 2018-19. Review for Fall 2019 in undergoing.
3. TSU's Fall 2019 enrollment was 8081 (5877 UG and 2204 G). Fall 2018 enrollment was 7780. (**Enrollment INCREASED** from Fall 2018 to Fall 2019)
4. TSU's endowment plus reserves increased from $115.2 million in 2014 to $130.9 million in 2019 – An **INCREASE** of **$15.7 million in 5 years.**
5. TSU has $214,375 reserve per Full Time Faculty member. This STRONG financial position allows us to fill any potential expense-revenue gap for **YEARS TO COME**.
6. TSU's endowment per student increased from $4,760 in 2014 to $7,709 in 2019 – An **INCREASE of 62%** in five years.
7. TSU,s endowment per student is **HIGHER THAN** that of APSU, MTSU and TTU.
8. There is **ABSOLUTELY NO CHANCE OF Financial Exigency** anytime in near future. We have a STRONG financial position to absorb revenue shortfalls but we will have to work diligently and AGGRESSIVELY to close our revenue shortfalls.
9. There is **NO TENURE REMOVAL COMMITTEE** – There NEVER was one.
10. There is **NO FACULTY PRIORITIZATION COMMITTEE** – There NEVER was one.

KEY Policy Updates

1. **EFFECTIVE IMMEDIATELY** – Full Implementation of the Extended Education Policy developed and recommended by the Faculty Senate. **Of the NET PROCEEDS Faculty KEEPS 65%**, (25% goes to the university, and 10% goes to a student scholarship fund).
2. **EFFECTIVE IMMEDIATELY** – NO PRIOR PERMISSION IS REQUIRED for 10-12 hours of outside employment per week up to a maximum of 400 hours for 9-month faculty and 530 hours for 12-month faculty. Outside employment MUST CONFORM to HR rules and CANNOT BE a conflict of interest.
3. **EFFECTIVE IMMEDIATELY** – NO MORE THAN 9 hours of teaching for faculty teaching graduate courses and 12 hours for others.
4. Up to FORTY (40) Non-Instructional Assignments to be awarded in the AY 2020-21 (faculty receive one-half salary plus FULL benefits)
5. Faculty **WILL NOT HAVE TO APPLY** for graduate faculty status if they have 3 peer reviewed publications in a rolling 5 year period. Department Chairs **must communicate the names** of all such faculty members to the graduate school, and schedule them for graduate classes whenever available.
6. 25% of the indirect costs **WILL BE RETURNED** to the units – faculty receives 15% and the department will receive 10%.
7. SPECIAL COMMITTEE – To **ENCOURAGE faculty entrepreneurship** that is mutually beneficial to the faculty member(s) and TSU.
8. SPECIAL COMMITTEE – To **increase extra service pay** to 40% from the current 20%.
9. SPECIAL COMMITTEE – To look at ways to help faculty earn up to **50% extra on the top of their base salary**.

This list of components and the language regarding specific policies was provided by Academic Affairs to Dept. chairs for distribution to faculty in 2016 via email. The only change made here was to update the address of Office of Equity and Inclusion because they have moved offices since that date.

Tennessee State University
Components of the Syllabus

1. The course number, title, semester, and year offered
2. Any prerequisites the student must have
3. Information about office/conference hours
4. Instructor's contact information
5. Course description
6. Course objectives/Learning outcomes
7. Organization and format of the course
8. Topics to be covered in the course
9. Competencies students are expected to learn in the course
10. Course requirements (textbook and other educational materials)
11. Instructor's grading policy, how final grades will be determined, and the minimum requirements for successfully completing the course

We also ask all faculty members to include the following language components on their syllabi:

TEMPLATE SYLLABUS LANGUAGE

DISABILITY ACCOMMODATION STATEMENT

TSU is committed to creating inclusive learning environments and providing all students with opportunities to learn and excel in their course of study. Any student with a disability or condition which might interfere with his/her class performance or attendance may arrange for reasonable accommodations by visiting the Office of Disability Services (ODS). ODS is located in Kean Hall, room 131 and can be reached at 963-7400 or www.tnstate.edu/disabilityservices . You will be required to speak with ODS staff and provide documentation of the need for an accommodation. If you qualify for an accommodation you will be provided with a document stating what type of classroom accommodations are to be made by the instructor. It is your responsibility to give a copy of this document to the instructor **as soon as you receive it**. Accommodations will only be provided **AFTER** the instructor receives the accommodation instructions from ODS; accommodations are not retroactive. You must follow this process for each semester that you require accommodations.

SEXUAL MISCONDUCT, DOMESTIC/DATING VIOLENCE, STALKING

TSU recognizes the importance of providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or is experiencing any of these incidents, there are resources to assist you in the areas of accessing health and counseling services, providing academic and housing accommodations, and making referrals for assistance with legal protective orders and more.

Please be aware that most TSU employees, including faculty and instructors, are "responsible employees", meaning that they are required to report incidents of sexual violence, domestic/dating violence or stalking. **This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator.** Although I have to report the situation, you will still have options about how your situation will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

You are encouraged to contact TSU's Title IX Coordinator to report any incidents of sexual harassment, sexual violence, domestic/dating violence or stalking. The Title IX coordinator is located in the Office of Equity and Inclusion (615-963-7435 or equity@tnstate.edu; General Services Bldg. (main campus) Room 210). For more information about Title IX and TSU's SART or policies and procedures regarding sexual, domestic/dating violence and stalking please visit: www.tnstate.edu/equity.

If you wish to speak to someone confidentially, who is not required to report, you can contact the TSU Counseling Center, located in the basement of Wilson Hall, at 963-5611 or TSU Student Health Services, located in the Floyd Payne Campus Center room 304, at 963-5084. You may also contact the following off campus resources: Sexual Assault Center of Nashville at 1-800-879-1999 or www.sacenter.org or the Tennessee Coalition to End Domestic & Sexual Violence at 615-386-9406 or www.tncoalition.org .

HARASSMENT & DISCRIMINATION

Tennessee State University is firmly committed to compliance with all federal, state and local laws that prohibit harassment and discrimination based on race, color, national origin, gender, age, disability, religion, retaliation, veteran status and other protected categories. TSU will not subject any student to discrimination or harassment and no student shall be excluded from participation in nor denied the benefits of any educational program based on their protected class. If a student believes they have been discriminated against or harassed because of a protected class, they are encouraged to contact the Office of Equity and Inclusion (General Services Bldg. (main campus) Room 210) at 615-963-7435 or equity@tnstate.edu. This website contains contact information for OEI staff and more information: www.tnstate.edu/equity.

This document was linked from the HR Policies and Procedures website http://www.tnstate.edu/hr/policiesandprocedures.aspx at as of 6/15/2020. It was downloaded from that link at http://www.tnstate.edu/hr/documents/updatedpoliciesandprocedures/Recruitment%20and%20Employment.pdf and saved without change except to filename and addition of page numbers.

TENNESSEE STATE UNIVERSITY
The Office of Human Resources

Recruitment and Employment (6.33

PURPOSE

The purpose of this policy is to ensure compliance with Tennessee Board of Regents (TBR) General Personnel Policy No. 5:0l:00:00 and Tennessee Board of Regents Guideline No. P-010 as they relate to procedures for personnel appointments and transactions. This procedure applies to all personnel appointments, regardless of EEO classification, although some specific provisions within these procedures do distinguish among the EEO classifications. EEO classifications are:

EEO-1 Executive/Administrative/Managerial

EEO-2 Faculty

EEO-3 Professional (Non Faculty)

EEO-4 Clerical/Support

EEO-5 Technical/Paraprofessional

EEO-6 Skilled Crafts

EEO-7 Service Maintenance

POLICY

It shall be the policy of Tennessee State University that all personnel recruitment and employment procedures are uniformly and consistently applied.

PROCEDURE

I. General Information

The President is the final hiring authority at the University, and no offer of employment may be made until the hiring recommendation has been approved by the President and the President has signed the appropriate forms. As described below, certain appointments must also be approved by the Chancellor.

A. Appointments Requiring Approval by the Chancellor

No offer of employment can be made for a position requiring the Chancellor's approval until written or verbal approval has been given by the Chancellor or his/her designee.

Tennessee State University must submit the following appointments and terminations to the Chancellor for approval:

1. Pursuant to Section A. of TBR Policy No. 5:0l:00:00, appointments, promotions, and transfers to positions with salaries in excess of $75,000 per year regardless of the position;

2. Vice Presidents, including all interim appointments; and

3. Academic deans, academic department and/or division heads, Directors of the Center of Excellence, and those who, with varying titles, have line responsibility for administration of academic faculty or staff at the academic disciplinary unit level, including interim appointments.

B. Appointments Not Requiring Approval by the Chancellor

All appointments not listed in I. A. above may be approved by the President, but the same hiring procedures outlined in the following sections will be followed with the records being maintained at TSU.

1. The President is responsible for assuring compliance with Board policy and guidelines.

2. The Director of Equal Opportunity & Affirmative Action is responsible for monitoring the recruiting and employment process to assure compliance with the guideline (Tennessee Board of Regents Guideline No. P-010) and the institution's Affirmative Action program and objectives.

3. For affirmative action purposes, institutional records will be reviewed periodically by the Affirmative Action Officer.

C. Types of Appointments

1. Interim appointments - The department or person directing a hire may appoint a person to fill a vacant EEO 1-3 position on an interim basis. Interim appointments are filled with internal candidates and normally continue for a period no longer than six months. The person/department recommending approval for the interim appointment must initiate a University Position Requisition and a University Recruitment Plan within one month from the

beginning of the interim appointment. A written request seeking the extension of the interim appointment must include a rational as to why a search for a regular appointment cannot be made during the six-month period. This request must be approved by the appropriate Vice President and the Affirmative Action Officer. During the interim period, a stipend will be added to the appointee's salary.

2. Regular appointments - The department or person directing a hire may make a recommendation to fill a vacant position. Regular appointments are filled with internal or external candidates. Regular appointments must follow the process outlined in Section II.

3. Temporary appointments - The department or person directing a hire may appoint a person who meets the minimum qualifications of a position to fill a vacant position on a temporary basis. Temporary appointments may be filled with internal or external candidates. Temporary appointments may be made for a maximum of six months. There must be a one day break in service between each six month appointment period. The person or department recommending approval for the temporary appointment must initiate a University Position Requisition which contains the Recruitment Plan within one month from the beginning of the temporary appointment. A written request seeking the extension of the temporary appointment must include a rational as to why a search for a regular appointment cannot be made during the six-month period. Requests for reappointment must be reviewed by the Human Resources Director, who will make a recommendation to the area vice president regarding whether the circumstances warrant reappointment.

D. Minimum Requirements for All Appointments

The following actions or procedures are mandatory and are reflected in the procedures that follow:

1. Establish an Affirmative Action Plan, which sets goals for all categories of employment;

2. Develop appropriate recruitment and selection procedures to ensure fairness in employment;

3. Determine in a discussion with the Affirmative Action Officer whether the University has met the affirmative action goal for the area or department (job group in which the vacant position occurs). Even if the University has met the overall institutional goal in an employment category, (i.e., executive/administrative/managerial; faculty; professional non-faculty; secretarial/clerical; technical and paraprofessional; skilled crafts; service/maintenance), there may be a goal for the area or department (job group) in which the vacant position is located which has not been met.

4. All appointees must meet the minimum qualifications for a position.

E. Additional Efforts Required by Institutions Covered by the 2001 Geier Consent

The Geier Consent Decree requires compliance with employment goals set in the institutional Affirmative Action Plan. Certain additional efforts to recruit and hire other-race individuals must be demonstrated. Other-race is defined as White at Tennessee State University.

In order to recruit and hire other-race individuals, TSU will follow the minimum requirements outlined above in Section D plus make these additional efforts:

1. Solicit nominations from institutions, discipline-related groups, organizations devoted to leadership training in the field and/or individuals likely to generate other-race applicants;

2. Provide documented evidence that direct contacts (telephone conversations, electronic messages, facsimile messages, meetings, correspondence, etc. with potential applicants) have been made with qualified other-race individuals to encourage their application for the vacancy;

3. Provide assurance by the Affirmative Action Officer that an approved process has been followed and that qualified other-race applicants have been contacted and fully considered is mandatory.

F. Searches

External Searches

External searches may be conducted on a national, regional, or local scope and the appropriate level of recruitment depends upon the level of the position being advertised. Procedures for external searches provide the standard method for the advertisement and recruitment of applicants. Position vacancies for external searches in EEO categories 1, 2, and 3 need only be advertised for 14 calendar days. Position vacancies for external searches in EEO categories 4, 5, 6, and 7 need only be advertised for 10 calendar days. The external search process is outlined in Section II.

Any exceptions to the search procedures will be granted by the Affirmative Action Officer only in limited circumstances on a case-by-case basis. A written request for exception must be submitted by the hiring department or person to the Affirmative Action Officer.

Searches for Coaches

Requirements to fill coaching vacancies will generally follow the requirements as set forth in section II. Due to the unique nature of coaching positions and because vacancies may occur suddenly and require immediate action, an expedited search process may be necessary. The Athletics Director will consult with the Affirmative Action Officer to determine the process to be followed in lieu of the standard search process. The Athletics Director must submit a written request justifying the deviation from the standard search process.

II. Procedures for Recruitment and Appointment

A. University Position Requisition Form

The purpose of this form is to ensure that funds for a regular (i.e. non-temporary) position to be filled has been allocated and funded. It serves as an approval to proceed with recruitment to fill the position. The form is approved and signed, in order, by the following: budgetary head, dean or director, area vice president, grants officer (if applicable), budget director, Human Resources, EO/AA.

B. Recruitment Plan

1. The University Position Requisition contains the Recruitment Plan for the position. The Recruitment Plan has to be approved prior to taking any recruitment action, the person directing the hire or the search committee must submit a written Recruitment Plan to the Affirmative Action Officer for approval. There is a standardized plan for EEO categories 4, 5, 6, and 7. There may be a need for occasional modification of this standard plan, depending on the nature of the position and the availability data. The Recruitment Plan includes, but is not limited to, the following:

    a. The proposed job description, which has been reviewed by the Affirmative Action Officer. The job description establishes the criteria for advertising and screening of the candidates. Experience requirements should indicate whether student or graduate level work is applicable.

    b. Method of directing the hire (i.e., individual supervisor, search committee, etc.)

    c. Composition of the search committee and responsibilities of the members (i.e., direct contacts, references, interviews, etc.)

    d. An advertising plan which provides the following:

        i. Advertisement of the position on bulletin boards and/or in appropriate publications, and/or newspapers, and/or professional discipline-specific journals, and/or professional discipline-specific Internet sites, and the Tennessee Employment Security Office. For all advertising sources requiring payment, a purchase requisition and advertising copy appropriate for the publication must be attached. The minimum posting period for EEO 1, 2, and 3 positions is 14 calendar days; for EEO 4-7, 10 calendar days.;

        ii. Requests for nominations from professional organizations, discipline-related groups, and organizations devoted to leadership training (e.g., the ACE Office for Leadership Development) if applicable for the position;

iii. Participation by other-race and/or minority members on all search, selection, or advisory committees, when practicable;

iv. Direct contacts to assure that qualified minorities are aware of the vacancy and are encouraged to apply.

v. All advertisements should duplicate the minimum qualifications stated in the job announcement, which accompanies the Recruitment Plan which is contained in the Position Requisition.

vi. The appointing authority or search committee shall maintain a contact log to indicate all direct contacts made (telephone, e-mails, letters, etc.)

2. Approval of the Recruitment Plan must be granted by the Affirmative Action Officer prior to the commencement of the recruitment process.

    a. The Affirmative Action Officer will approve the Recruitment Plan for EEO categories 1, 2, and 3 using the electronic recruitment system.

    b. The Position Requisition will be forwarded to the Human Resources Office for advertising. The Affirmative Action Officer will review revised job requirements when a position is re-advertised.

3. In the case of appointments of adjunct faculty, equal employment opportunity efforts must include advertisement to establish and build diverse pools from which adjunct employees are chosen. Thus, at least once each year, the Office of Academic Affairs will advertise the areas in which adjunct faculty are generally employed and/or in which specific needs for adjunct faculty have been identified.

4. Approval of the recruitment plan must be granted by the Affirmative Action Officer for EEO categories 1, 2, and 3. Recruitment plans for EEO categories 4, 5, 6, and 7 do not require the specific approval of the Affirmative Action Officer, if the recruitment will proceed as specified in the Standardized Recruitment Plan for EEO categories 4, 5, 6, and 7.

    a. In such cases, the Human Resources Director shall work directly with the requesting department once the University Position Requisition Form has been approved.

    b. Any variation or exception to the standardized plan as outlined must be approved in writing by the Affirmative Action Officer.

5. Recruitment plans for temporary appointment do not require the approval of the Affirmative Action Officer. The Human Resources Director shall work with the requesting department.

6. The Human Resources Office will publish open positions on the University's website.

Important: If TSU has met its affirmative action goals, equal employment opportunity is required. Race or sex cannot be used as a plus factor in hiring. However, affirmative action efforts are appropriate in the recruitment process to assure a representative pool. Discrimination on the basis of sex, race, religion, color, national origin, age, disability, veteran status, or other illegal basis is a violation of law and University policy.

III. Application Process

A. An application consists of a resume, and cover letter, and/or application. A Tennessee State University Application for Employment form should be submitted to the Human Resources Office by each applicant for employment using the electronic recruitment system. Applicants for EEO categories 1, 2, and 3 may also be required to submit resumes/vitae, transcripts, or other documentation either at the time of application or at some other stage in the process.

B. The Human Resources Office will maintain a log of applications received for each position. Upon expiration of the application deadline, the Human Resources Office will forward all applications to the person directing the hire. A log of applicants will be maintained in the electronic recruitment system for review by the Affirmative Action Officer. (In the case of an open application period, applicants will be forwarded as they are received, and the log will be forwarded as requested.)

C. The applicant pool must generally reflect the availability data for the defined vacancy in the discipline or field as determined by the appropriate job group in the institutional affirmative action plan. Direct contacts will be required to assure the inclusion of persons from protected groups in the applicant pool.

D. Screening and Interviewing

1. All applications must be screened in compliance with the approved recruitment plan. The hiring authority/department or search committee will screen applicant pools for EEO categories 1-7 to ensure applicants interviewed for the position meet the requirements as posted in the University job announcement. The Office of Academic Affairs or the unit head of an academic subunit will screen applicant pools for EEO category 2. Stated minimum qualifications cannot be waived without re-advertising the position and inviting all former applicants to reapply.

2. The Affirmative Action Officer must review all applicant pools and approve their composition and the number and names of candidates to be interviewed prior to the scheduling of interviews (with the exception of temporary appointments).

    a. For EEO categories 1, 2, and 3, approval of the Affirmative Action Officer is solicited by the completing of Form A-1, Certification of Search Pool.

        i. For upper-level hires as defined in Section I.A.2, the Affirmative Action Officer forwards the form to TBR offices for further approval.

        ii. For other EEO 1, 2, and 3 hires, the Affirmative Action Officer's approval is final.

b. For EEO categories 4, 5, 6, and 7, the Affirmative Action Officer's approval to interview is implicit if the Standardized Recruitment Plan for EEO categories4, 5, 6 and 7 is utilized.

3. Once approval to interview is granted, interviews must be conducted without discrimination and in compliance with applicable laws and statutes (e.g., EEO guidelines).

   a. Approval to Hire

   No decision may be communicated to an applicant nor may an offer of employment be made until the President has signed the Notice of Employment and Agreement of Employment. The requisitioning department will be notified by the Human Resources Office when all approvals have been finalized.

   i. For positions defined in Section I.A., Form A-2, and Approval of Appointment, must first be submitted to and approved by the Affirmative Action Officer, who will also complete Section 5.C of the form. The form must then be approved by the President and is forwarded by the EDC Office to the designated TBR staff person for approval.

   ii. Once approval has been granted, the process proceeds as outlined below. The area vice president will generate the following:

   - An Appointment Recommendation Form accompanied by an executed Job Applicant Flow Record Form which lists each applicant in rank order and which, based on the announced criteria, provides a well-documented and objective reason for selection or non-selection;

   - A legible and complete Application for Employment, a resume/vitae (for EEO categories 1, 2, and 3), and other pertinent credentials for each candidates, including copies of pertinent licenses and certifications where applicable;

   - Unofficial transcripts; official transcripts of the selected candidate should be presented the first day of employment (for faculty appointments and for administrative and/or professional appointments with faculty rank; and for any position which requires a specific degree);

   - relevant test scores and/or evaluation instruments;

   - relevant screening instruments and scores;

   - a copy of the Position Announcement and any published advertisement, the University Position Requisition Form, and the Recruitment Plan (for categories 1, 2, and 3);

- for retired State of Tennessee employees, a pre-approved TCRS Temporary Employment Form;

- for current employees of other State of Tennessee agencies or institutions, dual services contract.

4. The Human Resources Office will check employment and personal references for the selected candidate for non-faculty positions. Academic deans and directors will check employment and personal references for a selected faculty candidate prior to recommending the candidate to the Vice President for Academic Affairs.

5. The hiring authority must prepare an appointment recommendation form for approval. After the appointment has been approved by the area vice president, the Budget Office, the Human Resources Office, and the Affirmative Action Officer, a contract will be prepared by the Human Resources Office and forwarded to the Affirmative Action Office with the materials from Section II.E.2. for presentation to the President.

6. For EEO Codes 4-7, and all adjunct faculty positions, telephone notification of candidates will be coordinated by the Human Resources Office. The new employee will report to the Human Resources Office on or before the first day of work to sign the Notice of Appointment. No employee may be allowed to begin work until he or she has signed the contract.

IV. Absence from duty

Absence from Duty An employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave or who fails to report for duty or to the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return, is considered as having resigned not in good standing.

V. Academic Credentials to comply with T.C.A §49-7-133

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing that such person:

Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas from an accredited institution of higher education; Has successfully completed the required course work for and has been awarded one (1) or more degrees for diplomas from a particular institution of higher education; or Has successfully completed the required course work for and has been awarded one (1) or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

REFERENCE

TBR Policy No. 5:01:00:00

TBR Guideline No. P-010

See Attachment 1 of this policy "Standardized Recruitment Plan"

See Attachment 2 of this policy "Forms"

Supersedes "Recruitment and Employment" Policy No. 5:00 in the University-Wide Policy Manual

Updated 10/2014

This document was downloaded from the website of the TSU Office of Equity and Inclusion (http://www.tnstate.edu/eeoaa/disability.aspx) on 7/2/2020 where it was linked at http://www.tnstate.edu/eeoaa/documents/policies/TSU%20Procedure%20No.%206.6.1%20-%20Equal%20Opportunity-Affirmative%20Action.5-21-10.doc. It was made into a PDF and otherwise unchanged.

PURPOSE

It is the intent of Tennessee State University to fully comply with the following laws and orders and all regulations promulgated pursuant thereto for promoting and ensuring equal opportunity for all persons without regard to race, color, religion, sex, age, national origin, disability, sexual orientation/gender identity, pregnancy, or veteran status.

Title VI of the Civil Rights Act of 1964, as amended;
Title VII of the Civil Rights Act of 1964, as amended;
Title IX of the Education Amendments of 1972;
Equal Pay Act of 1963, as amended by the Education Amendments of 1972, and amendments thereto;
Executive Order 11246 of September, 1965, as amended by Executive Order 11375 of 1967, and amendments thereto;
Age Discrimination in Employment Act of 1967, as amended;
Age Discrimination Act of 1975, as amended;
Rehabilitation Act of 1973, as amended by the Rehabilitation Act of 1974, and amendments thereto;
Vietnam Era Veterans' Readjustment Assistance Act of 1972, as amended by the Vietnam Era Veterans Readjustment Assistance Act of 1974, and amendments thereto;
Pregnancy Discrimination Act, as amended;
Tennessee Fair Employment Practices Law;
Americans with Disabilities Act;
Family and Medical Leave Act of 1993; and
All other applicable laws and orders.

POLICY

It is the policy of Tennessee State University to provide and maintain a program of equal opportunity and fairness in all educational programs and activities, including admissions, recruitment, course offerings, extracurricular activities, facilities, counseling, health services, athletics, and financial assistance. The University shall engage in no practice which will discriminate against any group or individual for reasons of race, color, religion, national origin, sexual orientation/gender identity, disability, sex, age, or veteran status. This policy incorporates by reference the sexual, racial, and other harassment policy in the *Student Handbook*.

Additionally, the University provides and maintains an equal opportunity program regarding personnel and employment matters, including recruitment, advertising, hiring, employment upgrade or promotion, development, demotion or transfer, layoff or termination, rates of pay, leaves of absence, and other forms of compensation and training. It is the intent of this policy to safeguard against unsound and illegal personnel practices. The University, therefore, shall engage in no practices which will discriminate against any group or individual for reasons of race, color, religion, national origin, disability, sex, sexual orientation/gender identity, age (except where sex or age is a bonafide occupational qualification as determined by statutory or Tennessee Board of Regents requirements), or veteran status. The University has adopted the policy that criteria for employment and promotion be job validated, such that only the skills, performance level, and preparation actually necessary for a job are considered in making employment or promotion decisions. Employees will use courtesy titles (Mr., Mrs., Miss, Ms. and Dr.) to address clients/beneficiaries without regard to race, color, or national origin in communications.

It is the policy of Tennessee State University to provide equal access to education and employment to all, regardless of disability. Reasonable accommodations have been and will continue to be made to the extent possible for qualified disabled personnel. If an employee desires a reasonable accommodation, he or she should contact the Director of Equity, Diversity and Compliance (Title VI Coordinator, Title IX Coordinator, and Section 504 Co-Coordinator) at 963-7435. The Office of

Disabled Student Services coordinates university-wide services available to students with disabilities. Students should contact the Director of Disabled Student Services (Section 504 Co-Coordinator) for information about its services at 963-7400.

The University's policy statement requires departments to undertake affirmative action in working toward the achievement of goals. Through implementation of this policy, the University will aggressively recruit and employ persons from classes that are under-represented in its work force. The degree of success achieved in meeting affirmative action goals will be a performance indicator used in the evaluation of all management personnel of the University.

EQUAL OPPORTUNITY PROGRAM AND AFFIRMATIVE ACTION PLAN

The Equal Opportunity Program/Affirmative Action Plan for Tennessee State University is housed, and may be reviewed, in the following offices: Equity, Diversity, and Compliance, President, President's Cabinet, Human Resources, and the library. The President's Cabinet shall be responsible for making the Plan available to each area manager/supervisor within their respective division.

The Plan describes the University's program of equal employment opportunity and outlines its affirmative action efforts. Specifically, the Plan serves to document Tennessee State University's long-held commitment to the principles of equal employment opportunity and affirmative action. Responsibility for implementation, dissemination, and legal obligations relating to affirmative action are contained in the Plan.

EQUAL OPPORTUNITY COMPLAINT PROCEDURES

Discrimination may occur by:

1. Treating members of a protected class less favorably because of their membership in that class. The protected groups are based upon race, color, religion, ethnic, or national origin, sex, sexual orientation/gender identity, disability, age or status as a covered veteran: or,

2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

A. A complaint may be filed by a program beneficiary, student, former student, present or former University employee, or applicant for employment who believes he or she has been subjected to discrimination. A complaint must be filed within three hundred sixty five (365) days after the last occurrence of an incident or he/she has observed discrimination taking place.

B. The complaint and the basis for it, i.e., race, sex, national origin, religion, sexual orientation/gender identity, color, age, disability, or veteran status must be submitted in writing to the EDC Office. All complaints must be signed by the aggrieved party ("complainant"). A complaint is considered filed only after it has been submitted in writing.

C. Within five (5) work days, the written complaint is forwarded by the EDC Office to the area vice president for possible resolution through the supervisory lines. Written findings must be submitted by the vice president to the EDC Office within fifteen (15) work days from date of receipt by the vice president.

D. In the event a complaint cannot be resolved through the supervisory lines within the area, the EDC Office will conduct an investigation and present written findings and recommendations to the President within twenty (20) work days following written notification from the area vice president that the complaint cannot be informally resolved. A copy of the EDC Office's findings and recommendations shall also be submitted to the complainant and the charged party (respondent) and the appropriate area vice president. In situations where more than twenty (20) work days is needed by the EDC Office to complete the investigation, such as difficulty in locating a necessary witness, or complexity of the complaint, additional time may be taken, but only following approval from the Office of Chief of Staff and University

Counsel and notice to the complainant and the respondent.

E. All parties are advised that any form of retaliation is strictly prohibited. The complainant may be given assurances that measures will be taken against the respondent should there be retaliation against her or him. The respondent should be notified that any retaliation against the complainant or persons participating in the investigation is strictly prohibited regardless of the outcome of the investigation and may, in itself, be grounds for disciplinary action.

F. If any person feels they have been retaliated against based upon her/his filing and/or her/his participation in the investigation of an EDC complaint, s/he should notify the area vice president or EDC Office investigator immediately. Should the area vice president or EDC Office receive notification of any form of retaliation by any of the parties to the investigation, or against any person who participated in the investigation of the complaint, and should there be a finding of retaliation, disciplinary action may be taken including, but not limited to, probation or termination.

G. If the complainant or respondent is not satisfied with the findings of the EDC Office and desires further consideration, the complainant or respondent must submit a written request for review by the President within ten (10) work days following receipt of the report. Based on the findings and recommendations to this stage, the President will determine if further investigation is warranted. In his or her discretion, the President may refer the matter to a designee for investigation and resolution. The President will issue a written decision regarding his or her determination.

H. In the event additional information implicating Tennessee State University and Tennessee Board of Regents ("TBR") policies become known after the conclusion of an EDC investigation, the EDC Office reserves the right to re-examine the complaint and conduct further investigation and recommend disciplinary action, up to and including termination.

I. If a complainant or respondent is not satisfied with the decision of the President, a written appeal may be filed by the complainant or respondent with the Tennessee Board of Regents pursuant to TBR Guidelines and Policies.

J. Copies of all complaints, investigation reports, recommendations, and actions taken will be submitted to the Chief of Staff and University Counsel.

REFERENCE

TBR Policy No. 2:02:10:01
TBR Policy No. 5:01:02:00
TBR Guideline P-080
Affirmative Action Fair Employment Practices
Supersedes "Equal Employment Opportunity and Affirmative Action" Policy No. 5:03 in the University-Wide Policy Manual.
Supersedes "Equal Employment Opportunity" in the Policy and Procedures Manual for the Vice President for Business and Finance (Issue Numbers 1-4).

This document was linked from the HR Policies and Procedures website http://www.tnstate.edu/hr/policiesandprocedures.aspx at as of 7/2/2020. It was downloaded from that link at http://www.tnstate.edu/hr/documents/updatedpoliciesandprocedures/Complaint%20Procedures%208%2014.pdf and saved without change.

TENNESSEE STATE UNIVERSITY
The Office of Human Resources

Complaint Procedures (6.10)

PURPOSE

The purpose of this guideline is to establish the process regarding employee Complaints at Tennessee State University.

Complaint Form

DEFINITIONS

- **Complaint** (Committee review not available) – A complaint is a concern which an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, position re-classifications, or position terminations due to reduction in force do not fall under the definition of complaint.

- **Employee** - For purposes of the grievance and complaint procedures, an employee is defined as faculty (though not including faculty on adjunct contracts), executive, administrative, professional staff, clerical staff, and support personnel. Probationary employees, student workers and graduate assistants are not included in the definition of employee.

- **Employment Action** – Employment action is the demotion, suspension without pay, termination of an employee, or work assignments or conditions of work which violate statute or policy.

PROCEDURES

I. Complaint Procedure

A. The complaint must be presented in writing to the employee's immediate supervisor within ten (10) working days after the occurrence of the incident.

1. If the complaint arises from a repeated or continuing occurrence, the time limit begins from the date of the last such occurrence.

2. Any complaint not presented within ten days (10) is waived and shall not be considered.

3. Once a final determination is made, the employee may not later present the same complaint in an attempt to gain a more favorable outcome.

B. Resolution of complaints at a minimum requires Tennessee State University to:

1. Allow the employee to present facts and/or materials;

2. Investigate the dispute; and

3. Attempt to find a solution.

a. The President or her designee shall be the final decision maker.

b. Complaints do not include a right to any type of hearing, adversarial proceeding, nor the right to appeal to the TBR.

C. Testimony, Witnesses and Representation

1. At every step, the employee may testify and present witnesses and materials in support of his/her position.

a. The testimony of an employee, given either on his/her own behalf or as a witness for another employee, will not subject an employee to retaliatory action.

D. Steps of Review

1. Step 1-- Supervisor or Administrator Instituting Employment Action:

a. Within ten (10) workdays after the employee receives notice or becomes aware of the action which is the basis for the complaint, the employee completes a Complaint Form (which may be obtained from the Human Resources website), submits it to Human Resources and provides a copy to his/her supervisor or the administrator instituting employment action. While a particular form is not required to file a complaint, the employee must make it clear that she/he intends to utilize the complaint procedures for resolution of the employment action.

b. Within ten (10) workdays after receipt of the complaint, the supervisor or administrator initiating employment action and the employee meet and discuss the complaint in a face-to-face meeting.

c. If the supervisor or administrator was not the one who recommended the original employment action, or is recommending a change from the original employment action, the supervisor or administrator will make a recommendation to the administrator who made the original employment action.

d. Any changes from the original employment action must be approved by the President, as appropriate, before being communicated to the employee.

e. Within ten (10) workdays after the face-to-face meeting, the supervisor or administrator must communicate the decision in writing to the complainant with specific reasons stated for the decision.

f. If the supervisor or administrator fails to respond or if the decision is not satisfactory to the employee, the employee may carry the grievance forward to Step 2.

2. Step 2--Next Higher Level of Management:

a. Within ten (10) workdays after receiving the written decision at Step 1, if the employee is not satisfied with the result of Step 1, the employee must notify their next higher level of management that he/she wants further review.

1. The next higher level of management schedules a face-to-face meeting to occur within ten (10) workdays after receiving notice that the employee wants further review of the next level administrator.

b. Within ten (10) workdays after the face-to-face meeting, the next higher level of management issues a written decision that includes specific reasons for the decision.

c. Any changes from the original employment action must be approved by the President or Director, as appropriate, before being communicated to the employee.

3. Step 3—Office of Human Resources Review:

a. Within ten (10) workdays after receiving the written decision at Step 2, if the employee is not satisfied with the result of Step 2, the employee must notify Human Resources that he/she wants further review.

1. Human Resources schedules a face-to-face meeting to occur within ten (10) workdays after receiving notice that the employee wants further review of the next level administrator.

b. Within ten (10) workdays after the face-to-face meeting, the Office of Human Resources issues a written decision that includes specific reasons for the decision.

c. Any changes from the original employment action must be approved by the President, as appropriate, before being communicated to the employee.

4. Step 4–Review by the President or her designee, as appropriate:

a. The written recommendation of the Office of Human Resources will be forwarded to the President or her designee, as appropriate.

b. Within ten (10) work days, if practicable, the President or a designee will notify the complainant of the final decision.

II. Non-Retaliation

A. No employee shall retaliate or discriminate against another employee because of the latter employee's filing of a complaint.

B. In addition, no employee shall coerce another employee or interfere with the action of another employee in the latter employee's attempt to file a complaint.

C. Administrative, academic and supervisory personnel should also be informed that they are responsible for ensuring that the employee is free from retaliation, coercion and/or discrimination arising from the employee's filing of or intent to file a complaint.

III. Responsibility for Implementation

A. The President, as appropriate or her designee of the institution has ultimate responsibility for implementation of the complaint procedures.

B. Administrative, academic, and supervisory personnel are responsible for insuring that they inform and make available to all employees information concerning their right to file a complaint and their right to be protected from retaliation.

IV. Maintenance of Records

A. Copies of written complaints, and accompanying responses and documentation should be maintained at a specified location(s) at the institution for at least two years after the date of the employment decision.

B. If a finding adverse to the complainant is made, the finding shall be maintained in the complainant's personnel file.

REFERENCES

Complaint Form
TBR Employee Grievance-Complaint Guideline P-110
TBR Support Staff Grievance P-111
TBR Policy No. 1:02:11:00

Updated 8/2014

This document was linked from the HR Policies and Procedures website http://www.tnstate.edu/hr/policiesandprocedures.aspx at as of 7/2/2020. It was downloaded from that link at http://www.tnstate.edu/hr/documents/updatedpoliciesandprocedures/Grievance%20Procedures%208%2014.pdf and saved without change

TENNESSEE STATE UNIVERSITY
The Office of Human Resources

Grievance Procedures (6.10.1)

PURPOSE

The purpose of this guideline is to establish the process regarding employee Grievances Tennessee State University.

Grievance Form

DEFINITIONS

- **Grievance** (Committee review available) – An employee may only grieve actions the institution has taken against the employee which:
    - Violates institution or TBR policy, or involves an inconsistent application of these same policies;
    - Violates any constitutional right. The most likely areas of concern are the First, Fourth or Fourteenth Amendment of the federal constitution when that action hampers free speech, freedom of religion, the right to association, provides for improper search and seizure, or denies constitutionally required notice or procedures; or
    - Violates a federal or state statute not covered by TBR Guideline P-080.
- **Employee** - For purposes of the grievance procedures, an employee is defined as faculty (though not including faculty on adjunct contracts), executive, administrative, professional staff, clerical staff, and support personnel. Probationary employees, student workers and graduate assistants are not included in the definition of employee.
- **Employment Action** – Employment action is the demotion, suspension without pay, termination of an employee, or work assignments or conditions of work which violate statute or policy.

PROCEDURES

I. Grievance Procedure

A. A grievance must be initiated within ten (10) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance.

1. The administrator considering the grievance at each step shall issue a written decision with specific reasons stated for the decision.

2. If the employee is not satisfied with the decision at any step, he/she must carry the grievance forward to the next step within ten (10) workdays after receiving the written decision.

3. If the employee does not carry the grievance forward within ten (10) workdays, the grievance procedure shall be terminated and the grievance disposed of in accordance with the last written decision.

a. For purposes of this procedure, the term "workdays" refers to Monday through Friday.

4. The President may grant reasonable extension of the applicable time limit at each stage of the procedure upon the timely showing of good cause. The request for an extension must be in writing. The approval or denial of the request shall also be in writing.

5. Once a grievance is initiated, the grievant may not later present the same grievance again in an attempt to gain a more favorable outcome.

6. Employees shall be given the opportunity to pursue grievances during their assigned work time. Access to procedures under this policy shall not interfere with the normal work flow of Tennessee State University

B. Testimony, Witnesses and Representation

1. At every step, the employee may testify and present witnesses and materials in support of his/her position.

a. The testimony of an employee, given either on his/her own behalf or as a witness for another employee, will not subject an employee to retaliatory action.

2. At every step, the employee may be accompanied by a representative as defined by the institution which may also specify the parameters of

participation by the representative during the hearing process.

a. At the discretion of the panel chair, additional employees from the unit may be allowed to attend the employee panel hearing conducted as the final step.

C. Steps of Review

1. Step 1-- Supervisor or Administrator Instituting Employment Action:

a. Within ten (10) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance, the employee completes a Grievance Form (which may be obtained from Human Resources), submits it to Human Resources and provides a copy to his/her supervisor or the administrator instituting employment action. While a particular form is not required to file a grievance, the employee must make it clear that she/he intends to utilize the grievance procedures for resolution of the employment action.

b. Within ten (10) workdays after receipt of the grievance, the supervisor or administrator initiating employment action and the employee meet and discuss the grievance in a face-to-face meeting.

c. If the supervisor or administrator was not the one who recommended the original employment action, or is recommending a change from the original employment action, the supervisor or administrator will make a recommendation to the administrator who made the original employment action.

d. Any changes from the original employment action must be approved by the President or Director, as appropriate, before being communicated to the employee.

e. Within ten (10) workdays after the face-to-face meeting, the supervisor or administrator must communicate the decision in writing to the grievant with specific reasons stated for the decision.

f. If the supervisor or administrator fails to respond or if the decision is not satisfactory to the employee, the employee may carry the grievance forward to Step 2.

2. Step 2--Next Higher Level of Management:

a. Within ten (10) workdays after receiving the written decision at Step 1, if the employee is not satisfied with the result of Step 1, the employee must notify Human Resources that he/she wants further review.

    1. Human Resources schedules a face-to-face meeting to occur within ten (10) workdays after receiving notice that the employee wants further review of the next level administrator.

b. Within ten (10) workdays after the face-to-face meeting, the next level administrator issues a written decision that includes specific reasons for the decision.

c. Any changes from the original employment action must be approved by the President or Director, as appropriate, before being communicated to the employee.

3. Step 3--Hearing:

a. Within ten (10) workdays after receiving the written decision at Step 2, the employee can request a grievance hearing before a panel of employees.

b. The employee must notify Human Resources in writing whether he/she wants a hearing before an employee panel.

c. Alternatively, the employee may request a hearing under TBR Policy No. 1:06:00:05 (Cases Subject to TUAPA), if applicable.

d. If the employee requests a hearing before an employee panel, Human Resources or the appropriate institutional person as defined by the institution policy selects the panel members, convenes the hearing and arranges for the grievance to be heard.

e. The employee grievance panel may include non-exempt staff employees, exempt staff employees, or a combination of both exempt and non-exempt employees.

f. The panel members representing the unit where the employee works may not serve on the grievance panel.

g. Every effort should be made to include minorities, i.e. ethnic minorities and women, in the composition of the committee.

h. The grievance panel shall hear the grievance within ten (10) workdays, if practicable, after the date on which the employee submits his/her written request to Human Resources.

i. The written recommendation of the institutional panel or commission is subject to review by the President.

4. Step 4–Review by the President, as appropriate:

a. The written recommendation of the grievance panel will be forwarded to the President, as appropriate.

b. Within ten (10) work days, if practicable, the President, as appropriate, or a designee will notify the grievant of the final decision.

D. Grievances which are processed through the grievance committee and upon which the President has made a decision are appealable to the Chancellor only where the grievance falls within the parameters set out in TBR Policy 1:02:11:00.

II. Non-Retaliation

A. No employee shall retaliate or discriminate against another employee because of the latter employee's filing of a grievance.

B. In addition, no employee shall coerce another employee or interfere with the action of another employee in the latter employee's attempt to file a grievance.

C. Administrative, academic and supervisory personnel should also be informed that they are responsible for ensuring that the employee is free from retaliation, coercion and/or discrimination arising from the employee's filing of or intent to file a grievance.

III. Responsibility for Implementation

A. The President, as appropriate or her designee of the institution has ultimate responsibility for implementation of the grievance procedures.

B. Administrative, academic, and supervisory personnel are responsible for insuring that they inform and make available to all employees information concerning their right to file a grievance and their right to be protected from retaliation.

IV. Maintenance of Records

A. Copies of written grievances, and accompanying responses and documentation should be maintained at a specified location(s) at TSU for at least two years after

the date of the employment decision.

B. If a finding adverse to the grievant is made, the finding shall be maintained in the grievant personnel file.

REFERENCES

Grievance Form
TBR Employee Grievance-Complaint Guideline P-110
TBR Support Staff Grievance P-111
TBR Policy No. 1:02:11:00

Updated 8/2014

This document was received from University Counsel Pendleton on August 27, 2020 (emailed to Dr. K. Triplett)

Tennessee State University

FALL 2020 UPDATED REMOTE OPERATIONS POLICY GOVERNING THE COVID-19 CORONAVIRUS PANDEMIC PERIOD

A. Purpose. The purpose of this policy (to be known as the Fall 2020 Updated Remote Operations Policy or "UROP") is to act as an update to the March 31, 2020, Remote Operations Policy Governing the COVID-19 Coronavirus Pandemic Period (March 2020 Remote Operations Policy or "MROP").

B. Supplemental Nature of UROP. The MROP set forth the terms, conditions and requirements for employees to work on a remote basis during the COVID-19 period until further notice. The MROP shall remain effective and applicable, including, but not limited to, paragraph F of the MROP, addressing the conditions governing remote work operations. The UROP offers supplemental information governing University operations for the fall 2020 academic session. To the extent there is any conflict between the MROP and the UROP, the provisions of the UROP control.

C. Effective Date of Policy. This policy is effective commencing on August 5, 2020, and shall remain in effect until further notice.

D. Application. This policy shall be applicable to all TSU employees, except those employees designated as essential by their unit head under the terms set forth below.

E. Development and Submission of Fall 2020 Remote Operations Plans ("ROP")

- Creation of the ROP. By no later than August 17, 2020, the heads of each administrative and academic unit shall submit an ROP to the Vice President/Cabinet Member overseeing their respective unit for review. Following the review and any adjustments, the VP/CM shall forward the ROP to the Chief of Staff (Dr. Curtis Johnson) and Associate Vice President for Human Resources (Ms. Linda Spears).

- Contents of the ROP. The ROP shall address operational matters during the Fall 2020 semester, including the identification of employees that will continue to work remotely, employees that will work on campus regularly or periodically, measures that will be taken to ensure social distancing and adherence to other safety guidelines within each unit and office space, and the possible use of personnel to work in shifts, if necessary, for health and safety reasons.

- ROP – Factors to Consider - In developing the ROP, each unit head shall consider the following:

    i. Ability to continue to work remotely – When possible and practicable, unit heads shall support continued remote operations by non-essential employees.
    ii. The necessity for physical presence to meet the needs of students, institutional personnel and authorized visitors.

iii. Nature of services provided, especially services directly involving or affecting students.
iv. Physical space limitations, including the ability of unit employees to maintain social distancing among the staff and with possible visitors.
v. Input from unit employees, including issues related to living conditions, interactions with vulnerable populations, and other relevant factors, recognizing the University's compassionate approach to this unprecedented pandemic period.
vi. The health and safety of unit employees shall be a paramount priority in developing the ROP.

- Additional Guidance in Developing ROPs. In communicating with Unit employees regarding the ROP, do not attempt to inquire as to or identify and target high-risk category employees or employees living with someone considered high risk under CDC guidelines. Some employees may choose to voluntarily disclose such information in connection with discussions on the expectations associated with the ROPs. Please confer with the Associate Vice President for Human Resources if the employee disclosing such information is expected to be physically present to work on campus. Unit heads shall maintain the confidentiality of disclosed information in accordance with Tennessee State University personnel policies, and state and federal privacy laws.

- Sharing and Reviewing ROPs with unit employees. Unit heads shall share and review ROPs, or share the information contained in the ROP, with unit employees prior to submitting the ROP to the applicable VP/Cabinet member.

- Unit Head Responsibilities in Sharing and Reviewing ROPs. Unit heads shall work in good faith with unit employees to address any issues or concerns regarding the employee's remote operations status. As noted above, when possible and practicable, unit heads shall support continued remote operations by non-essential employees.

- Communicating ROP Issues – Unit heads and unit employees may contact the Associate Vice President for Human Resources or her designees to discuss any issues or concerns associated with the ROP.

- Disability or Leave Related Issues. Employees shall follow the normal procedures and processes for submitting ADA disability accommodation related requests and leave requests, including Emergency Care Sick Leave Act requests, by working with the Office of Human Resources on disability related matters and working with the applicable supervisor or Human Resources, when appropriate, on leave related requests.

F. Adherence to Health and Safety Guidelines Governing COVID-19. All employees and students shall at all times adhere to TSU, State and federal health and safety guidelines, including wearing masks at all times while in public areas and spaces, exercising social distancing (at least six feet apart, if possible), and washing your hands and/or using hand sanitizer. Please reference the TSU COVID-19 Operations Guide for more details on health and safety guidelines. Unit heads shall ensure that each employee who will be physically present on campus affirm, electronically, their adherence to COVID-19 health and safety guidelines.

G. Commitment to Customer Service. All employees shall remain resolute in demonstrating and adhering to the University's commitment to customer service, including, but not limited to,

responding in a timely manner to email, phone calls, letters, meeting request and attendance at virtual meetings, mail, inquiries and other matters affecting the University.

Effective Date: August 5, 2020

This policy was linked as "Faculty Promotion" on the TSU Academic Affairs policies webpage http://www.tnstate.edu/academic_affairs/policies.aspx on 6-15-2020, at http://www.tnstate.edu/academic_affairs/documents/5-02-02-20%20Faculty%20Promotion%20at%20Universities.docx.

Faculty Promotion at Universities: 5:02:02:20

Policy Area

Personnel Policies

Applicable Divisions

Universities

Purpose

Promotion in rank is recognition of past achievement of the individual being considered for promotion. In addition, the advancement in rank is recognition of future potential and a sign of confidence that the individual is capable of even greater accomplishments and of assuming greater responsibilities. The policy of the Tennessee Board of Regents is to make promotions strictly on consideration of merit tempered by university and fiscal considerations. The purpose of this policy is to help ensure that promotions are made objectively, equitably, impartially, and as a recognition of merit in line with the following policy guidelines.

Definitions

For the purposes of this policy, research/scholarship/creative activities and service/outreach will be defined as follows.

- Teaching - Teaching applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, student advising and/or mentoring, development of course materials and courseware, and development of innovative approaches to instruction.
- Research/Scholarship/Creative Activities - Research applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activities may include, but are not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, creative activities (e.g., film-making,

performances, or other artistic creations), and the development of cutting-edge teaching approaches.

- Service/Outreach - Service applies to involvement within the community as defined by the university's role and mission; service to the university; and service within the bounds of the applicant's academic discipline and budgeted assignment.

A more detailed description of these activities and the criteria to be applied in assessing performance in these three areas may be found in Sections IV and VII of Policy No. 5:02:03:60, "Policy on Academic Tenure for the Tennessee Board of Regents Universities."

Policy

I. Introduction

A. The president of each university is responsible for the master staffing plan of the university.

1. In developing such a plan, the president will consider the fiscal impact of each promotion recommended to the Board; i.e., resources allocated and distributed to the university.

II. The Evaluation Process

A. The guidelines which follow provide a general plan for documenting the evaluation process for promotion at each university.

1. However, each university must develop specific promotion criteria which all units of that university will follow.
2. The university's policy must, at a minimum, satisfy the criteria established by these general System guidelines, but may also be more rigorous than the criteria stated herein.
3. The policy should be written to distinguish between functional areas of instruction, research/scholarship/creative activities and service/outreach and

should contain sections that clearly outline promotional procedures, as well as opportunities for appeal of negative decisions.

B. Once the university has developed its policy complete with process and appellate procedures, it must be forwarded to the Tennessee Board of Regents for review and approval.

1. The university's promotion policy will be submitted via the Chancellor to the Committee on Personnel of the Board for review and recommended action.
2. From the Committee, the university's policy will be referred to the Board for appropriate action.
3. Upon Board approval, the university policy becomes a part of Board of Regents Policy.

III. Academic Ranks

A. The following are criteria that distinguish between academic ranks.

1. Instructor
   a. Demonstrated ability in instruction student development.
   b. Master's degree from an accredited institution in the instructional discipline or related area.
   c. Evidence of good character, mature attitude, and professional integrity.
2. Senior Instructor
   a. Documented evidence of high quality teaching and contribution to student development.
   b. Master's degree from an accredited institution in the instructional discipline or related area.
   c. Evidence of good character, mature attitude, and professional integrity.
3. Master Instructor
   a. Documented evidence of teaching excellence and superior contribution to student development.

b. Master's degree from an accredited institution in the instructional discipline or related area.
c. Evidence of good character, mature attitude, and professional integrity.

4. Assistant Professor
   a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
   b. Evidence of potential ability in instruction, and/or service, and/or research.
   c. Evidence of good character, mature attitude, and professional integrity.
5. Associate Professor
   a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
   b. Documented evidence of high quality professional productivity which may lead to national recognition in the academic discipline, and/or consonant with the goals of the university and of the academic unit to which the faculty member belongs.
   c. Documented evidence of ability in instruction and/or service and/or research.
   d. Evidence of good character, mature attitude, and professional integrity.
6. Professor
   a. Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
   b. Documented evidence of sustained high quality professional productivity and national recognition in the academic discipline or sustained high quality professional productivity in the academic discipline that is consonant with the goals of the university and of the academic unit to which the faculty member belongs.
   c. Documented evidence of teaching excellence and superior contribution to student development or superior scholarly or creative activity will

contribute to the positive record of the candidate for advancement to the rank of professor. Since there is no higher rank, promotion to professor is taken with great care and requires a level of achievement beyond that required for associate professor. This rank is not a reward for long service; rather it is recognition of superior achievement within the discipline with every expectation of continuing contribution to the university and the larger academic community.

d. Evidence of good character, mature attitude, and professional integrity, and a high degree of academic maturity and responsibility.

IV. Exceptions to Minimum Rank Qualifications

A. The minimum rank qualifications should be met in every recommendation regarding appointment to academic rank and for promotion in academic rank.

1. Exceptions to the minimum rank qualifications can be recommended by the president of a university; however, such exceptions are not favored and should be granted only upon a showing of a candidate's exceptional merit and/or other extraordinary circumstances, such as an objective need to deviate from these minimum qualifications in filling positions and/or retaining otherwise qualified faculty within certain academic disciplines.
2. Petitions for exceptions to promotional criteria may include consideration of the appropriateness of the degree or extraordinary qualities that the candidate may possess.
    a. The equivalent work experience credit may include relevant teaching experience or other experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.
    b. When evaluating college level instruction, research/scholarship/creative activities, and service, the university may make its own determination whether or not the number of years of experience from another university is to be accepted in total or discounted in some manner.

V. Terminal Degree Designation

A. The Board will use national discipline standards to determine which degrees are considered to be “terminal” within each discipline and will provide each university with a list that delineates these degrees.

B. Each university may request blanket exceptions to these standards by classification based upon its mission and hiring practice.

C. Each university may also petition the Board for “equivalent work experience credit” when a candidate has not obtained a terminal degree, but has a record of extraordinary achievement in a given field.

1. The equivalent work experience credit may include relevant teaching experience or other experiences such as experience gained as an administrator, counselor, librarian, journeyman, or the like.

VI. Promotion Criteria

A. The academic units of the universities must develop written guidelines with specific criteria for evaluating the faculty in teaching, research and service. The departmental guidelines cannot be less rigorous than TBR or university guidelines.

B. These guidelines should be distributed to all new faculty members and should be easily available at all times, preferably via the Web. Whenever the guidelines are revised, the faculty should be notified of the availability of the revised guidelines.

C. Guidelines should use the following general criteria as minimum requirements.

1. Teaching

a. Evaluation of instruction shall be based on the following criteria with the each unit assigning varying degrees of weight to each criterion. Deficiencies in some criteria may be counterbalanced by superiority in others.

1. Evaluation by department/division chairperson, and appropriate dean.

2. Evaluation of curriculum and/or program development; development of instructional techniques (including development of on-line and computer assisted course development), etc.
3. Promote involvement in student research, scholarship, and creative activities.
4. Evaluation of the individual's performance in the advisement of students.
5. Evaluation of the quality of the individual's performance in graduate and undergraduate student mentoring.
6. Evaluation of published works in the teaching area; documentation of teaching methodology that may be shared with colleagues.
7. Honors and recognition for contributions to teaching.
8. A record that indicates that the individual has remained current in his/her field of specialization and effective in instructional methodology.
9. Evaluation by peers, especially those in the same academic area (as appropriate for the individual university.)
10. Student Evaluation of the teaching performance.

2. Research/Scholarship/Creative Activities
   a. Promotion to associate or full professor requires review of a candidate's record of scholarly activity by qualified peers.
   b. Evaluation of research shall be based on the following criteria, with the academic units of the university assigning varying degrees of weight to each criterion. Deficiencies in some criteria should be counterbalanced by superiority in others.
      1. The publication of research in refereed journals or refereed online publications is a reliable indication of scholarly ability. Consonant with the goals of the university, documented evidence of national

recognition may be considered the most important criterion in evaluating scholarship for promotion to full professor. Consonant with the goals of the university, evidence of potential for national recognition may be considered the most important criterion evaluating scholarship for promotion to associate professor.

2. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination. It should be emphasized that quality is more important than quantity.
3. Written reviews and evaluations by qualified external peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations.
4. Professional scholarly papers presented at international, national, or regional meetings may be appropriate.

3. Service/Outreach and Professional Activities
   a. Evaluation of the service component should be based on performance in three areas:
      1. Public service to the community as defined by the university's role and mission;
      2. Service to the university; and service within the bounds of the applicant's academic discipline; and
      3. Budgeted assignment.
   b. Evaluation should be based on all three areas although it is realized that differences in emphases may exist. The academic units of the university shall have the responsibility for determining the emphasis as well as the responsibility for determining specific criteria based on the individual's aspect of work. Evaluation shall be based on the following criteria, with the academic units of the university to which the faculty member belongs

assigning varying degrees of weight to each criterion. These criteria should include: community service programs, public service consultation, university, committee and administrative responsibilities, and active contributions to professional associations. In each case, documentation of the evaluation process and criteria shall be as complete as possible. Specific evaluative criteria may be developed using the following as guidelines:

1. A description of the candidate's position that permits evaluation of performance in relation to assigned and budgeted duties. This should include a statement of the mission or purpose of the position and the objective(s) of the nominee's service unit, as well as the specific assigned tasks and responsibilities of the nominee.
2. An evaluation of the candidate's effectiveness, as judged by his or her impact on individuals, groups, or organizations served. This should include indices of the success of his/her service, in terms of improvement of communities, programs, operating agencies, production processes, or management practices. It should also include indications of client satisfaction with the service provided by the nominee, and of the magnitude and complexity of his/her work (as opposed to perfunctory activity that does not lead to useful results).
3. An appraisal of the candidate's local, regional and national stature. Although the achievement of national stature is sometimes difficult for public service faculty whose activities are primarily directed to groups within the State, the public service professional should take advantage of every opportunity to project his/her accomplishments among peers on a local, regional, and national basis. Service/outreach work is sometimes not publishable. The results may be in the form of direct consultations, planning reports, or instructional time directed largely to

the recipients of university service programs. But certain aspects of service work are suitable for publication in professional journals. For example, unique techniques developed to motivate clients, or new approaches to the transfer and application of knowledge, would be of interest to peers in other public service programs across the nation.

4. General Process Guidelines at University Level
    a. So that the decision process can be as objective as possible, each recommendation (forwarded from the department to a higher administrative level in the university) should be accompanied by complete and careful documentation of the candidate's teaching performance, and/or public service contributions, and/or research. Although the areas of instruction, public service, and research are all considered important, certain exceptions may exist where evaluation may occur in one or the other area exclusively. In these cases, as well as in the general case, appropriate supervisory personnel shall clearly and adequately document the facts which justify the individual's promotion. The initiating unit may, if it deems it desirable, include information relative to the candidate's research activities, publication record, exceptional administrative performance, or other types of contributions. Additional procedures may be used by each university with approval of the Tennessee Board of Regents. For example, the university may wish to establish an interdisciplinary, university-level promotion review committee to review the individual unit recommendations.
5. General Process Guidelines at Board Level
    a. A list of promotional recommendations should be forwarded by the president of the university to the Chancellor for his/her review. The Chancellor's recommendation will be forwarded to the Committee on Personnel and their recommendation forwarded to the Board.

Sources

TBR Board Meeting: April 2, 2004; September 25, 2008; Board Meeting June 20, 2014

This policy is a result of a comprehensive revision of former TBR Policy 5:02:02:00, Faculty Promotion. The former policy contained provisions related to faculty promotion for both universities and community colleges. The revision, approved by the Tennessee Board of Regents on April 2, 2004, created separate policies relative to faculty promotion for universities and community colleges. Faculty members appointed prior to July 1, 2004, may elect to be considered for promotion under the provisions of Policy 5:02:02:00 or under the revised policy for a four-year phase-in period. The revised policy will be applicable to all promotion actions taken on or subsequent to July 1, 2008, for faculty whose employment began on or after July 1, 2004.

Note: Upon adoption of the former policy at the December 13, 1974 meeting, implementation of the Board-approved university criteria began on September 1, 1975, and no faculty experienced demotion in rank due to the new policies. Upon extending the policy to the technical institutes at the September 30, 1983 meeting, no technical institute faculty shall be demoted in rank as a result of the new provisions.

Related Policies

- Academic Tenure for Universities

Academic Tenure for Universities: 5:02:03:60

Policy Area

Personnel Policies

Applicable Divisions

Universities

Purpose

This policy was linked as "Academic Tenure for Universities Highlighted" on the TSU Academic Affairs policies webpage (http://www.tnstate.edu/academic_affairs/policies.aspx) on 6-15-2020, at http://www.tnstate.edu/academic_affairs/documents/policies/5-02-03-60%20Academic%20Tenure%20for%20Universities%20Highlighted.docx

The purpose of this policy is to establish the criteria and process regarding academic tenure at universities governed by the TSU Board of Trustees.

Definitions

The following are general definitions of words and terms used in this policy which are not hereinafter specifically defined; however, the words and terms are subject to further qualification and definition in the subsequent sections of this policy.

- Academic Tenure - a personnel status in an academic department or academic program unit pursuant to which the academic or fiscal year appointments of full-time faculty who have been awarded tenure are continued at an university until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
- Adequate Cause - a basis upon which a faculty member, either with academic tenure or a tenure-track or temporary appointment prior to the end of the specified term of the appointment may be dismissed or terminated. The specific grounds which constitute adequate cause are set forth in Section IV.H., herein.
- Financial Exigency - the formal declaration by the TSU Board of Trustees that one of its universities faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by

extraordinary means which include the termination of existing and continuing academic and non-academic appointments.

- Faculty Member - a full-time employee who holds academic rank as instructor, senior instructor, master instructor, assistant professor, assistant clinical or research professor, associate professor, associate clinical or research professor, professor, clinical or research professor, or instructor/coordinator.
- Probationary Employment - period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he/she does not have tenure and in which he/she is evaluated by the university for the purpose of determining his/her satisfaction of the criteria for a recommendation for tenure. Probationary employment provides an opportunity for the individual to assess his/her own commitment to the university and for the university to determine whether the individual meets its perception of quality and/or projected need.
- Faculty Appointments - are defined in TSU Board of Trustees Policies 5:02:07:00 and 5:02:07:10.

Policy

I. Introduction

A. The following policy of the TSU Board of Trustees on tenure is applicable to all universities within the system. These are minimal provisions for universities and should be implemented in a manner appropriate to the individual missions, traditions, and needs of the universities.

B. University policies on tenure must cite and specifically acknowledge compliance with TSU Board of Trustees Policy on Academic Tenure (5:02:03:60). Likewise, university policies must as a minimum embody and communicate clearly all provisions, definitions, and stipulations of the Board policy.

C. The quality of the faculty of any university is maintained primarily through support of a wide variety of professional development. It is monitored through the appraisal, by competent faculty and administrative officers, of each candidate for tenure. Tenure at a TSU Board of Trustees university provides certain full-time faculty with the assurance of continued employment during the academic year until retirement or dismissal for adequate cause, financial exigency, or curricular reasons, as further discussed herein.

II. Consideration for Tenure

A. Tenure Appointments

1. The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or academic program unit and the university.
2. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.
3. The TSU Board of Trustees does not award tenure in non-faculty positions.
4. Tenure appointments reside in the departments and academic program units, and are assurances of continued employment during the academic year subject to expiration, relinquishment, or terminations of tenure as set out in Sections III and IV.
5. Recommendations for or against tenure should originate from the department or academic program unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the department or academic program unit as specified in Policy.
6. Tenure is awarded only by positive action of the Board, pursuant to the requirements and procedures of this policy, at a specific university.

7. No faculty member shall acquire or be entitled to any interest in a tenure appointment at a university without a recommendation for tenure by the president of the university and an affirmative award of tenure by the Board of Regents.
8. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the university, provided that no tenure appeals remain outstanding due to lack of cooperation and/or appropriate action on the part of the candidate in completing the appeal process.

B. Tenure Process

1. Each university policy must contain the following:
    a. Provisions for a tenure-track faculty member to be guided through the tenure process. Guidance may include provision of a mentor, pre-tenure review, portfolio development workshops, etc.
    b. A process that defines the levels of review to include peer review.
    c. Procedures associated with review by each level, a clear description of materials that each level will review.
    d. A calendar or schedule of the review process.
    e. The types and frequency of evaluation of probationary faculty members in the areas of teaching, service/outreach, and scholarship/creative activities/research.
2. University procedures shall ensure that peer committees have qualified privilege of academic confidentiality against disclosure of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee.

3. This policy shall be interpreted in a manner consistent with T.C.A. § 10-7-101 et seq. The recommendation for tenure must be made by the president to the Chancellor and by the Chancellor to the Board. In the event that tenure is awarded by the Board, the president shall furnish to the faculty member written confirmation of the award.
4. Annual evaluations conducted by the candidate's department chair or other appropriate head of an academic program unit are an important aspect of the criteria for tenure at universities; therefore, university policies should include a clear statement as to the role of evaluation in measuring those criteria relevant to assessing the merit of the probationary candidate. Types of evidence relevant to evaluating effectiveness and contributions in teaching, research/scholarship, and service/outreach are identified in subsections III.A1, 2, and C of this section.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. University policies must include specifically identifiable sections which define minimum eligibility requirements for consideration for academic tenure. Those sections must clearly distinguish between:
    a. Minimum eligibility requirements for consideration for academic tenure; and
    b. Criteria to be considered in tenure recommendations (see Section III).
2. Academic tenure may be awarded only to full-time faculty members who:
    a. Hold academic rank as instructor, senior instructor, master instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for that rank as specified in TSU Board of Trustees Policy No 5:02:02:20 (however, a university may choose not to award tenure to faculty in the rank of instructor);
    b. Have been employed pursuant to tenure-track appointments and have completed the probationary period of service as stated in the university's

policy, and/or as agreed upon in writing and signed by the appropriate academic officer; and

c. Have been determined by the university to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.

3. Faculty holding clinical or research appointments are not eligible for tenure, provided, however, that under certain circumstances, such appointments may be converted to tenure track appointments as discussed in faculty appointments, TSU Board of Trustees Policy Nos. 5:02:07:00 and 5:02:07:10.
4. Faculty members supported in whole or in part by funds available to the university on a short-term basis, such as grants, contracts, or foundation sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the university upon the recommendation of tenure to the Board.
5. No faculty member shall be eligible for tenure unless the employee's contract specifies his/her tenure-track status; provided that where a faculty member with tenure is appointed to an administrative position, he/she will retain tenure in a former faculty position only; and provided further that a faculty member otherwise eligible for tenure who also holds a non-faculty position may be awarded tenure in the faculty position only, subject to the requirements of this policy.
6. Each university may establish additional reasonable requirements for the eligibility of faculty for consideration for tenure. These should include but are not limited to the completion of the doctorate or other specified terminal degree in the faculty member's discipline, a minimum rank of instructor, assistant professor, and prescribed research and publication achievements. (The TSU Board of Trustees, using national standards, will determine what constitutes the terminal degree for each discipline. The university may

request exceptions to this standard based upon its mission, or based upon an extraordinary candidate. In the latter instance, the exception shall be requested when the faculty member is employed and/or when the length of the probationary period is determined.)

D. Probationary Employment

1. Probationary faculty may be employed on annual tenure-track appointments for a probationary period of which may not exceed six (6) years, however, six (6) years is considered to be the normal length of time required to develop a substantial record in teaching, research and service.
2. The faculty member may apply for tenure following a probationary period of not less than five years, provided that exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the president and approval by the Chancellor.
    a. Upon approval of such an exception by the Chancellor, the faculty member's recommendation for tenure will go forward to the Board as meeting the requirements for the probationary period.

E. Calculating the Probationary Period

1. Only full-time continuous service at a university will be included in determining completion of the probationary period, except where a break in service was pursuant to an approved leave of absence.
    a. Credit for Prior Service - The minimum probationary period of five years may include credit for prior service when agreed to by the president, and subject to the maximum permissible credit for prior service as noted below:
        1. Credit toward completion of the probationary period may at the discretion of the president be given for a maximum of three years of previous full-time service at other colleges, universities, or institutes

provided that the prior service is relevant to the institution's own needs and criteria.

1. Any credit for prior service that is recognized and agreed to must be confirmed in writing at the time of the initial appointment.

2. Credit toward completion of the probation period may, at the discretion of the president, be given for a maximum of three years or previous full-time service in a temporary faculty appointment or term appointment at the same institution or in an earlier tenure-track appointment at the same institution that has been followed by a break in service.

    1. Any credit for prior service in a temporary full-time faculty appointment at the same institution or in an earlier tenure-track appointment (at the same institution) that has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

b. Approved Leave of Absence

1. A period of approved leave of absence shall be excluded from the requisite period for completion of the probationary period unless the president of the university specified in writing prior to the leave of absence that it shall be included in the probationary period.
2. Leaves of absence may not be granted retroactively.
3. A faculty member may apply for a maximum of two (2) extensions in one-year increments so long as the total probationary period does not exceed six years.
4. Requests for a second extension follow the same procedure and are subject to the same considerations as the original extension.

c. Stopping the Tenure Clock

1. A faculty member in a tenure track appointment may request to “stop the clock” during his/her probationary period when circumstances exist that interrupt the faculty member’s normal progress toward building a case for tenure.
2. Discretion for stopping the tenure clock rests on the institution and also requires supervisory approval. In such cases, the faculty member may request to “stop the tenure clock” for one-year if he/she demonstrates that circumstances reasonably warrant such interruption.
3. Reasons for approving a request to “stop the clock” will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development.
4. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one’s professional life.
5. The intent of this policy is to serve the best interests of the university while providing neither preference to nor adverse effect on a faculty member’s process of developing a case for tenure.
6. Once approved, the “stop the clock” year is not counted in the probationary period accrual.

d. Procedure

1. A faculty member seeking a modification of his/her probationary period must submit his/her request, in writing, addressing the considerations described above.
2. The request is to be submitted to the department chair for consideration and recommendation. The chair’s recommendation is

forwarded to the dean of the faculty member's college for consideration and recommendation; thence to the provost for consideration and recommendation; and finally to the president for approval or denial.

3. The president will notify the faculty member, in writing, of the decision to approve or deny such exceptions within one month of submission.
4. Requests for modification of the probationary period that are based on a faculty member's health or care for an immediate family member should also be submitted to the university's legal counsel or to TSU Board of Trustees' for review.

F. A faculty member that is appointed to an administrative position prior to a tenure award remains eligible for tenure under two conditions:

1. The faculty member must qualify for tenure under departmental or academic program unit, college and university guidelines; and
2. The faculty member must maintain a significant involvement in academic pursuits including teaching, scholarship and service. The time (or prorated portion of time) spent in the administrative position may be credited toward completion of the probationary period.

G. Where a faculty member is serving a probationary period in a department or academic program unit and is subsequently transferred to another department or academic program unit, the faculty member may – with the approval of the president – elect to begin a new probationary period on the date that the transfer occurs.

1. If he/she does not so elect (and confirm in writing to the president), time spent in the first appointment shall count toward establishing the minimum and maximum probationary period (see E.1 above).

III. Criteria to be considered in Tenure Recommendations

A. Overview

1. The nature and relative importance of the criteria for the recommendation for tenure depend upon the nature, mission, and goals of the university in which tenure may be awarded and of the department or academic program unit in which a faculty member is employed.
2. The faculty member must demonstrate willingness and ability to work effectively with colleagues to support the mission of the institution and the common goals both of the institution and of the academic organizational unit.
3. Moreover, criteria for tenure relate to the university's three traditional, and often inter-related, missions: teaching, research/scholarship/creative activities, and service/outreach.

B. Teaching

1. Effective teaching is an essential qualification for tenure, and tenure should not be granted in the absence of clear evidence of a candidate's teaching ability and potential for continued development.
2. Excellence in teaching is a strong recommendation for both tenure and promotion though it cannot be considered in isolation from scholarship and service.
3. Although it is difficult to establish evidence of teaching excellence, each department must develop a procedure to ensure that factual information relative to a candidate's teaching is available at the time he/she is considered for tenure. It is expected that a component of teaching is effective student advisement.
4. The teaching portfolio should include, but is not limited to, evidence of teaching excellence as follows:
    a. Ability to organize and present subject matter in a logical and meaningful way;

b. Ability to motivate and stimulate creativity, intellectual curiosity, and interest in writing and inquiry in undergraduates and/or graduate students; and

c. Evidence of peer evaluation.

5. Documentation of teaching should routinely include:

a. Statement of teaching philosophy;

b. Course materials;

c. Student evaluations for every course evaluated during the probationary period; and

d. Evidence of supervision of student projects and other forms of student mentor ships.

6. A candidate for tenure may choose to include other types of evidence that support his/her application for tenure such as:

a. Additional student input;

b. Student products;

c. Teaching recognition;

d. Teaching scholarship;

e. Peer input;

f. Evidence of professional development in teaching;

g. Evidence of disciplinary or interdisciplinary program or curricular development;

h. Alumni surveys and student exit interviews; and

i. Other evidence of excellence in teaching or mentoring, or both.

C. Research/Scholarship/Creative Activities

1. A candidate for tenure must present evidence of his/her research, scholarship and/or creative activities when he/she applies for tenure.

a. Such evidence should cite books, journal articles, monographs, creative activities, performances, or exhibitions that have undergone appropriate peer review.
b. Research publications in refereed journals or media of similar quality are considered reliable indicators of research/scholarly ability.
c. Written reviews and evaluations by qualified peers, either in person or aided by other forms of reports, or both, are appropriate for performances, compositions, and other artistic creations.
d. Books published by reputable firms and articles in refereed journals, reviewed by recognized scholars, are more significant than those that are not subjected to such rigorous examination.
e. It should be emphasized that quality is more important than quantity.

2. The tenure dossier/application must include evidence of peer review of the candidate's record of research/scholarly activity by qualified peers. The scholarship of teaching is a valid measure of research capability.
   a. It goes beyond doing a good job in the classroom; creative teachers should organize, record, and document their efforts in such a way that their colleagues may share their contributions to the art of teaching.
   b. Appropriate textbooks or educational articles in one's own discipline and innovative contributions to teaching, if published or presented in a peer-reviewed forum, constitute scholarship of teaching.
3. 3. Service/Outreach Service and/or outreach encompass a faculty member's activities in one of three areas:
   a. Outreach or public service;
   b. University service; and
   c. Professional service.

4. The outreach or public service function is the university's outreach to the community and society at large, with major emphasis on the application of knowledge for the solution of problems with which society is confronted.
    a. Outreach primarily involves sharing professional expertise and should directly support the goals and mission of the university.
    b. A vital component of the university's mission, public service must be performed at the same high levels of quality that characterize the teaching and research programs.
5. University service refers to work other than teaching and scholarship done at the department, college, or university level. A certain amount of such service is expected of every faculty member; indeed, universities could hardly function without conscientious faculty who perform committee work and other administrative responsibilities.
    a. University service includes, but is not limited to, serving on departmental committees and participating in college and university committees.
    b. Some faculty members may accept more extensive citizenship functions, such as a leadership role in the Faculty Senate, membership on a specially appointed task force, service as advisor to a university-wide student organization, and membership on a university search committee.
6. Professional service refers to the work done for organizations related to one's discipline or to the teaching profession generally.
    a. Service to the profession includes association leadership, journal editorships, article and grant proposal review, guest lecturing on other campuses, and other appropriate activities.
    b. While it is difficult to define the exact nature of significant professional service, clearly more is required than organizational membership and attendance; examples of significant service would be that done by an

officer of a professional organization or a member of the editorial staff of a journal.

IV. Changes in Tenure/Tenure-Track Status

A. Non-renewal of Probationary Tenure-Track

1. When tenure-track appointments of faculty are not to be renewed for further service, the faculty member shall receive notice of his/her non-retention for the ensuing academic year as follows:
    a. Not later than April 1 of the first academic year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least two months in advance of its termination;
    b. Not later than January 1 of the second year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least five months in advance of its termination;
    c. Not later than the close of the academic year preceding the third or subsequent year of service, if the appointment expires at the end of that year; or, if the appointment terminates during an academic year, at least twelve months in advance of its termination.
2. The above stated dates are the latest dates for notice of non-renewal of faculty on tenure-track appointments, and each university may adopt annual dates which provide for longer notice of non-renewal. Notice of non-renewal shall be effective upon personal delivery of the notice to the faculty member, or upon the date the notice is mailed, postage prepaid, to the faculty member at his/her current home address of record at the university.
3. Applicable dates for notice of non-renewal are based upon actual years of service at a particular university and in no way affected by any credit for prior service. When a faculty member on a tenure-track appointment completes his/her probationary period, the faculty member will be recommended for

tenure by the president or will be given notice of non-renewal of the appointment during the spring term following application for such status. Such notice of non-renewal should be given not later than the final day of the academic year. The faculty member's right in an instance where timely notice is not given is described in II.A.8.

4. Faculty members on tenure-track appointments shall not be terminated during the term of the annual appointment as stated in the employment contract except for reasons which would be sufficient for the termination of tenured faculty.
5. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his/her work or conduct has been unsatisfactory.
6. Unless there is a violation of state or federal law under the limitations described in the TSU BOARD OF TRUSTEES Policy on Appeals (1:02:11:00), decisions that are not subject to appeal to the Chancellor include (a) non-renewal of a tenure-track faculty appointment during the first five years of the probationary period and (b) denial of tenure unaccompanied by notice of termination in the fifth year of the probationary period.

B. Transfer of Tenure

1. Where a faculty member is tenured in an academic program unit (e.g., a department or division) he/she may be transferred to another academic program unit.
2. In such cases, the transfer will be made with tenure; moreover, the tenure appointment will be transferred to the new academic program unit.
3. In no instance may the faculty member be compelled to relinquish tenure as a condition for affecting the transfer.

C. Expiration of Tenure

1. Tenure status shall expire upon retirement of the faculty member.

2. Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his/her assigned duties.

D. Relinquishment of Tenure

1. A faculty member shall relinquish or waive his/her right to tenure upon resignation from the university or upon failure to report for service at the designated date of the beginning of any academic term, which shall be deemed to be a resignation unless, in the opinion of the president, the faculty member has shown good cause for such failure to report.
2. Where a tenured faculty member is transferred or reclassified to another department or academic program unit by the university, the transfer or reassignment shall be with tenure.
3. Tenure is not relinquished during administrative assignments at the university.

E. Termination of Tenure for Reasons of Financial Exigency

1. A tenured faculty member may be terminated as a result of financial exigency at a university subject to Board declaration that such financial conditions exist.
2. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency at a Board of Regents university will comply with the Board Policy on Financial Exigency (5:02:06:00).

F. Termination of Tenure for Curricular Reasons

1. The employment of a tenured faculty member may be terminated because:
    a. An academic program is deleted from the curriculum; or
    b. Because of substantial and continued reduction of student enrollment in a field or discipline.
2. Before declaring that curricular reasons exist, the president will ensure meaningful participation by the university's representative faculty body in

identifying the specific curricular reasons, evaluating the long-term effect on the university's curriculum and its strategic planning goals, and the advisability of initiating further action.

3. Prior to initiating the process described below, the president will present- either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).
4. Each university policy will describe procedures whereby this presentation will be made to a representative faculty body, and that body will have the opportunity to respond in writing to the president before action described below is initiated.
5. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns (see Definitions, G.6 below).

G. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the president shall furnish each faculty member to be terminated a written statement of the reasons for the termination.
    a. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached.
    b. The president's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.

2. If the faculty member(s) to be terminated indicate(s) objections to the president's written statement(s) and request(s) a review, the president will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body.
    a. The committee shall conduct a hearing on the proposed termination(s).
    b. The committee shall report its findings and recommendations to the president, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
3. The president's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (TSU BOARD OF TRUSTEES Policy 1:02:11:00).
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the president, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).
5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the president shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division.

a. Termination for curricular reasons presumes a staffing pattern in a department or academic program unit which cannot be warranted either by comparison with general load practices within the university or by comparison with faculty loads in comparable departments or academic program units at similar universities.

b. In that light, the president shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the university and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

6. Definitions

a. “Program is deleted from the curriculum” means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.

b. “Substantive and continued reduction of student enrollment in a field” means that over a period of at least three (3) years student enrollment in a field has decreased at a rate in considerable excess of that of the university as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the president, cannot be warranted either by comparison with equivalent faculty load practices within the university or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the president would deem to be appropriate for comparison.

7. When a tenured faculty member is to be terminated for curricular reasons, the president will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified.

a. In instances where (in the opinion of the president) relocation within the university is a viable alternative, the university has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs.

b. The final decision on relocation is within the discretion of the president.

H. Termination for Adequate Cause

1. A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term of appointment may be terminated for adequate cause, which includes the following:

a. Incompetence or dishonesty in teaching or research.

b. Willful failure to perform the duties and responsibilities for which the faculty member was employed or refusal or continued failure to comply with the policies of the Board, the university or the department, or to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.

c. Conviction of a felony or a crime involving moral turpitude.

d. Improper use of narcotics or intoxicants, which substantially impairs the faculty member's fulfillment of his/her departmental and university duties and responsibilities.

e. Capricious disregard of accepted standards of professional conduct.

f. Falsification of information on an employment application or other information concerning qualifications for a position.

g. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the department or academic program unit of the university.

I. Procedures for Termination for Adequate Cause

1. Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:
    a. No termination shall be effective until steps 4 through 9 below have been completed.
    b. Suspensions pending termination shall be governed by the following procedure.
        1. A faculty member may not be suspended pending completion of steps 4 through 9 unless it is determined by the university that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the university. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he/she is qualified.
        2. In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible at which time the faculty member may cross-examine his/her accuser, present witnesses on his/her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
        3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible

until the proceedings have been completed, including consideration by the Board.

4. Upon a recommendation by the chief academic officer of the university to the president or upon a decision by the president that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
5. If no mutually acceptable resolution is reached through step 4 the following steps shall be taken.
    1. The faculty member shall be provided with a written statement of the specific charges alleged by the university which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
    2. A committee consisting of tenured faculty or tenured faculty and administrators shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure herein described. The committee shall be appointed by the president and the officially recognized faculty senate, assembly or advisory committee, with each appointing the number of members designated by the policy of the university. The committee may not include any member of the faculty committee referred to in 4 above. Members deeming themselves disqualified

for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the president who shall notify all parties of the communication.

6. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
7. The chairperson of the hearing committee may in his/her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
    1. As notification as to procedure for conduct of the hearing.
    2. To exchange of witness lists, documentary evidence, and affidavits.
    3. To define and clarify issues.
    4. To effect stipulations of fact. A written memorandum of the pre-hearing conference should be prepared and provided to each party.
8. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
    1. During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his/her choice.

2. A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
3. The burden of proof that adequate cause exists rests with the university and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
4. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in using its best efforts to secure witnesses and make available documentary and other evidence that is under its control.
5. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories. An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within seven (7) days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to ensure a just and fair decision.
6. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the university or other universities of higher education.

7. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
8. The findings of fact and the report will be based solely on the hearing record.
9. The president and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.

9. After consideration of the committee's report and the record, the president may in his/her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his/her review, the president shall notify the faculty member of his/her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons. If the faculty member is terminated or suspended as a result of the president's decision, the faculty member may appeal the president's action to the Chancellor pursuant to TSU BOARD OF TRUSTEES Policy 1:02:11:00. Review of the appeal shall be based upon the record of hearing. If upon review of the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the president for reconsideration, taking into account the stated objections, and, at the discretion of the president, the case may be returned to the hearing committee for further proceedings.

Sources

TBR Board Meeting April 2, 2004; Board Meeting June 20, 2014.

This policy is a result of a comprehensive revision of former TBR Policy 5:02:03:00, Academic Freedom, Responsibility and Tenure. The former policy included provisions related to academic freedom and responsibility and tenure in both universities and community colleges. The revision, approved by the TSU Board of Trustees on April 2, 2004, created a separate policy on academic freedom and responsibility pertinent to both universities and community colleges, established separate policies relative to tenure for universities and community colleges, and instituted separate policies on faculty appointments for universities and community colleges. Faculty members appointed prior to July 1, 2004, may elect to be considered for tenure under the provisions of Policy 5:02:03:00 or under the revised policy for a four-year phase-in period. The revised policy will be applicable to all tenure action taken on or subsequent to July 1, 2008, for faculty whose employment began on or after July 1, 2004.

Note: This policy became effective on July 1, 1976, as to all faculty then or thereafter employed in the TSU Board of Trustees' System. The minimum qualifications and requirements for eligibility for an award of tenure applied to all faculty who had not previously been expressly awarded tenure by the Board, and the previous probationary period for such faculty was extended to a maximum of seven years. Faculty who had previously been awarded tenure retained their tenured status under this policy, subject to its terms and conditions. The definition of tenure (see p. 2 of 20) shall become effective January 1, 1984. That definition shall only apply to faculty tenured subsequent to the effective date. For faculty members tenured previous to January 1, 1984, the applicable definition of tenure shall be: "a status pursuant to which the academic year appointments of full-time faculty who have been awarded tenure are continued at a university until the expiration or relinquishment of that status, subject to termination for

adequate cause for financial exigency or curricular reasons (see policy adopted June 25, 1976)."

Related Policies

- Appeals and Appearances Before the Board
- Faculty Promotion at Universities
- Financial Exigency
- Faculty Appointments at Universities

This policy was linked as "Faculty Appointments" on the TSU Academic Affairs policies webpage (http://www.tnstate.edu/academic_affairs/policies.aspx) on 6-15-2020, at http://www.tnstate.edu/academic_affairs/5-02-07-10%20Faculty%20Appointments%20at%20Universities.docx. The Word document available for download was saved as a PDF.

Faculty Appointments at Universities: 5:02:07:10

Policy Area

Personnel Policies

Applicable Divisions

Universities

Purpose

The purpose of this policy is to establish the criteria and process regarding faculty appointments at universities governed by the Tennessee Board of Regents.

Policy

I. Introduction

A. The following constitutes the types of faculty appointments that can be made in Tennessee Board of Regents' universities including temporary, tenure-track, tenure, clinical-track, research, and coordinator appointments.

II. Types of Appointments

A. Temporary Appointments are appointments for a specific purpose for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the contract of employment or appointment.

1. Temporary appointments ordinarily should be used only for lecturers, adjunct or part-time faculty, faculty employed to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds.
2. In addition, temporary appointments may be used for faculty employed on the basis of state appropriated funds in departments, divisions, or other academic units where the permanent and continued need for the position has

not been established, provided that such appointments normally should not be in excess of three academic years.

3. After that, the position can be re-advertised, and the instructor can apply again and be hired if he/she is the best candidate.
4. Appointments of faculty members supported by more than fifty percent (50%) grant fund, or other soft money sources, may be approved by the university presidents for periods in excess of three years.
5. Temporary instructional faculty at instructor, senior instructor, or master instructor rank may be appointed to a three-year contract. Such a contract may be renewed after any satisfactory performance review.
6. Other extensions of temporary appointments for periods in excess of three (3) years require the approval of the Chancellor.

B. Tenure-track Appointments are appointments for regular full-time faculty with academic rank, and may be for the academic or fiscal year.

1. Tenure-track appointments are for faculty who are employed in a probationary period of employment prior to consideration for tenure.
2. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to annual renewal by the institution.

C. Tenure Appointments are appointments of full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy.

1. To protect academic freedom, tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment, or termination of tenure as hereinafter provided.
2. Such appointments do not include assurance of continued employment at any specified salary, position, or employment during summer sessions or inter-sessions.

D. Clinical-track Appointments are full-time faculty appointments; are non-tenurable appointments for a fixed term; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure- track at any time prior to but not later than the expiration of the first three-year term, depending on funding availability and faculty performance.

1. In instances where the appointment is converted to tenure-track, the three (3) years served in the Clinical-track appointment, at the discretion of the president, may be credited toward the individual's probationary status.
2. Faculty in this classification participate in the academic programs by providing professional services, by exposing students to their professional expertise, and by directing students' educational experiences in clinical/professional settings where the faculty members practice.
3. Clinical-track appointments may be supported, in whole or in part, by appropriated funds or funding from grants or contracts, from clinical practice or clinical/professional facilities, or from other sources.

E. Research-track Appointments are full-time faculty appointments; are non-tenurable for fixed terms; are renewable; permit promotion in rank; and permit conversion of the appointment to tenure track at any time prior to but no later than the expiration of the first three-year term, depending on funding availability and faculty performance.

1. In instances where the appointment is converted to tenure-track, the three (3) years served in the Research-track appointment, at the discretion of the president, may be credited toward the individual's probationary status.
2. Faculty in this classification participate in the academic programs by conducting independent research projects and by mentoring students involved in the research process.
3. Research-track appointments may be supported, in whole or in part, by appropriated funds or funding form grants or contracts, or other sources.

F. Coordinator Appointments are non-tenurable, renewable appointments for fixed terms.
    1. Coordinators teach and provide administrative services within the academic departments.
    2. They devote a preponderance of their time to faculty responsibilities including, but not limited to, teaching, advising, and student mentoring.
    3. Coordinators may also have responsibility for administering special academic projects, systems support, and other administrative services.

Sources

TBR Board Meeting April 2, 2004; Board Meeting June 20, 2014.

Related Policies

- Personnel Transactions & Recommended Forms

This document was linked as "Tenure Transfer or Termination Due to Deletion of a Program" on the Academic Affairs website (http://www.tnstate.edu/academic_affairs/policies.aspx) on 6-15-2020, at http://www.tnstate.edu/academic_affairs/documents/FINAL%20TSU%20Procedure%20-%20Tenure%20transfer%20or%20termination%20due%20to%20deletion%20of%20a%20program.pdf

Procedure for AEAO tenure transfer or termination due to deletion of a program from the university's curriculum

Responsibility: Office of Academic Affairs

Authority: Policy #5:02:03:60, Policy on Academic Tenure for the Tennessee Board of Regents Universities

Complete College Tennessee Act of 2010, Tennessee Code Annotated, Section 49-7-147.

As required by the Complete College Tennessee Act (CCTA) of 2010, remedial and developmental education must be provided by community colleges and not universities as of July 1, 2012. As part of the redesign of Developmental Studies required by the Complete College Act 0f 2010, the Department of Academic Enrichment, Advisement and Orientation (AEAO) will be disbanded effective June 30, 2011. While some of its responsibilities will be relocated in a student support center, AEAO will no longer be an academic department. Faculty members who are tenured in AEAO may seek tenure in another department closely aligned with their academic credentials and expertise. It is anticipated that the AEAO faculty will seek tenure in one of the following departments: Physics and Mathematics, Teaching and Learning, or Language, Literature, and Philosophy.

Procedures for Transfer or Termination of Tenure because a program is deleted from the curriculum[1]

1. Before declaring that curricular reasons for termination of tenure exist, the president will ensure meaningful participation by the university's representative faculty body in identifying the specific curricular reasons, evaluating the long-term effect on the university's curriculum and its strategic planning goals, and the advisability of initiating further action.

    a. Each university will have a policy that describes procedures whereby a description of curricular reasons that may warrant the termination of tenured faculty will be made to a representative faculty body.
    b. Each reason for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns.

2. The president will present – verbally or in writing – a description of curricular reasons that may warrant the termination of tenured faculty member(s) to a representative faculty body.

[1] "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization. The CCTA qualifies as such a circumstance.

3. That body will have the opportunity to respond in writing to the president before action is initiated.

Tenure Transfer Application Procedure

4. Each tenured AEAO faculty member will notify the VPAA by March 15, 2011 of his/her interest in transferring tenure to another department, and identify the department.
5. The VPAA will notify the department of intent to transfer by March 16, 2011.
6. Faculty member will prepare a file for review by April 1, 2011, that includes the following:

    a. Letter of Interest
    b. Current CV including publications and classes taught from last 5 years
    c. Annual reviews for the last 3 years
    d. Student evaluation of instruction (SEI) data
    e. Copy of recent course syllabus

7. The materials will be collected by Dr. Johnanna Grimes and submitted to the VPAA by April 1, 2011.
8. The VPAA will notify the department head and dean of the faculty member's request to transfer, and forward the packet by April 1, 2011.
9. The department will form a committee to review credentials of AEAO faculty interested in transferring tenure to that department, as follows:

    a. Committee will be formed by April 1, 2011
    b. Review commences no later than: April 15, 2011

    Transfer applicants' credentials will be reviewed based on SACS requirements Departmental tenure requirements

    Department faculty will review materials and make one of the following recommendations by April 15, 2011:

    a. Recommend appointment at current rank in new department
    b. Do not recommend appointment in new department

10. Department heads will make recommendations to the Dean by April 20, 2011
11. Dean will make recommendations to the VPAA by April 30, 2011
12. The VPAA will make recommendations to President by May 5, 2011

If a faculty member is not approved for a tenured position in a new department, the president will notify the faculty member in writing by May 11, 2011 of TSU's intent to terminate the faculty member's tenure based on curricular reasons. The faculty member will have the option of remaining in CARS as staff, adjunct faculty, and/or a lab instructor, OR being provided a one-year, transitional position in teaching or support for newly-designed college-level math, English or reading courses. Any faculty member who is not approved for a new tenured position may also appeal the tenure termination decision consistent with the TBR Policy 5:02:03:60.

13. Following receipt of the recommendations of the VPAA, the president shall furnish each faculty member to be terminated a written statement of the reasons for the termination.
14. The president's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.
15. If the faculty member(s) to be terminated indicate(s) objections to the president's written statement(s) and request(s) a review, the president will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body.
16. The committee shall conduct a hearing on the proposed termination(s).
17. The committee shall report its findings and recommendations to the president, who shall in a reasonable time inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.
18. The president's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (TBR Policy 1:02:11:00).

Adopted: March 9, 2011.

This policy was linked as "Termination of Tenure for Curricular Reasons" at the Academic Affairs Policies webpage (http://www.tnstate.edu/academic_affairs/policies.aspx) on 6-15-2020, at http://www.tnstate.edu/academic_affairs/documents/TSU%20Policy_Termination%20of%20Tenure%20for%20Curricular%20Reasons_final.pdf.

TSU Policy #_____ Name of Policy: **Termination of Tenure for Curricular Reasons**

Responsibility: Office of Academic Affairs

Authority:

1. TBR Policy #5:02:03:60 Policy on Academic Tenure for the Tennessee Board of Regents Universities
2. TBR Policy #1:02:11:00 , Appeals and Appearances Before the Board.

I. Statement of Policy: Termination of Tenure for Curricular Reasons

A. Bases for Termination

1. The employment of a tenured faculty member may be terminated because (1) an academic program is deleted from the curriculum, or (2) because of substantial and continued reduction of student enrollment in a field or discipline. Before declaring that curricular reasons exist, the resident will ensure meaningful participation by the University's representative faculty body[1] in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the process described below, the President will present-either verbally or in writing - a description of curricular reasons that may warrant the termination of tenured faculty member(s).

2. The university policy describing procedures whereby this presentation is made to a representative faculty body is provided below in item B. That body will have the opportunity to respond in writing to the President before action described below is initiated. Each of these reasons for termination of tenure for curricular reasons must denote shifts in staffing needs that warrant greater reductions than those which are accommodated annually in light of shifting positions from one department to another or among colleges to handle changing enrollment patterns.

a. Part-time faculty within a department or division should not be hired or renewed before a tenured faculty member is terminated.

b. Temporary faculty should not be renewed before tenured faculty are terminated.

c. Tenure-track faculty in the probationary period should not be renewed before a tenured faculty member is terminated.

[1] The TSU Faculty Senate

d. Among tenured faculty those with higher rank should have priority over those with lower rank.

e. Among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority over those with lower academic degree.

f. Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

II. Termination procedures

B. Procedures for Termination of Tenure

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing stating any objections to the decision.

2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the representative faculty body (TSU Faculty Senate). The committee shall conduct a hearing on the proposed termination(s). The committee shall report its findings and recommendations to the President, who shall in a reasonable time, inform the faculty member(s) proposed for termination in writing either that the decision for termination stands or that it has been altered.

3. The President's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board (TBR Policy 1:02:11:00 [Appeals and Appearances Before the Board]).

4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years

unless the terminated faculty member has been offered, in writing, reappointment to the position at his/her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise(s) that would have been awarded during the period that he/she was not employed).

5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his/her decision about which faculty member(s) should be terminated upon his/her assessment as to what action would least seriously compromise the educational programs in a department or division.

Termination for curricular reasons presumes a staffing pattern in a department or academic program unit which cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable departments or academic program units at similar universities. In that light, the President shall also, at his/her discretion, base his/her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the department or academic program unit as compared to overall patterns in the University and to comparable departments or academic program units which, in his/her judgment, are in universities similar enough to warrant assessment.

III. Definitions

A. Deletion for curricular reasons

1. "Program is deleted from the curriculum" means that the Board takes formal action to terminate a degree major, concentration, or other curricular component and that such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.

2. "Substantive and continued reduction of student enrollment in a field" means that, over a period of at least three (3) years, student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and that such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments or academic program units at similar universities which the President would deem to be appropriate for comparison.

B. Relocation Efforts

When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he/she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

Adopted: March 9, 2011.

This policy was linked as "Operating Manual 2018-2019" on the TSU Academic Affairs operating manual webpage http://www.tnstate.edu/academic_affairs/documents/AA%20Operating%20Manual.pdf; it was the only operating manual available as of 6-15-2020 on the page http://www.tnstate.edu/academic_affairs/aa_operating_manual.aspx when downloaded.

TENNESSEE STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

OPERATING MANUAL FY 2018-2019

TENNESSEE STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS OPERATING MANUAL

2018-2019

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MESSAGE FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS

Enclosed herein is the Tennessee State University electronic Academic Affairs Operating Manual. This document is provided to ensure you have the most current procedures to guide the day-to-day operations of your academic units.

I assumed the position of Interim Vice President for Academic Affairs January 2, 2018 and found a university, a national leader in producing high caliber graduates. My goal as Interim Vice President is to ensure we continue the great legacy that has been established and improve on those areas, where needed. I am confident that we will continue to build upon our heritage, and we will collectively move the University to greater heights and prominence in higher education. We will be able to accomplish this by closely following the guidelines outlined within this manual, being consistent in our business practices, communicating effectively and efficiently, taking ownership of our areas, and being responsible for our actions.

I congratulate those who developed this manual. It is well developed and organized. As a result, adhering to the procedures outlined herein will allow us to be effective in our business practices, efficient in administrative processes, and clear in our objectives and outcomes. I am very appreciative to the administrators and support staff for your efforts thus far and look forward to increasing our effectiveness as we move this great University forward.

Alisa L. Mosley, Ph.D.

Interim Vice President for Academic Affairs

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PREFACE

The *Division of Academic Affairs Operating manual* is a document containing information on Academic Affairs' structure and procedural steps for implementing various operating functions. The manual is intended to serve as a guide and reference for those who have responsibilities in the Division of Academic Affairs. This is a living document (linked from the Division of Academic Affairs homepage) to facilitate updating as functions are added and procedures change. It is not all inclusive and where inconsistency exists, Tennessee State Laws, and Tennessee State University (TSU) policy and procedures take precedence. A deliberate effort has been made to duplicate information (where contained in other manuals from various support units of the University, or other entities), and live links to materials, forms, and relevant resources or online documents have been inserted throughout the document to make information centralized and readily available.

This document may contain several sets of information formerly issued as separate documents, such as the *Handbook for Adjunct Faculty*, *The Advisement Guide*, *Summer School Conditions*, the Graduate and Undergraduate Catalogs, the *Student Handbook*, and *Guideline for Annual Reports*. Extensively used documents are also available on the TSU homepage.

The manual contains one hundred sixty-one (161) procedures and processes categorized into the following eight sections:

Section I: Academic Affairs-Related Processes (59),
Section II: University-Related Processes (46),
Section III: Budget-Related Processes (11),
Section IV: University Computer Systems (2),
Section V: Research, Grants, and Contracts (14),
Section VI: Personnel-Related Processes (21),
Section VII: Travel-Related Processes (2), and
Section VIII: Other (6), which includes a directory of the Academic Affairs administrative assistants.

Each procedure includes a brief definition, description and/or instructions of what is involved, including any necessary contact information or link to relevant resource, followed by the STEPS one should follow for accomplishing the task at hand. If a form is required, a copy of the actual form, and a link to the online form is provided in the manual in the STEPS' section. There is a comprehensive, dynamic *Index (beginning on page 510)* and a dynamic *Table of Contents* on pages 3 through 10.

This document is not in its final form due to constantly changing situations and conditions. The procedures and practices contained within this manual are subject to change at any time. It is, therefore, important to keep your copy current and updated, and frequently check the Division of Academic Affairs homepage.

PROJECT OVERVIEW AND TIMELINE—*MEASURING THE RESULTS OF TYPE TRAINING OF ACADEMIC AFFAIRS SUPPORT STAFF: REVISING THE ACADEMIC AFFAIRS OPERATING MANUAL RESEARCH STUDY*

PROJECT OVERVIEW:

This overview provides the scientific method for development, compilation and organization of this *Academic Affairs Operating manual*. The Myers-Briggs Type Indicator®) was administered to sixty-seven (67) key support staff in the Division of Academic Affairs. The overall goal of this project was to align the existing *Academic Affairs Operations Manual* with The Academic Master Plan 2008-2015, and TSUs 2010-2015 Strategic Plan and make the information easily accessible and available online to faculty and staff. In developing this project, it was desired to add value to the TSU community in the development and preparation of young adults, thereby increasing graduation rates indirectly *by the training and development of the Academic Affairs support staff through a human resource perspective*. The desire to apply a human resources leadership approach was chosen as a means to engage the support staff in the revision process, thus giving them a sense of ownership in this resulting manual.

By using the Academic Master Plan (AMP) as a guiding framework, it was decided to pilot test the concept of using a personality type approach (i.e., the Myers-Briggs Type Indicator®) with Academic Affairs support staff at TSU, as a means of encouraging engagement and cooperation in four consecutive staff development workshop/training sessions designed specifically to review and update the *2011-2012 Academic Affairs Operations Procedures Handbook*. The *Kirkpatrick Model for Evaluating Effectiveness of Training Programs* (1998) was used as a framework for evaluating staff development programs on four increasingly complex levels using a variety of data collection instruments.

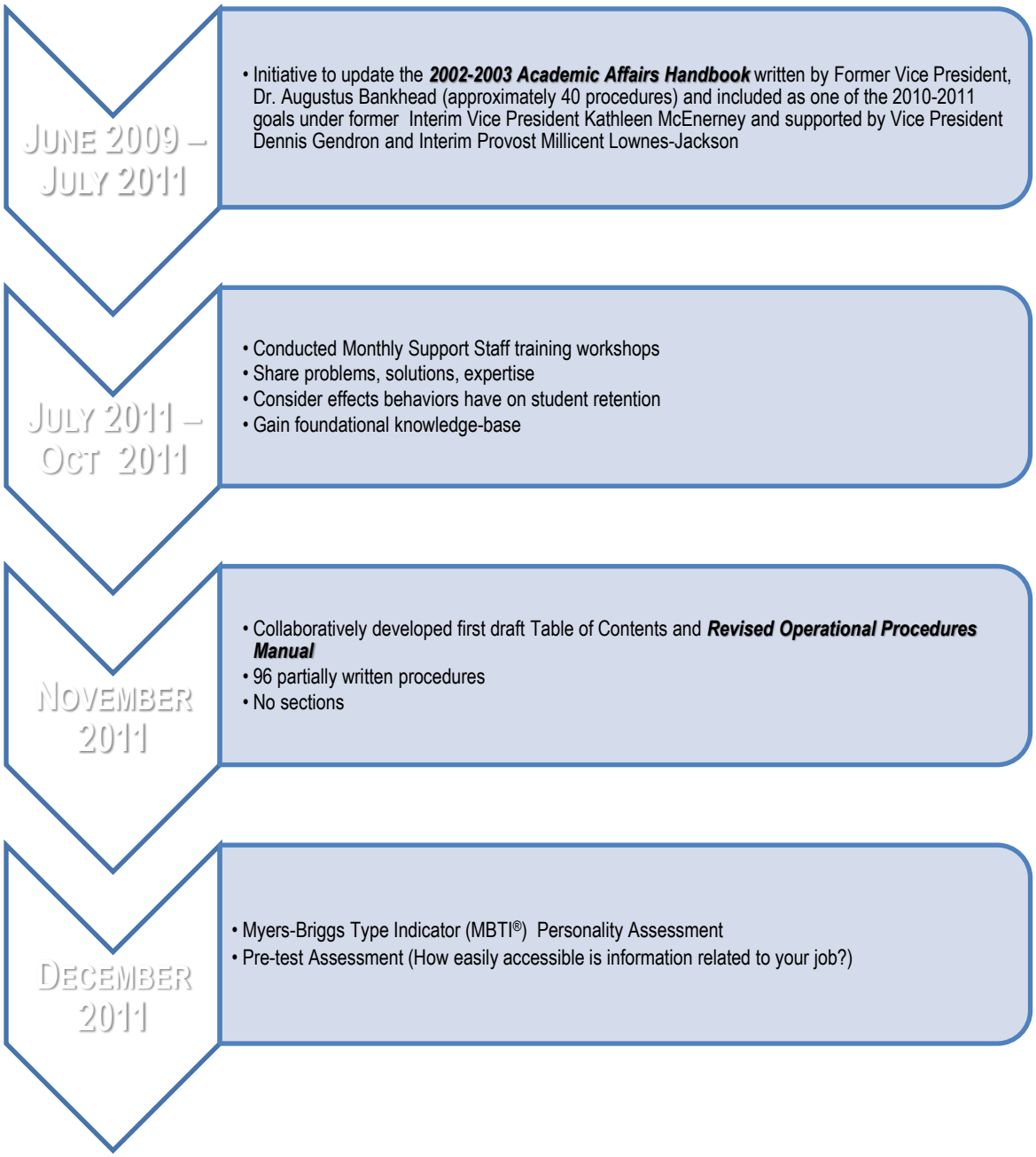
The purpose of this project was multi-faceted: (a) harness best practices, streamline and update the current *2011-2012 Academic Affairs Operating Procedures Handbook*; (b) engage the support staff in training and professional development that would increase *customer service* and enhance *learning* and, (c) develop a Professional Development Training Unit based on the Myers-Briggs Type Indicator® (MBTI®) that could later be tailored for other divisions within the organization. It was decided to adopt a human resources approach (Bolman and Deal, 2011). This report contains the results of this pilot test.

Major findings of this project: (a) by engaging the staff in the operations manual revisions process, there was increased learning and increased understanding of others' preferences; (b) MBTI® is an excellent teambuilding tool for increasing problem-solving and communication skills; (c) The MBTI® helps team members to build community; (d) Action research builds basic leadership skills in a safe environment; (e) The MBTI® training reduces conflict and enables change in organizations; (f) staff members are more likely to set realistic goals and more likely to meet these goals; (g) type training is excellent for supporting diversity training and helps individuals gain insight into others; and; (h) better relationships lead to increased morale and job satisfaction.

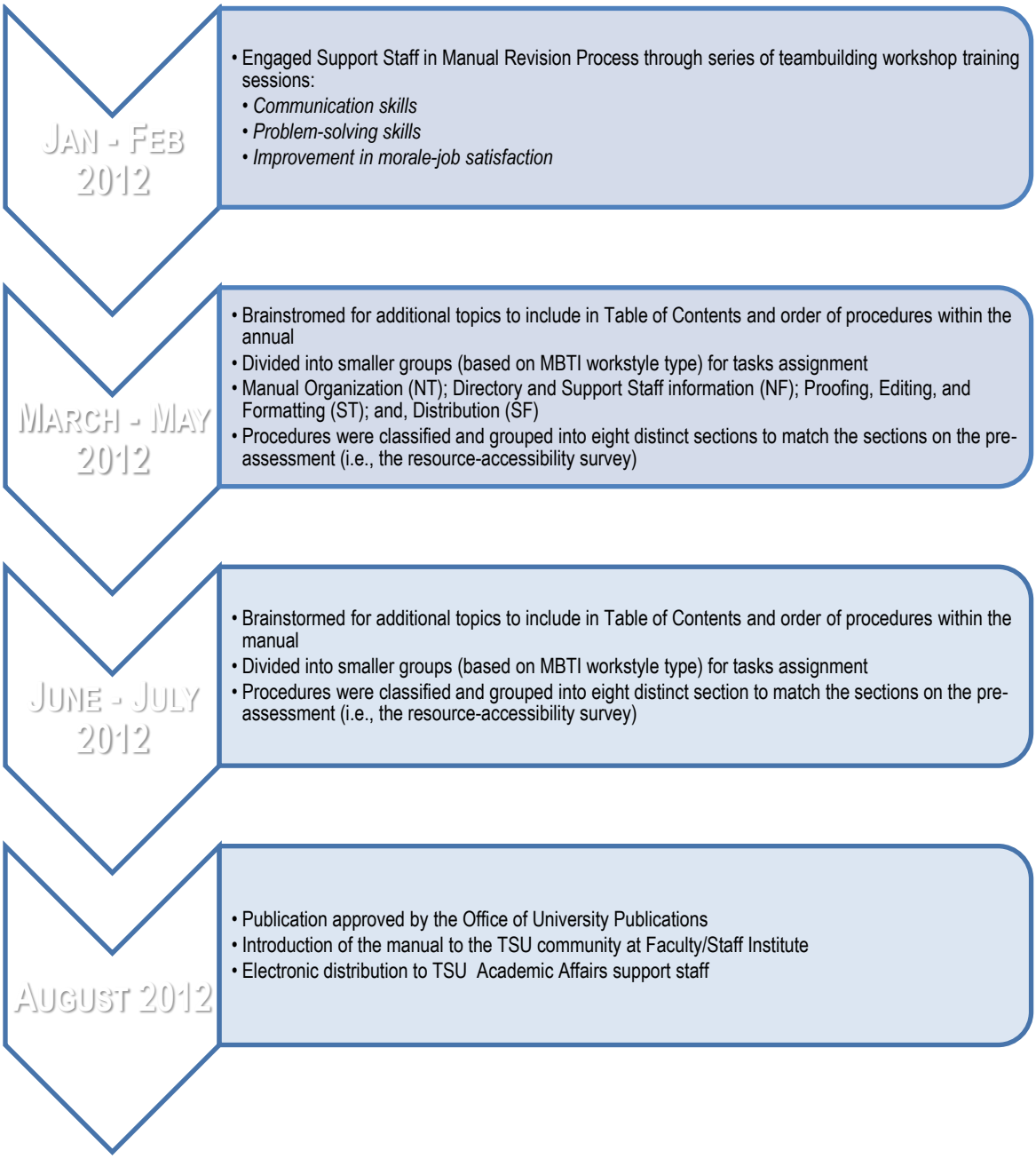
It was concluded that MBTI® adds validity to teambuilding, diversity, communication, and problem-solving programs workshop/training by providing a valuable tool and logical structure for getting acquainted and working together in the workplace. The following benefits of the MBTI® to the university and its staff and students may include: (a) increased value in diversity, (b) reduced conflict; (c) better relationships with co-workers; (d) increased customer service; and (e) organized structure for individual and group reflective action planning.

PROJECT TIMELINE

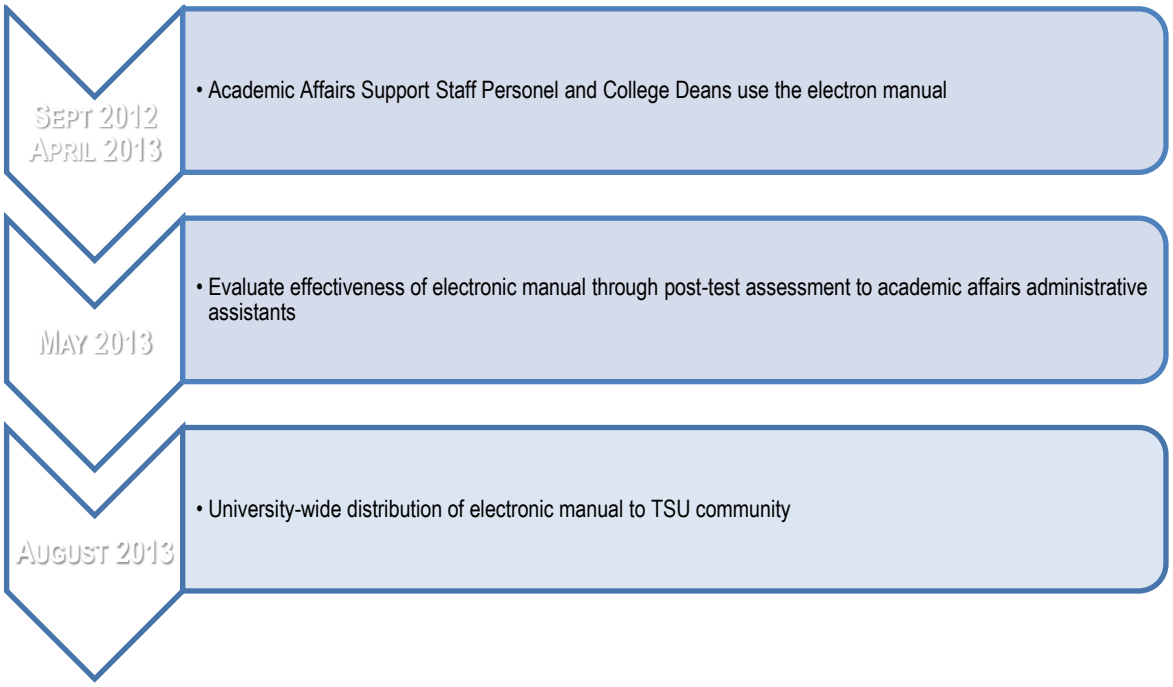
Phase I



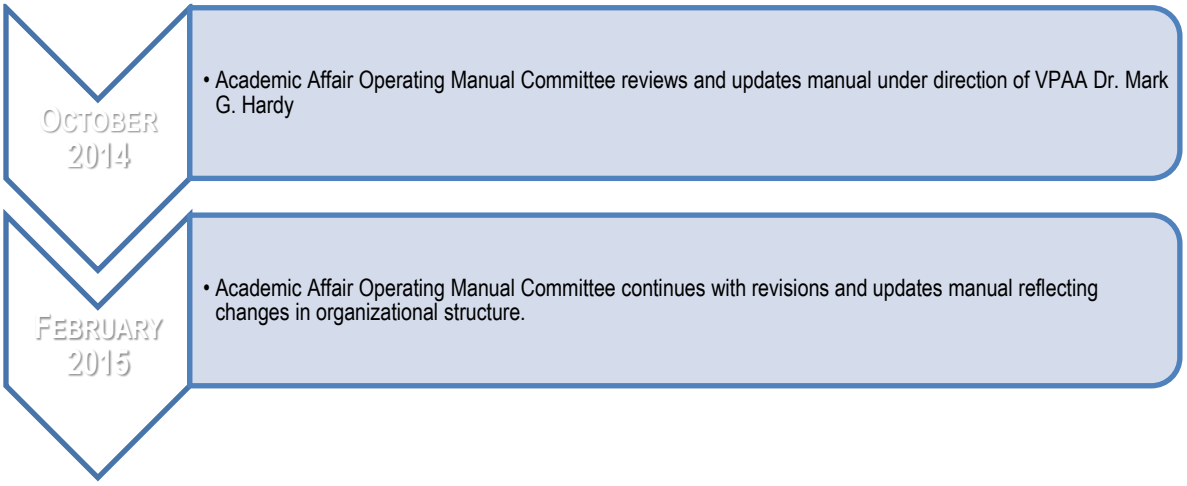
Phase II


JAN - FEB 2012
• Engaged Support Staff in Manual Revision Process through series of teambuilding workshop training sessions:
• *Communication skills*
• *Problem-solving skills*
• *Improvement in morale-job satisfaction*
MARCH - MAY 2012
• Brainstromed for additional topics to include in Table of Contents and order of procedures within the annual
• Divided into smaller groups (based on MBTI workstyle type) for tasks assignment
• Manual Organization (NT); Directory and Support Staff information (NF); Proofing, Editing, and Formatting (ST); and, Distribution (SF)
• Procedures were classified and grouped into eight distinct sections to match the sections on the pre-assessment (i.e., the resource-accessibility survey)
JUNE - JULY 2012
• Brainstormed for additional topics to include in Table of Contents and order of procedures within the manual
• Divided into smaller groups (based on MBTI workstyle type) for tasks assignment
• Procedures were classified and grouped into eight distinct section to match the sections on the pre-assessment (i.e., the resource-accessibility survey)
AUGUST 2012
• Publication approved by the Office of University Publications
• Introduction of the manual to the TSU community at Faculty/Staff Institute
• Electronic distribution to TSU Academic Affairs support staff

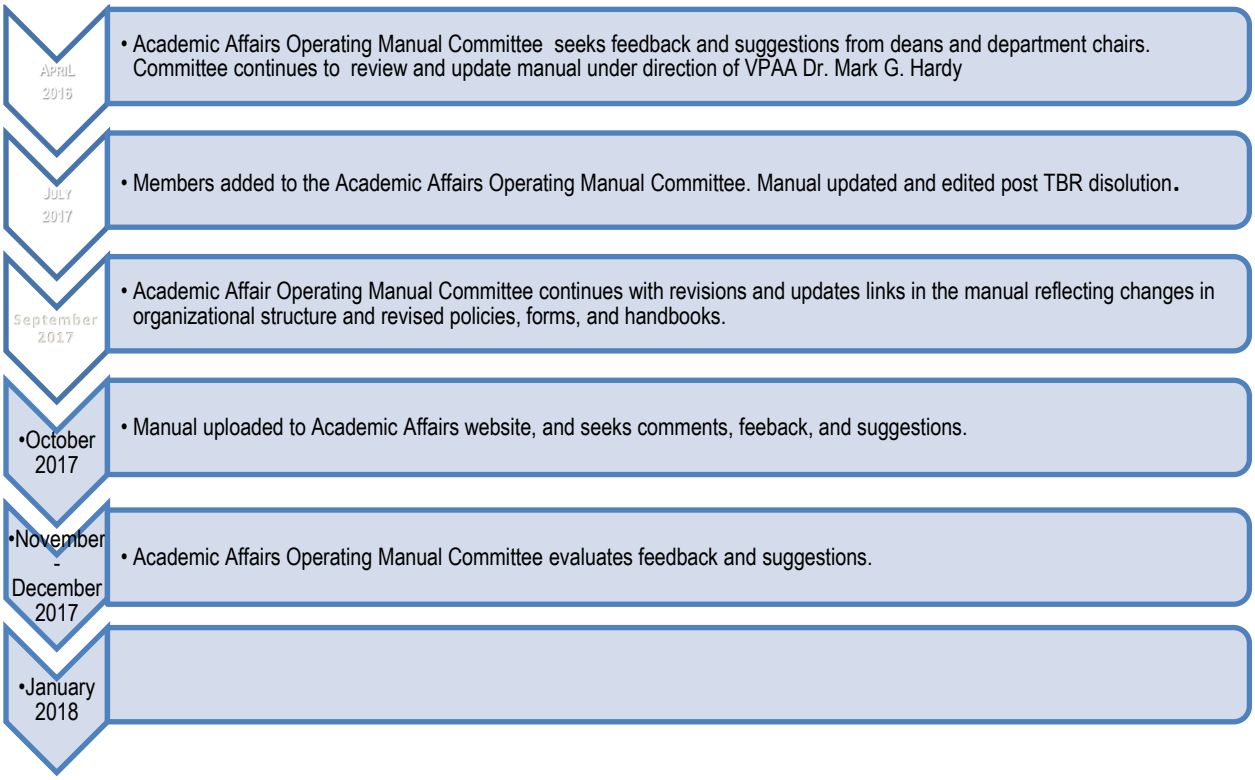
Phase III



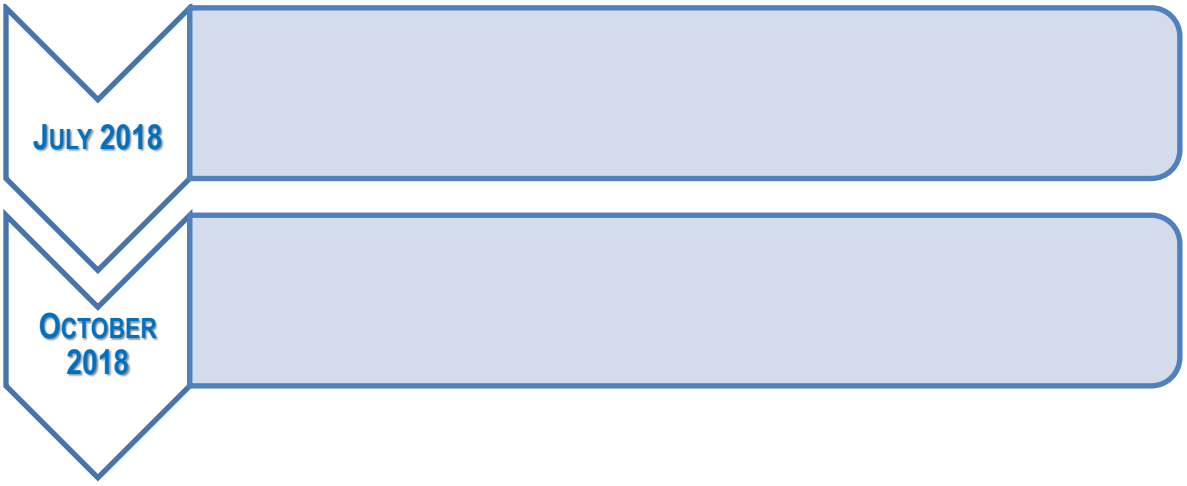
Phase IV



Phase V



Phase VI



The full research report begins on page 489 of the Academic Affairs Operating Manual

NAVIGATING THE MANUAL

- Using the **TABLE OF CONTENTS**

1. Open the .pdf document.
2. Scroll through the *Table of Contents* (Manual pages 3-9) to the desired topic or procedure.
3. Hold cursor over link and click to go directly to the page containing the information.
4. Click the "back" button to return.

- Using **BOOKMARKS**
- Open the .pdf document in Internet Explorer; then right click in the white area {border); and click "show navigation" to see the following three (3) icons on the right-hand column of the screen:
    - **Page Thumbnails**: Go to specific pages using thumbnail images.
    - **Bookmarks**: Go to specific points of interest using bookmark links.
    - **Attachments**: View file attachments.
- Click on the "Bookmarks" icon. A menu resembling the Academic Affairs Manual *Table of Contents* will open along the right-hand side screen.
- Click the "+" symbol in front of each individual Section to display all procedures contained within that section.
- Click on the specific Procedure to go directly to the page containing that information.

- Using a **SEARCH WORD OR PHRASE**
- Open the .pdf document.
- Choose "Edit" from the top menu bar.
- Scroll down and select "Advanced Search."
- A new screen will appear providing a space for a search word or phrase.
- Default: in current document
- The word or phrase will be highlighted or appear in **boldprint** throughout the document.

- Using the **LIVE LINKS**
- You must be connected to the Internet
- Open the .pdf document.
- Hover over the desired "live" link within the text of the document**.**
- Click on "control" and the link.
- A new window will open with the new document or new browser.

ORGANIZATIONAL CHARTS

Pursuant to the Focus on College and University Success (FOCUS) Act, Tennessee State University is governed by a Board of Trustees. Per Article I of the Tennessee State University Board of Trustees bylaws, the Board is vested, by law, including the FOCUS Act, with the power and authority to govern the University and to exercise all powers and authority of the University

The 10-member Board of Trustees is comprised of eight (8) persons appointed and approved by the Governor and ratified by the Tennessee General Assembly, one (1) faculty trustee—appointed by the TSU Faculty Senate, and one (1) non-voting student trustee—appointed by the TSU Board of Trustees. The initial terms of the members appointed by the governor shall be: three (3) members will serve a three-year term; three (3) members shall serve a four-year term; and two (2) members shall serve a six-year term. After the initial terms of appointment expire, successors shall be appointed for six (6) year terms. The faculty trustee will serve a two-year term and the student trustee will serve a one-year term.

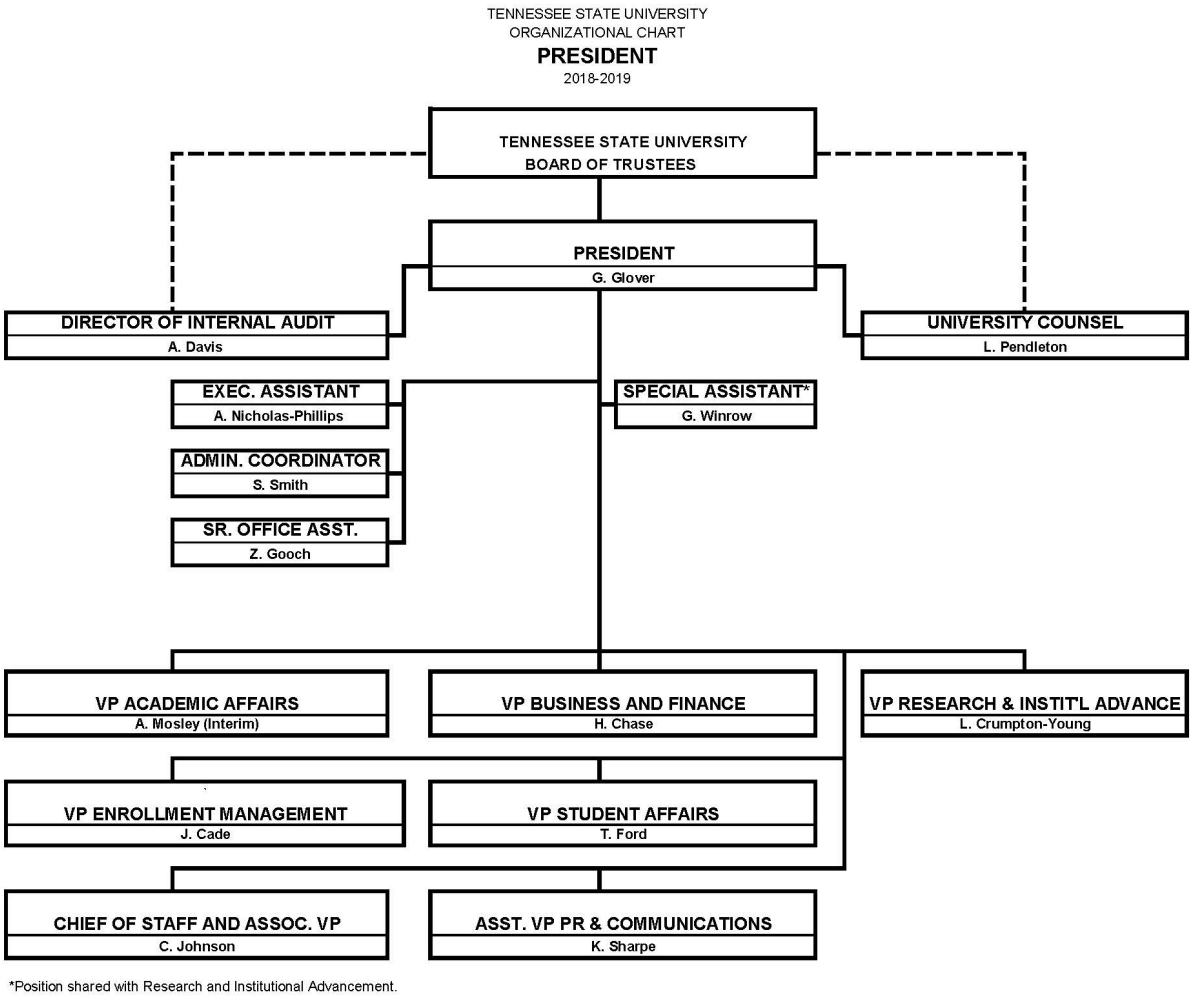
The members of the TSU Board of Trustees are as follows: Dr. Deborah A. Cole, Mr. Stephen Corbeil, Mr. Bill Freeman, Dr. Richard Lewis, Ms. Pam Martin, Mr. Obi McKenzie, Dr. Edith Peterson Mitchell, Dr. Joseph W. Walker, III, Dr. Ali Sekman – Faculty Trustee and Ms. Sydnie Davis - Student Trustee.

The organizational charts are diagrams representing the management structure of Tennessee State University showing the responsibilities of each division and department/units, the relationships of the departments/units to each other, and the hierarchy of management. President Glover, reports directly to the Tennessee State University Board of Trustees.

The organizational charts for the Office of the President and the Office of the Vice President for Academic Affairs (VPAA) are reflected on the next two pages. The President's chart reflects the direct reports inclusive of the following: Vice Presidents for Academic Affairs, Vice President for Administration, Vice President for Research and Sponsored Programs, Associate Vice President for Administration and Chief of Staff, Vice President for Business and Finance; Vice President for Enrollment Management, Vice President for Student Affairs, Legal Counsel; and Director of Internal Audit.

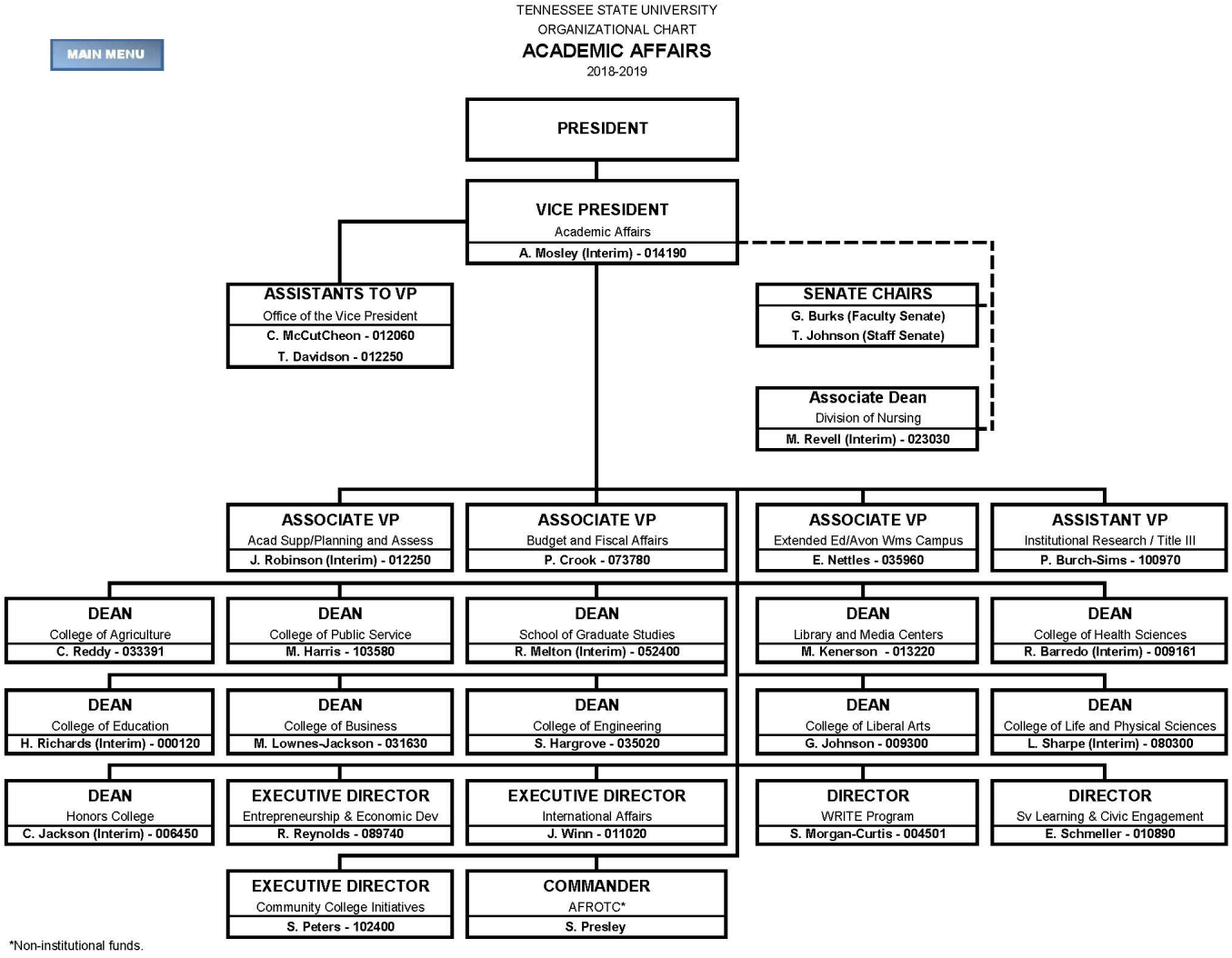
The organizational chart for the Office of the Vice President for Academic Affairs (VPAA) shows the Vice President for Academic Affairs and the direct reports which includes: Assistants to the VPAA, Associate Vice Presidents for Academic Support, Budget and Fiscal Affairs, Extended Education/Director Avon Williams Campus; Deans of the Colleges of Agriculture, Business, Education, Engineering, Health Sciences, Liberal Arts, Life and Physical Sciences, and Public Service, Honors; Dean of Libraries; Dean of the School of Graduate and Professional Studies; Directors of Center for Entrepreneurship and Economic Development, Community College Initiatives, Diversity and International Affairs, Health Initiatives, Service Learning, and the WRITE Program; Commander of AFROTC; and, Faculty and Staff Senate Chairpersons.

Organizational Chart for the Office of the President



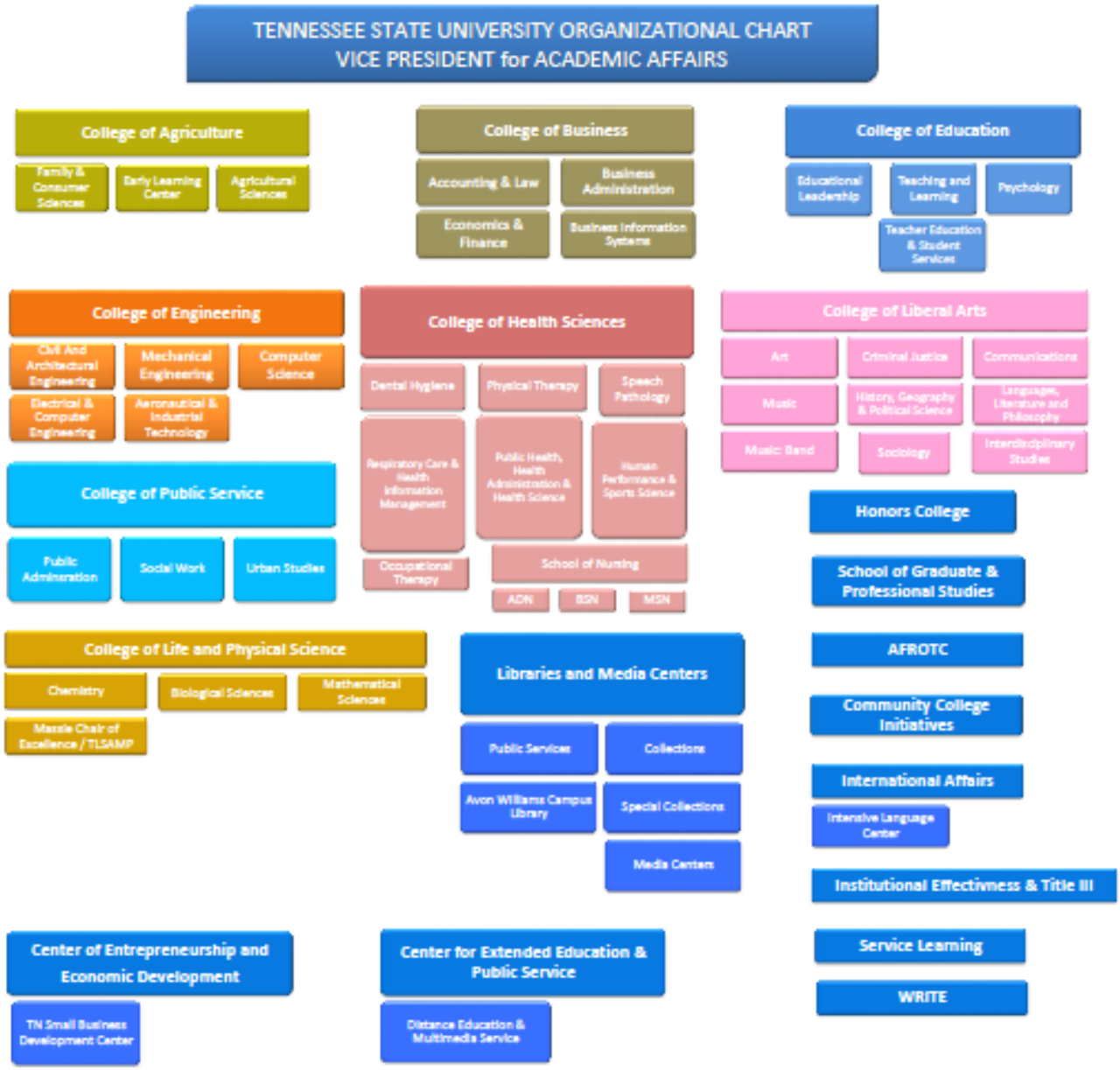
*Position shared with Research and Institutional Advancement.

Organizational Chart for the Office of the Vice President for Academic Affairs (VPAA)



Organization Charts for Colleges and Units within the Division of Academic Affairs

The organization charts for each college/unit within the Division of Academic Affairs may be accessed by first clicking on the following link to display the master organizational chart for the Division of Academic Affairs: Division of Academic Affairs Organizational Chart. Once you open the link, you will see a screen similar to the figure depicted below. To view a specific organizational chart, click on the box of the appropriate college/unit's name.



UNIVERSITY CONTACTS

VICE PRESIDENTS AND DIRECT REPORTS TO PRESIDENT

NAME	POSITION/TITLE	@tnstate.edu	PHONE (615) 963-xxxx	
			GENERAL	DIRECT
Mr. Horace Chase	Vice President Business and Finance	hchase	7411	7411
Dr. John Cade	Vice President Enrollment Management	jcade	5105	5107
Dr. Lesia Crumpton-Young	Vice President Research and Institutional Advancement	dryoung	7631	7644
Dr. Tracey Ford	Vice President Student Affairs	tford14	5643	7569
Dr. Alisa L. Mosley	Vice President Academic Affairs (Interim)	amosley	5301	5301
Dr. Curtis Johnson	Associate Vice President and Chief of Staff	johnsonc	1489	1489
Ms. Teresa Lawrence-Phillips	Athletic Director	tphillips	5034	1545
Attorney Laurence Pendleton	University Counsel	lpendleton	7923	7925
Ms. Kelli Sharpe	Assistant Vice President Public Relations Communications	wksharpe	7401	7401
Ms. Adrian Davis	Director Internal Audit	adavis74	7656	7656

ASSOCIATE VICE PRESIDENTS (AVP) FOR ACADEMIC AFFAIRS AND STAFF

NAME	POSITION/TITLE	@tnstate.edu	PHONE (615) 963-xxxx	
			GENERAL	DIRECT
Dr. Patricia Crook	Associate Vice President for Academic Affairs (Budget and Fiscal Affairs)	pcrook	5301	5280
Dr. John Robinson	Associate Vice President for Academic Affairs (Academic Support, Interim)	jrobinson	5301	5762
Dr. Evelyn Nettles	Associate Vice President Academic Affairs (Extended Education/AWC)	enettles1	7001	7001
Dr. G. Pamela Burch-Sims	Assistant Vice President/Title III	psims	7043	7043
Ms. Cordia McCutcheon	Assistant to Vice President for Academic Affairs	cmccutcheon	5301	5306
Ms. Tamica Davidson	Assistant to Vice President for Academic Affairs	tdavidson5	5301	5305

COLLEGE OF AGRICULTURE

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx	
			GENERAL	DIRECT
Dr. Chandra Reddy	**Dean, Agriculture**	**creddy**	7561	5863
Dr. Samuel Nahashon	Chair, Agricultural and Environmental Sciences	snahashon	5431	5829
Dr. Veronica Oates*	Chair, Human Sciences	voates	5601	5617

COLLEGE OF BUSINESS

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx	
			GENERAL	DIRECT
Dr. Millicent Lownes-Jackson	**Dean, Business**	**mlownes**	**7121**	**7124**
Dr. Retta Guy*	**Associate Dean**	**Rguy**	**5145**	**7176**
Dr. Chunxing Fan*	Chair, Business Administration	Cfan	7123	7397
Dr. Stephen Shanklin*	Chair, Accounting & Law	sshankli	7162	7213
Dr. Abu Wahid*	Chair, Economics & Finance	Awahid	7145	7387

COLLEGE OF BUSINESS (continued)

Dr. Jeffrey K. Siekpe*	Chair, Business Information System	Jsiekpe	7088	7132

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx GENERAL	DIRECT
VACANT	Chair of Excellence in Banking & Financial Services		7121	7321
VACANT	Chair of Excellence in Accountancy			
Mr. Ronnie Baker	Network Systems Manager	rbaker15	7121	7304
Mr. Juandale Cooper	Director of Public Service	jcoope21	7121	7369
Ms. Lisa Smith	Director of Experiential Learning / Career	lsmith11	7121	7137

COLLEGE OF EDUCATION

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx GENERAL	DIRECT
Dr. Heraldo Richards*	**Dean**	**hrichards**	**5459**	**5620**
Dr. Heraldo Richards	**Associate Dean**	**hrichards**	**5459**	**5620**
Dr. Trinetia Respress*	Assistant Dean	trespress	5109	5045
Dr. Kirmanj Gundi*	Chair, Educational Leadership	Kigundi	5450	2299
Dr. Keisa Kelly*	Chair, Psychology	kkelly5	5141	5157
Dr. Clara Y. Young	Chair, Teaching & Learning Director, Center for Career and Technical Education	cyoung37	5465	5474

COLLEGE OF ENGINEERING

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx GENERAL	DIRECT
Dr. S. Keith Hargrove	**Dean**	khargrove	**5401**	**5399**
Dr. Frances Williams	**Associate Dean**	fwilli15	**5401**	**4924**
Dr. Ivan Mosley	Chair, Aeronautical & Ind. Technology	Imosley	5371	5378
Dr. Lin Li	Chair, Civil & Architectural Engineering	Fmishu	5421	5427
Dr. Ali Sekmen*	Chair, Computer Science	asekmen	5800	5712
Dr. M Saleh Zein-Sabatto*	Chair, Electrical Engineering	mzein	5381	5369
Dr. Landon Onyebueke	Chair, Mechanical Engineering	lonyebueke	5391	5425

COLLEGE OF HEALTH SCIENCES

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx GENERAL	DIRECT
Dr. Ronald Barredo*	**Dean**	**rbarredo**	**5924**	**4927**
Dr. William Johnson*	**Assistant Dean**	**wjohnso7**	**5251**	**5927**
Ms. Christine Hamilton	Chair, Cardio-Respiratory & Health Management	chamilt5	7441	7420
Dr. Gary-Lee Lewis	Chair, Dental Hygiene	galewis	5801	5546
Dr. Rosemary Theriot	Chair, Public Health, Health Administration & Health Sciences	rtheriot	7367	7380
Dr. James Heimdal	Chair, Human Performance & Sport Sciences	jheimdal	5581	2172
Dr. Rita Troxtel*	Chair, Occupational Therapy	rtroxtel	5891	2152
Dr. Ronald Barredo	Chair, Physical Therapy	rbarredo	5881	5932
Dr. Tina Smith	Chair, Speech Pathology & Audiology	tsmith	7081	7009

SCHOOL OF NURSING

Dr. Maria Revell*	**Executive Director**	**mrevell1**	**5251, 5253**	**5254**
Dr. Courtney Nyange*	Associate Degree Nursing	chines3	5251	5266

SCHOOL OF NURSING (continued)

Dr. Pinky Noble-Britton	BS Degree Nursing	pnoble	5273	7615
Dr. Donna Kenerson*	MS Degree Nursing	dkenerso	5252	5255

COLLEGE OF LIBERAL ARTS

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx	
			GENERAL	DIRECT
Dr. Gloria Johnson	**Dean**	**gjohnson**	**7516 / 5971**	**7518**
Dr. Joel Dark	Associate Dean	jdark	7516	5516
Mr. Carlyle Johnson	Chair, Art and Design	cjohnson26	5921	1577
Dr. Tameka Winston*	Chair, Communications	twinston20	5741	5804
Dr. Deborah Burris-Kitchen	Chair, Criminal Justice	dburriskitchen	5571	5588
Dr. Oscar Miller	Chair, Sociology	omiller	5511	5559
Dr. Samantha Morgan-Curtis*	Chair, Languages, Literature, & Philosophy	scurtis	5641	1536
Dr. Adebayo Oyebade*	Chair, History, Geography, & Political Science	aoyebade	5471	5506
Dr. Robert Elliott	Chair, Music	relliott	5341	5347

COLLEGE OF LIFE AND PHYSICAL SCIENCES

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx	
Dr. Lonnie Sharpe*	Dean and Director Massie Chair	lsharpe	5501	7474
Dr. Nolan McMurray	Chair, Mathematical Sciences	nmcmurra	5811	5869
Dr. Terrance Johnson	Chair, Biological Sciences	tjohnson	5750	5748
Dr. Mohammad Karim	Chair, Chemistry	mkarim	5321	5344

COLLEGE OF PUBLIC SERVICE

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx	
			GENERAL	DIRECT
Dr. Michael Harris	**Dean**	**mharris50**	**7201**	**7248**
Dr. Rodney Stanley*	Chair, Public Administration	rstanley1	7241	7249
Dr. Cara Robinson*	Chair, Social Work & Urban Professions	crobin22	7641	7243

DIRECTORS AND OTHER DIRECT REPORTS TO VICE PRESIDENT ACADEMIC AFFAIRS

NAME	POSITION/DEPARTMENT	@tnstate.edu	PHONE (615) 963-xxxx	
			GENERAL	DIRECT
Dr. Geoffrey Burks	Faculty Senate Chairperson	gburks	7967	7967
Dr. Coreen Jackson*	Dean, Honors College	cjackson7	5731	5802
Dr. Murle Kenerson*	Dean, University Libraries and Media Centers	mkenerson	5213	5212
Dr. Samantha Morgan-Curtis	Director, WRITE	scurtis	4999	1536
Dr. Robbie Melton*	Dean, School of Graduate and Professional Studies	rmelton1	7371	7059
Ms. Tequila Johnson	Staff Senate Chairperson	tjohnson46	5301	1845
Dr. Sharon Peters	Executive Director, Community College Initiatives	speters	5301	1845
Dr. Jewell Winn	Executive Director, International Affairs	jwinn	5450	4977
Dr. Ruthie Reynolds	Exec Dir., Entrepreneurship and Economic Development Ctr	rreynolds	7392	7392
Mr. John Ordung	Director, TN Regional Small Business Development Ctr	jordung	7369	7158

*** Interim Deans, Department Chairs and/or Directors**

TENNESSEE STATE UNIVERSITY DESCRIPTIVE OVERVIEW

General Statement

Tennessee State University was founded in 1912 as a Nashville-based normal school and has grown into a nationally recognized academic institution. Students from at least 42 states and 45 countries choose TSU to further their education in more than 45 bachelor's degree programs, 24 master's degree options, and seven doctoral areas.

A comprehensive urban, co-educational, land-grant university, TSU's 500 acre main campus contains more than 65 buildings, outdoor facilities, farm, and pasture lands along the beautiful Cumberland River in the western residential area of Nashville. Our downtown Avon Williams campus is located near the center of the city's business and government district.

Mission

Building on its heritage, Tennessee State University will be the premier comprehensive, urban institution that inspires students to innovatively transform our city, state and world.

Vision Statement

Tennessee State University will be recognized as the best at preparing students as scholars and leaders who excel in the global society through innovative learning, excellent research experiences and world-class services.

Core Values

Tennessee State University maintains the following core values: Learning Everyday; Making Excellence A Habit; Thinking Beyond the Obvious; Working Relentlessly; and Serving Everyone We Encounter.

Five Key Performance Indicators

Graduation Rates; Customer Service; Campus Infrastructure; Diverse Revenue Streams; Campus Health and Safety

University Motto: Think, Work, Serve.

MAIN PLANNING DOCUMENTS

Academic Master Plan 2008-2028: Envisioning the Future through the Lens of Our Heritage

The Academic Master Plan (AMP) has been developed through an inclusive and transparent process. It makes a compelling case for change and productivity at TSU because of an increasingly competitive higher education environment. Data have informed the development of the plan, as have the views of multiple stakeholders.

Building on the University's Mission and Core Values (p.8), the AMP supports the University's Vision of achieving "national and international prominence, building on its heritage and preparing leaders for global society" (p.8). It does so, in part, through a complementary Academic Vision Statement (p.9). At the core of the AMP is strengthening quality in every aspect of the University (faculty, academic programs, student, research, staff, and in all services, policies, and procedures).

2016-2020 Strategic Plan: Reimagining Our Future: Impact 2020: Goals and Expectation: Transforming Tennessee State University;

VISION: TSU will be recognized as the best at preparing students as scholars and leaders who excel in the Global Society through innovative learning, excellent research experiences and world-class services.

MISSION: Building on its heritage, TSU will be the Premier Comprehensive, urban institution that inspires students to innovatively transform Our City, State and World.

CORE VALUES: Learning Everyday - We embrace a culture that enriches the learning experience, enhances critical thinking, and promotes a desire for life-long personal development. **Making Excellence A Habit -** Pursuing Excellence in everything we do, and ensuring Excellence is at the forefront of our minds, every day. **Thinking Beyond the Obvious** - We will demonstrate a higher level of creative thinking, and use it to transform world around us every day. **Working Relentlessly -** We will set the standard of tenacity and hard work. And remain unrelenting to make a difference in our world. **Serving Everyone We Encounter -** We will make Service to all is what makes us proud.

TSU Access and Diversity Plan: Access and diversity planning and implementation are guided by the following principles:

- Tennessee State University, as an educational entity, values the uniqueness of its student body, employees, and constituents, both individually and collectively, and harnesses this plurality to promote the common interest of the institution and the various publics it serves.
- Diversity includes the recognition of and respect for differences coupled with an appreciation for the uniqueness of individuals and organizations.
- Diversity is one of the core values of the University. TSU's Access and Diversity Plan

UNIVERSITY MAJOR COMPUTER SYSTEMS

The University's major computer systems are described below with associated links providing access, instructions for navigation, and proper use.

PeopleAdmin (**System Administrator** - **MS. LINDA SPEARS, DIRECTOR OF HUMAN RESOURCES**). This computer system is the Human Resource System for advertising positions, submission of applications for employment, interviewing, and hiring of all permanent and temporary TSU employees.

Tiger$hoppe (**System Administrator - MR. JOEL SIMS, DIRECTOR OF PROCUREMENT SERVICES**) This computer system is the Purchasing and Procurement System used for requesting and acquiring all goods and services initiated with an electronic purchase requisition supported with documentation (i.e., travel requisition, quotes, contracts) that results in a purchase order issued to selected vendors in accordance with established TBR or TSU purchasing policies.

Compliance Assist (**System Administrator** - **DR. PAMELA BURCH-SIMS)** This computer system is used to record annual goals, strategies, measurements, assessments, evaluations, outcomes, and corrective actions to document the University's integrative assessment efforts.

Banner - To view Banner systems, log into your **MyTSU** account upon gaining access from the applicable administrator.

Banner Finance- (System Administrator - MS. CYNTHIA STEWART) A form must be completed and submitted via email approval from supervisor, department chair, dean, and vice president for access to assigned FOAP. Banner Finance contains the budget, expenditures, encumbrances, and available balances of each decentralized restricted (grant or contract funded) and unrestricted (state funded) account by fiscal year (July 1-June 30). Access is only given for those accounts assigned to a specific area.

Student Information- (System Administrator - DR. JOHN CADE) System used for academic/student service functions such as student admission, record keeping, graduation, registration, entering grades, faculty class assignments, financial aid functions, payments, and disbursement functions.

Human Resources- (System Administrator - MS. LINDA SPEARS) System used for advertising, hiring, interviewing, processing, and recordkeeping of all personnel data.

Alumni Relations and Annual Giving - (System Administrator - MS. CASSANDRA GRIGGS). System contains data on alumni demographics and giving.

Web-Based Leave Time – (System Administrator - MR. BARRY HICKSON)- System is used for monthly/exempt employees to complete leave reports. Monthly and exempt employees who do not accrue leave, such as temps, as well as all semi-monthly or non-exempt employees should continue to submit paper time reports.

Events Management System – (System Administrator – MS. FELINA FREEMAN) – This system is a One-Stop-Shop for booking all spaces, inventory, and décor on campus. It is a centralized source of event information. The fluid design is optimized for your desktop and mobile devices of all shapes and sizes. Provided is a Master Calendar of all events (view calendars individually or select multiple calendars for a combined view. Users can subscribe to calendars or specific events and receive email reminders and change notifications.

ACADEMIC AFFAIRS VISION AND UNIT MISSION STATEMENTS

Academic Affairs

Academic Affairs vision statement can be found on page 9 of the Academic Master Plan

The Division of Academic Affairs will use the ACADEMIC AFFAIRS' COLLEGE PLANNING AND EXPECTATIONS' FRAMEWORK ANNUAL YEAR 2011- 2012 document as a tool to promote effectiveness for both the college and the university and as a process to assess individual performance based on accomplishments that manifest themselves over both the short-term and long-term.

The Office of the Vice President of Academic Affairs oversees all academic programs and academic support units at Tennessee State University. Aligned with the University mission and core values, the framework for TSU's future academic plans is contained in the 2008-2028 Academic Master Plan: Envisioning the Future through the Lens of Our Heritage.

College of Agriculture

The mission of the College of Agriculture is to carry out the Land Grant mandates of the University in teaching, research, and service. The major goal of the College is to satisfy the educational needs and aspirations of both traditional and non-traditional students enrolled in its academic programs.

College of Business

The mission of the College of Business (COB) is to educate future business professionals through innovative teaching and applied research focuses on contemporary business operations for the global economy, complemented with outreach services directed toward enhancing entrepreneurship and economic development.

College of Education

The mission of the College of Education (COE) is to prepare teachers, counselors, psychologists, and administrators to work effectively with schools and communities. Additionally, the College of Education provides all students with the technological skills, knowledge and commitment to diversity necessary for the provision of global and community service, and demonstration of professional excellence.

College of Engineering

The College shall:

1. have an educational delivery system and research of uncompromising high quality which addresses the needs of the people and the goals of the State of Tennessee, the region and the nation in the areas of analysis, design, and development of systems, system components and processes;
2. prepare students to think critically, apply knowledge, communicate effectively and function productively as members of professional teams, pursue graduate studies, and engage in life-long learning;
3. pursue basic and applied research in critical technologies including transportation and environmental engineering, design and manufacturing engineering, computer communication and networks, wireless and intelligent systems, robotics building technology, software productivity and security systems for networks manufacturing systems and individual facilities;

4. be a full partner with business, industry and related government agencies to enhance Tennessee's economy through research activities in critical technologies, continuing education, and technology transfer.

In carrying out this diverse mission, the College of Engineering at Tennessee State University serves Nashville and middle Tennessee, the State of Tennessee, the Nation, and the international community with Universities Motto, "Think, Work, Serve" as the basis of the College's Mission. In this regard, the College seeks to provide its students with these experiences which lead to a wholesome, well-rounded, and well-balanced quality life. The College serves a diverse population of students of all races: traditional, non-traditional, commuter, residential, undergraduates, graduates, non-degree, full-time, and part-time. In doing so, the College seeks to develop the talents of its students, including those with special academic talents as well as those who have educational, cultural, environmental, social and/or economic constraints.

College of Health Sciences

The mission of Tennessee State University's College of Health Sciences is to promote academic quality and student success by preparing tomorrow's health care leaders through professional programs, interdisciplinary collaboration, clinical research, scholarly inquiry, evidence-based practice, and community service.

College of Liberal Arts

The College of Liberal Arts offers academic programs designed to engage students in the study of human experience and human potential and to equip them for creatively, critically, and collaboratively shaping their lives, careers, and communities.

College of Life and Physical Sciences

The College of Life and Physical Sciences includes the departments of Biological Sciences, Chemistry, and Mathematical Sciences. The College has about 57 full-time faculty and 90% of them hold Ph.D. degrees. The College of Life and Physical Sciences seeks to promote excellence through scholarly inquiry and research, lifelong learning, and a commitment to service. The College is committed to preparing students to thrive in their chosen professions and be prepared to compete in a global environment. The curricula and programs of the College aid students to develop essential skills in solving problems, communicating, and working cooperatively and in teams. Encouraging students to be lifelong learners and self-motivated individuals are important aims of the College.

College of Public Service

The mission of the College of Public Service is to educate, socialize, and serve students and employers of non-profit, health and urban organizations by pursuing the following activities:

A. THINK - Meet the professional development needs of students and those employed in the public, nonprofit, health and urban sectors by providing educational programs that build skills in and knowledge of sociology, social work, urban affairs, public administration & leadership;

B - WORK -Conducting scholarly and applied research activities supportive of these educational purposes;

C - SERVE - To serve the public, nonprofit, health and urban sectors as a source of consultation, applied research, and knowledge of social programs, public policy & public management issues to the community.

Air Force ROTC

Developing Citizens of Character, Dedicated to Service. Welcome to Detachment 790! Our mission, like all Air Force ROTC units, is to Develop the best Air Force leaders and citizens of character, dedicated to serving in the United States Air Force! Detachment 790 is located in Nashville, Tennessee at historic Tennessee State University.

Air Force ROTC is a program structured like a college course that focuses on developing leaders. ROTC courses are considered electives for which a student receives academic credit. Air Force ROTC's program is structured to foster the work ethic and principles that will help students not only succeed in school but also prepare them for life as exceptional citizens and members of the U.S. Air Force.

The unit is supported by the current Commander, Lt Col Sharon E. Presley; Assistant Professors of Aerospace Studies, Maj Mike Gordon and Capt Tim Amos; as well as NCOIC, Administration Management SSgt Keshawn Lipscomb. The cadet wing gathers its members from Tennessee State University, as well as students from Austin Peay State University, Belmont University, David Lipscomb University, Fisk University, Welch College, Middle Tennessee State University, Nashville State Technical College, Tennessee Technological University, Trevecca University, Vanderbilt University, Volunteer State Community College, and Western Kentucky University. The Department of Aerospace Studies is administratively placed under the Vice President for Academic Affairs.

Center for Extended Education and Public Services

The mission of the Center for Extended Education and Public Services (CEEPS) is to be the hub of academic outreach and alternative methods of delivering Tennessee State University courses and programs. Thus, the mission is to create a vital on-ground and virtual learning community for nontraditional learners and those seeking self-improvement through noncredit course offerings. Furthermore, the Center is directed toward the recruitment, retention, and development of programming for nontraditional students.

School of Graduate and Professional Studies

School of Graduate and Professional Studies currently offers seven doctoral programs, twenty-four master's degrees, and seven graduate certificate programs which span the fields of agriculture, criminal justice, business, and education to engineering, health sciences, public administration, and nursing. The goals of the School of School of Graduate and Professional Studies are: (a) to maintain high standards of instruction in graduate education, continuing education, and in the curricula and fields of specialization through which degree programs are offered; (b) to foster the continuation of faculty and student involvement in research which advances knowledge in the areas concerned; (c) to continue expanding its role as a public servant and leader of the citizens of the State by disseminating knowledge and providing a broad variety of educational and technical services; (d) to provide advanced degree programs and services especially tailored to the need and convenience of graduate students of all ages, including working adults of the corporate and industrial communities in the mid-state area; and, (e) to provide an atmosphere that will enhance the emotional, educational, cultural, social, and recreational growth of the total University community. Contact 615-963-7371 or gradschool@tnstate.edu

Honors College

The University Honors College (UHC) promotes positive and life-long learning, scholarly inquiry, and a commitment to the service of others. From its inception, the primary goal of the UHC has been to create and maintain a community of academically bright and talented students who would serve as campus leaders and role models, impacting positively on the entire university and enhancing the mission of Tennessee State University. Tennessee State University projects itself to the students, faculty, alumni, and to the citizens of the state through the motto: "Think, Work, Serve." The UHC stresses excellence as a way of life for the TSU scholar.

Office of International Affairs

The Office of International Affairs (OIA) aspires to provide an inclusive learning environment for all students, faculty, and staff through shared experiences, relationship building, and international programming. The mission of the OIA is to engage the university community by providing intercultural and multicultural collaborative initiatives that support the strategic goals of the university by strengthening the global and international dimensions of teaching, learning, research, and service. We believe: (a) Global and international awareness, knowledge, and proficiency are essential for our students to participate effectively in the 21st century; (b) International education is an orientation and approach across the curriculum as well as a separate subject; (c) International education at should be an integrated and collaborative effort on the part of all levels of the university. The OIA administrative and support services provide:

- Student Study Abroad Programs
- Faculty Led Study Abroad Programs
- Study Abroad Scholarships & Grants, Exchange Programs
- Cultural Immersion Initiatives (CI^2)
- Memorandum of Understanding (MOU), and Comprehensive Internationalization using the American Council on Education (ACE) model

TSU Libraries

The mission of the Tennessee State University Libraries and Media Services is to support the University's mission as a Historically Black College/University (HBCU) that fosters scholarly inquiry and research, lifelong-learning, and a commitment to service by providing access to relevant and scholarly resources and services.

WRITE

The WRITE (Write→Reflect→Integrate→Transfer→Excel) Program is Tennessee State University's Writing in the Disciplines initiative designed to promote and reinforce writing skills systematically throughout a student's course of study. The WRITE Program is committed to assisting students in participating majors to achieve their full potential as communicators in their disciplines and vocational fields. Initially conceived as TSU's Quality Enhancement Plan, the WRITE Program has grown out of the University's commitment to preparing students to be productive community members. We understand that in the immediacy of our digital age, effective communication forms the foundation for all endeavors.

TENNESSEE STATE UNIVERSITY HANDBOOKS

TSU Faculty Handbook and Faculty Senate Constitution

The Faculty Handbook which includes *The Faculty Senate Constitution* has been prepared for faculty members of Tennessee State University and by a faculty committee appointed by the Vice President for Academic Affairs. The purpose of the handbook is to explain the duties and privileges of faculty members and to provide information about policies of the University, its governing body (The Tennessee Board of Regents), and its various accrediting agencies. It is subject to change through action of the Tennessee Board of Regents and the administration of the University. The format of the Handbook is designed to permit easy updating at a minimum cost. When revisions are needed, new whets will be issued by the Vice President for Academic Affairs; faculty members are responsible for keeping their copies up to date. Additions or substitutions made for insertion subsequent to the 1989 publication of this Handbook will be dated in the lower left-hand corner of the page. Suggestions for revisions should be sent to the Office of the Vice President for Academic Affairs. Faculty members should also be familiar with those sections of University publications which are pertinent to their teaching, research, advising, and administrative assignments. The following publications are especially important: Wide Travel Policies and Procedures, University Personnel Manual and Staff Handbook, Guidelines for Contractual Services, Policies and Procedures for Conducting Research and Special Projects, Graduate Faculty Handbook, Part-time Faculty Handbook, and Library Handbooks. (Source of direct quotes: Faculty Handbook updated1989).

Tennessee State University Personnel Handbook

The Tennessee State University Personnel Handbook is a guide to responsibilities, principles, and benefits of employment at Tennessee State University (TSU). It is intended to be a general reference source and does not create a contract of employment. Due to constant changing of situations and conditions, the policies and practices contained within the handbook are subject to change at any time. Additional information is available in the TSU and TBR policies and procedures manuals. (Source of direct quotes: Personnel Handbook)

The Student Handbook

The TSU Student Handbook is a means of facilitating communication among the members of the university community. The materials for *The Student Handbook* have been created and developed over a period of more than seventy years by students, faculty and staff members, and various university organizations and committees. *The Student Handbook* serves as a source of necessary and useful information that will help the student understand his/her privileges, rights, and responsibilities pertaining to Student Affairs. It is expected to contribute significantly to the continued high level of cooperative and constructive relationships between students and the various departments of the university. Such relationships help develop positive responsible leadership and citizenship, deepened loyalty, and heightened morale. *The Student Handbook* produced by the Division of Student Affairs presents the official statement of policy, rules, and regulations which direct student life at Tennessee State University. It governs matters pertaining to students throughout

their matriculation as a reference to every area of university life. Tennessee State University is committed to educating a non-racially identifiable student body. (Source of direct quotes: *The Student Handbook*)

The Graduate Faculty Handbook

The Graduate Faculty Handbook provides guidance relative to graduate programs at Tennessee State University and is developed by the School of Graduate and Professional Studies working with appropriate personnel. The dean of the School of Graduate and Professional Studies is the administrative officer for all graduate programs and reports to the Vice President of Academic Affairs. The Graduate Council is the advisory body for the Graduate School. Its members are Graduate Faculty elected by the Graduate Faculty in departments offering graduate degrees, the Dean of the Libraries, and the Graduate Dean, who is the chairperson.

TSU Undergraduate Catalog 2015-2017

The TSU Undergraduate Catalog 2015-2017 The Tennessee State University Catalog is the primary general information publication for the University. It is intended to provide information for students and other persons interested in the academic programs and organizations of TSU. In order to understand the activities and programs of the institution, it is important for students to know how to use this catalog effectively. Students should thoroughly familiarize themselves with the General Information section of the catalog. This section answers questions concerning location of buildings and other facilities on campus, requirements for admissions and graduation, financial aid information, student services and housing. Student guides to the catalog are the index, the table of contents, and the glossary. Major events, holidays, and semester schedules are listed in the University Calendar.

TSU Graduate Catalog 2015-2017

The TSU Graduate Catalog 2015-2017 is the primary general information publication for the University. It is intended to provide information for students and other persons interested in the academic programs and organizations of TSU. Persons interested in graduate work may inquire at the office of the School of Graduate and Professional Studies located in Holland Hall, or by phone at (615) 963-5901, or e-mail at gradschool@tnstate.edu.The Dean of the School of Graduate and Professional Studies is the editor of the Graduate Catalog and has final authority to determine the contents of the Catalog.

The Graduate Assistant Handbook

The Graduate Assistant Handbook serves as a resource for graduate assistants, faculty, and administrators. It provides information pertaining to the responsibilities, privileges, rights, policies and procedures governing graduate assistantships at Tennessee State University. It is intended to simplify and facilitate the administration of graduate assistantship in the University.

The Principal Investigator's Handbook

The Principal Investigator's Handbook

Tennessee State University (TSU) receives awards for research, training, and technical assistance from extramural funding sources, including the Federal Government and private organizations. Policies and procedures on research and sponsored programs are diverse and complex. This Handbook seeks to guide administrators, faculty and staff from the development of an idea through to the administration of an award. In addition to answering the most common questions, this Handbook provides information on Federal regulations and policies relevant to civil rights and intellectual property on patents and copyrights. This Handbook also covers compliance policies within the OMB Super Circular on Uniform Guidance as well as the protection from research risks involving human subjects, animal care and use, radiation safety, hazardous materials, and controlled substances. Principal investigators (PI) are encouraged to review the OMB Super Circular.

Academic Calendar 2018-2019

TENNESSEE STATE UNIVERSITY

ACADEMIC CALENDAR 2018-2019	
FALL SEMESTER 2018	
Aug 10	Faculty contracts begin
Aug 10	Faculty report for fall semester activities
Aug 13-14	Faculty/ Staff Institute
Aug 15	Residence Halls Open (New Students)
Aug 15-17	Freshmen Orientation
Aug 17	Residence Halls Open (Returning Students)
Aug 20	Classes begin
Aug 20- Aug 24	Late registration/Schedule Adjustment
Aug 31	Campus Wide Assembly – First Year Students 9:00 am – Kean Hall
Sept 3	Holiday-Labor Day
Sept 17	Recognition of Constitution Day
Sept 23-29	Student Study Week – No Activities Scheduled
Oct 1-6	Mid-term Examination Week-all classes meet as scheduled
Oct. 14-20	Homecoming
Oct 16	Founders Day (9:00 a.m. – Kean Hall)
Oct 12	Last day to withdraw from a course and/or the University
Oct 29 – Jan 25	Registration for Spring 2019
Nov 12	Veterans' Day (Nov. 11 – Observed on Nov. 12)
Nov 19-24	Fall Break/Thanksgiving Holiday- No Classes
Nov 26-30	Student Study Week – No Activities Scheduled
Nov 30	Last day of class
Dec 3-7	Final examinations
Dec 8	Commencement – Gentry Complex
Dec 10	Faculty must have posted all grades via "MyTSU"
Dec 24 – Jan 2	Holiday Break – University Closed
SPRING SEMESTER 2019	
Jan 2	University Re-opens-8:00 am
Jan 7	Faculty/ Staff Institute
Jan 9	Residence Halls open (New Students)
Jan 10	Freshman Orientation
Jan 11	Residence Halls Open (Returning Students)
Jan 14	Classes Begin
Jan 14-18	Late Registration/Schedule Adjustments
Jan 21	Holiday – MLK – No Classes
Feb 18-23	Student Study Week – No Activities Scheduled
Feb 25 – Mar 2	Mid-term Examination Week-all classes meet as scheduled
Mar 4-9	Spring Break
Mar 22	Last day to withdraw from a course and/or the University
Mar 25 – April 20	Registration for Summer 2019
April 25 – Aug 24	Registration for Fall 2019
Mar TBA	Honors Convocation
April 22-26	Student Study Week – No Activities Scheduled
April 27	Last day of class
April 29 – May 3	Final examinations
May 3 (Friday)	Graduate Commencement Ceremony, 5:00 p.m., Gentry Complex
May 4 (Saturday)	Undergraduate Commencement Ceremony – 8:00 a.m., Hale Stadium
May 6	Faculty must have posted all grades via "MyTSU"

For information regarding TNeCampus Academic Calendar, access the website at: http://www.tnecampus.org/academic-calendar

SECTION I: ACADEMIC AFFAIRS PROCESSES

Procedure I-01.0: Academic Program Changes (Addition, Deletions, and Other Changes)

TBR Policy 2:01:01:00 requires notification to the TBR Vice Chancellor for Academic Affairs for name/title changes for an academic program (degree, minor, concentration, or certificate) or unit (department, college, school, center, etc.). The Vice Chancellor for Academic Affairs must approve name changes prior to implementation. TBR will notify THEC, so that appropriate documentation can be included in the Academic Program Inventory. Policy 2:01:01:00
Subject: Approval of Academic Programs, Units, and Modifications

STEPS:

1) A. The Tennessee Higher Education Commission (THEC) must review and approve new academic programs, off-campus extensions of existing academic programs, new academic units (divisions, colleges, and schools), and new instructional locations as specified in **THEC Policy No. A1:0**: New Academic Programs - Approval Process, Attachment B (A1.0), and **A1:1**: New Academic Programs. These THEC policies should serve as a resource for the development of all academic proposals.

   Prior to developing a proposal, *Letters of Intent* are required from all TBR institutions for new degrees--free-standing or embedded within a degree program. An embedded certificate must fully articulate with a degree. There should be no new or no more than minimal costs required to implement an embedded certificate.
   1) Establishment of concentrations within an existing academic program.
   2) Establishment of new academic units such as colleges, schools, departments, institutes, centers within existing academic units, bureaus, etc. (See TBR Guideline A-040, and THEC Policy A1:3, New Units and A1:4, Off-Campus Instruction.)
   3) Revision of any admission, retention, or graduation policy (both institutional and program specific).
   4) Substantive revision of the curriculum of an existing academic program. (Substantive refers to changes impacting 18 or more semester credit hours at the undergraduate level, 9 or more credit hours at the graduate level, and 50% or more of the credit hours in a certificate program, from the last submission to the Board, and includes course rubrics, titles, descriptions, or content).
   5) Consolidation of existing academic programs.
   6) Extension of an existing academic degree program in totality to an off-campus site.
   7) Inactivation or termination of academic programs listed in the academic inventory. Inactivation should be used only when there are plans to reactivate the program within three years. If not reactivated during that period, the program will automatically terminate.
   8) Curriculum modifications that increase required hours for a degree to more than 60 for the associate degree and 120 for the baccalaureate degree, or more than the previously approved exceptions. Also, modifications that increase or decrease credit hours from what was previously approved for a certificate or increases or decreases an existing graduate program in excess of six credit hours must be submitted for Board approval.
   9) Current approved on-ground programs that will be converted to a fully online delivery format.

B. Academic Proposals Requiring Only Notification to Vice Chancellor

Changes to *existing* academic programs not listed above, that require no new costs or minimal costs that the campus will fund through reallocation of existing resources or through sources such as grants and gifts, may be approved through an established process by the institution. The Vice Chancellor for Academic Affairs must be informed of such changes prior to implementation and may refer the proposal for Board approval if deemed appropriate due to costs or other potential concerns. Such action includes, but is not limited to, establishment of new minors and changes such as the modification of the title of an academic program or unit. Minors are typically developed by packaging existing courses and do not usually require new resources or additional costs. Non-substantive curriculum revisions may be approved through the established institutional process and do not require notification or Board approval

C. Additional Actions Requiring Review by THEC

The THEC review and approval of off-campus extensions of existing academic programs is handled through the request for a code, i.e., site or center, and requires that submission of the appropriate form(s) available on the TBR and THEC websites.

II. Procedures

Institutions wishing to effect academic changes that fall into any of the above categories will, therefore, comply with the following procedures as well as those contained in TBR Guideline A-010 and found on the TBR Academic Affairs website.

A. Approval Route of Proposals

Proposals for academic actions that require approval by the Board of Regents shall be submitted to the Vice Chancellor for Academic Affairs for review and approval by the Board.

Subsequent to Board action, the Chancellor shall transmit to the Tennessee Higher Education Commission those proposals that require its approval along with the Board's recommendation.

B. Schedule for the Submission and Approval of Academic Proposals

The Board will consider academic degree proposals at each of its quarterly meetings. Proposals must, however, be submitted sufficiently in advance to permit adequate review by the staff. The time required for this review will vary according to the nature of the proposal, the number of proposals already under review, or other workload issues of TBR staff.

C. Review by and Selection of Consultants

TBR staff may engage qualified consultants to assist in the review of all proposals for new degree programs as deemed appropriate by the Vice Chancellor for Academic Affairs for both graduate and undergraduate. Consultants will file a written report on the quality of the proposed program and respond to any other relevant questions or issues addressed to them by TBR. Academic proposals must also comply with THEC policy A1:0 and A1:1. A site visit is typically required for new graduate degree programs.

While it is the responsibility of the institution to provide and support such consultants, the selection will be made by the TBR staff and the Vice Chancellor for Academic Affairs, in consultation with the institution. All costs associated with an external review are borne by the institution submitting the proposal.

III. General Criteria for Reviewing Academic Letters of Intent and Proposals

A summary of the major criteria used by the TBR staff in evaluating academic proposals is presented below. Specific requirements for Letters of Intent are provided in TBR Guideline A-010: Academic Program Letters of Intent and Proposals.

1) The proposed action is central to the mission, role, and scope of the institution.
2) The need for the proposed program is supported by data documenting student interest, employer demand, societal needs, and administrative effectiveness.
3) The proposed action does not constitute unnecessary duplication of academic programs, research projects, or public services available at other public institutions. Partnerships or collaborationsshould be considered whenever needs might be met with greater efficiency
4) The proposal should establish quality admission, retention, and graduation standards.
5) The curriculum of the proposed program meets the stated objectives of the program and reflects breadth, depth, theory, and practice at the appropriate level to the discipline and the degree. Undergraduate curriculum should ensure General Education core requirement commonality and transfer (where appropriate) of 19-hour pre-major paths. The curriculum should be compatible with accreditation, where applicable, and meet the criteria for articulation and transfer.
6) The proposal documents the institution's ability to implement the proposed action in terms of: (a) fiscal resources, (b) library and other support resources, (c) physical facilities, and (d) qualified personnel.
7) The proposal includes information about appropriate articulation and/or affiliations.
8) The proposal includes information about the delivery form.
9) The proposed program should clearly state the organizational structure and administrative responsibilities associated with its operation.
10) Proposals pertaining to academic programs should include a description of procedures for regular post-approval evaluation of the programs and units, including evaluation of the program's enrollment and productivity, and how the results will be used to enhance program quality.
11) Proposals should include information related to accreditation, both SACS and professional, and, when applicable, provide a time frame for achieving the appropriate accreditation.
12) Proposals should also include a statement as to how the program will enhance racial diversity.

IV. Sources of Specific Criteria

Listed below are illustrative sources of specific criteria that serve as bases for staff decisions relative to academic proposals.

(1) TBR Policy No. 2:01:00:00, Undergraduate Degree Requirements
(2) TBR Policy No. 2:02:00:00, Associate Degree Programs
(3) TBR Policy No. 2:01:00:03, Principles for Articulation in Vocational/Technical Education
(4) TBR Guideline No. A-010, Academic Program Proposals
(5) TBR Guideline No. A-020, Inter-institutional Relationships and Off-Campus Affairs
(6) TBR Guideline No. A-040, Evaluation of Bureaus, Centers, and Institutes
(7) TBR Action (December,1986) endorsing TCGS Criteria as standards for both pre- and post-approved review of Master's programs.
(8) THEC Policy No. A1:0, New Program Review Criteria (November 2002)
(9) THEC Policy No. A1:1, New Academic Programs (July 28, 2011)
(10) THEC Policy A1:3, New Units

Source: TBR Meeting, December 2, 1988; TBR Meeting, December 13, 2002; TBR Meeting, March 29, 2006; TBR Meeting, December 8, 2006; March 28, 2008; TBR Board Meeting December 2, 2010; TBR Board Meeting December 8, 2011.

Procedure I-02.0: Admission into Graduate Programs

Below are the updated detailed internal steps and procedures for graduate applicants to apply for admission and the process and procedures for official admission to TSU Graduate School.

STEPS:

1. Applicants will first complete a TSU Graduate Profile at: http://go.tnstate.edu/inquiryform.

2. Applicants will then receive a personalized Admission Overview Web Page (overview of the program and admission requirements.

3. Applicants will then be directed to the specific CAS Online Application Portal (per noted CAS discipline).

4. CAS:GradCAS/EngCAS/BusCAS/SocialWorkCAS/NurCAS/PTCAS/OTCAS/SpeechCAS/ Applicants will create a personalized application account.

5. Applicants will then select the desired degree program.

6. Applicants will then complete the application, upload required admission documents, arrange for official documents (transcripts, test scores, TOFEL, etc.) to the noted CAS (not TSU).

7. Applicants will pay the required application fee through their CAS (not TSU) unless they are applying to: PT, OT, Speech and Communication, and Nursing in which they also pay the TSU Application Fee of $35 at the TSU Fee Payment Page: http://www.tnstate.edu/graduate/pay.aspx/#top.

8. Applicants will receive a T-Number (Banner integration with CAS Online Application).

9. Upon receipt of all admission documents, the TSU School - Department - Faculty Committee(s) will review the applicant's file and recommend to the Graduate School the admission decision.

10. The Graduate School will then review the recommendation from the School/Faculty Admission Committee and issue the official admission letter (including the right to appeal, etc.) within 3 -5 days.

New Changes in Procedures:

11. The Graduate School will no longer accept official transcripts or test scores or recommendations (they are to be sent directly to the noted CAS). Exception: Miller Analogies Test (MAT) is to be sent to the TSU Graduate Office.

12. The Graduate School will no longer copy, scan, and prepare files for departments and faculty. Departments and faculty will have the same access, at the same time, as the Graduate School of applicants' file (transcript, test score, recommendations, etc.).

13. The Departments/Program Student Coordinators will be responsible for reviewing and recommending the admission status of applicants and forwarding to the Graduate School.

14. The Graduate School will conduct the quality review and issue the official letter regarding the applicants' admission (3-5 days).

15. The Faculty Graduate Council will conduct a quality review of the Graduate School Admission Procedures (reviewing a random selection of six applicants' files) per semester.

The Graduate School will support the graduate departments with marketing and recruiting efforts.

Procedure I-03.0.1: Course Offerings for Spring 2019

Changes and updates must be completed by October 25, 2018 for Spring 2019 course offerings. Courses have been rolled and are available for editing via **SSASECT.** Upon update and/or changes, you may view your course offerings online by accessing http://www.tnstate.edu/banner/toolkit.aspx.

- Do not cancel courses that rolled and will not be offered. Remove the course in its entirety using "Record Remove".
- Verify credit hours, course titles, schedule type and instructional methods for accuracy. Please contact the Records Office with scheduling errors or issues.
- For online courses, populate the Instructional Method Code field with WEB and the Campus Field with SAJ or 45M for all sections of 98a-98z
- When scheduling Hybrid Courses, the instructional method code should be HYB.

When applicable, assign section 35 to all Thesis and Dissertation Continuation sections and populate the Tuition and Fee Waiver field for these sections only.

MON, WED, THURS		MON – FRI	
Start Time	End Time	Start Time	End Time
8:00AM	9:25AM	5:30 PM	8:20 PM
9:35AM	11:00AM	8:30 PM	11:20 PM
11:10AM	12:35PM	WEEKENDS	
12:45PM	2:10PM	8:00:00 AM	6:00AM
2:20PM	3:45PM	MON – THURS LABS	
3:55PM	5:20PM	8:00AM	11:00AM
5:30PM	6:55PM	11:20AM	2:20PM
7:05PM	8:30PM	2:30PM	5:30PM
8:40PM	10:05PM	5:40PM	8:40PM

For scheduling new courses and/or those that were cancelled, please adhere to the following instructions. Only populate fields listed below.

STEP	ACTION	
1.	Access the Schedule Form (**SSASECT**)	
2.	Enter the term in the **TERM** field	
3.	Enter **ADD** in the **CRN** field	
4.	Perform a **NEXT BLOCK** function	
5.	Enter the Discipline (i.e. ENGL) and then **ENTER**	
6.	Enter the Course Number and then **ENTER**	
7.	Continue by entering the following information:	
FIELD	**ENTER**	**VALUE**
Section	01	01
Campus	45M/SAJ	Main/Avon Williams
Status	A	Active
Schedule Type	LEC	Lecture
Part of Term	1	1 then **ENTER** and **SAVE**

Any questions please email records@tnstate.edu

Procedure 1:03.1 Course Offerings for Fall 2019

Changes and updates must be completed before Fall registration begins. Courses have been rolled and are available for editing via **SSASECT.** Upon update and/or changes, you may view your course offerings online by accessinghttp://www.tnstate.edu/banner/toolkit.aspx. This is the new link with instructions.

- Do not cancel courses that rolled and will not be offered. Remove the course in its entirety using "Record Remove".
- Verify credit hours, course titles, schedule type and instructional methods of accuracy. Please contact the Records Office with scheduling errors or issues.
- For online courses, populate the Instructional Method Code field with WEB and the Campus Field with SAJ or 45M for all sections of 98a-98z
- When applicable, assign section 35 to all Thesis and Dissertation Continuation sections and populate the Tuition and Fee Waiver field for these sections only.

MON/WED, TUES/THURS		MON - FRI	
Start Time	End Time	Start Time	End Time
8:00AM	9:25AM	5:30 PM	8:20 PM
9:35AM	11:00AM	8:30 PM	11:20 PM
11:10AM	12:35PM	WEEKENDS	
12:45PM	2:10PM	8:00:00 AM	6:00AM
2:20PM	3:45PM	MON – THURS LABS	
3:55PM	5:20PM	8:00AM	11:00AM
5:30PM	6:55PM	11:20AM	2:20PM
7:05PM	8:30PM	2:30PM	5:30PM
8:40PM	10:05PM	5:40PM	8:40PM

For scheduling new courses and/or those that were cancelled, please adhere to the following instructions. Only populate fields listed below.

STEP	ACTION
1.	Access the Schedule Form (**SSASECT**)
2.	Enter the term in the **TERM** field
3.	Enter **ADD** in the **CRN** field
4.	Perform a **NEXT BLOCK** function
5.	Enter the Discipline (i.e. ENGL) and the **ENTER**
6.	Enter the Course Number and then **ENTER**
7.	Continue by entering the following information:

FIELD	ENTER	VALUE
Section	01	01
Campus	45M/SAJ	Main/Avon Williams
Status	A	Active
Schedule Type	LEC	Lecture
Part of Term	1	1 then **ENTER** and **SAVE**

Any questions please email records@tnstate.edu

Procedure I-04.0: Decentralization of Summer School Budget

The summer school budget is decentralized at the college level. Deans working with department chairs in their respective college will allocate funds to departments based at minimum on descriptive factors indicated below or a process established for the respective college. The budget will be based on the July Budget Summary (adjusted for any applicable reductions or increases, via administrative decision of Vice President) reduced by a predefined contingency amount.

Department chairs should be assigned six (6) hours of teaching (lecture courses, exception to teach less than 6 hours must be approved by the Associate Vice President/Director of Summer School) during the summer which may be all or a combination of teaching during MayMester, Summer I, Summer II, and full-term. To maximize the allocation, department chairs should be assigned to teach MayMester and other summer term courses prior to assigning courses to other faculty or adjuncts. A department chair can buy release time with non-state appropriated funds to teach less than 6 hours (lecture courses). The savings from the aforementioned buy-out will be added to the respective college's decentralized summer school budget to hire a replacement of either permanent or adjunct faculty. A department chair may earn extra compensation during the year, including the summer. However, the extra compensation cannot exceed 25% of the annual year's salary. A non-department chair faculty cannot be paid more than 25% of the previous academic year's base salary for teaching assignments charged to the decentralized or other state budgets. However, a non-department chair faculty may earn up to 33 1/3% of the previous academic year's base salary during the summer if teaching and conducting externally funded research or externally funded research only. Nonteaching work assignments (excluding clinical assignment) cannot be charged to the summer school decentralized budget without the approval of the Vice President for Academic Affairs

A separate FOAP is established for each college with position numbers for faculty, adjuncts, retirements, and extra service pay for staff teaching during summer terms, via budget revision. Funds allocated for summer school will be used to support summer school expenditures crossing two fiscal years (Summer II and ½ of full summer and Summer 1 and ½ of full summer of next fiscal year). Each college will be allocated funds for hiring adjuncts and temporary faculty (one semester or two semesters) annually with the goal of achieving THEC funding metrices (students accumulating 30, 60 or 90 hours; bachelor's and associate degrees; master's / educational specialist degrees; doctoral degrees) and four-year graduation rate. Temporary fulltime faculty during the academic year will be compensated at their respective adjunct rate during the summer.

Processing Summer School Faculty Appointments and Contracts

STEPS:

1. Check decentralized budget to insure funds are available.
2. Complete Summer School Contract (Dual Service, Adjunct, Extra Service Pay Form as applicable).
3. Use the following FOAP based on the type of summer school employee being hired.
4. Record transaction on College decentralize log.
5. Enter transaction in People Admin with attached supplemental document from step 2.
6. Forward to the Office of the Vice President of Academic Affairs for review and action.

Summer School Salaries	Fund-Org-Acct-Prog	TSU Faculty (Summer Only) (Acct 61200)	Non-TSU Faculty (Summer Only) (Acct 61200)	Adjunct Post-Retire Contracts (Summer Only) (Acct 61200)
Vice President of Academic Affairs (Budget Control)	110001-12504-6xxxx-200	#004310	#067430	#091490
Public Service	110001-13094-6xxxx-200	#004311	#067431	#091491
Liberal Arts	110001-13194-6xxxx-200	#004312	#067432	#091492
(Reserved)	xxxxxx-xxxxx-xxxxx-xxx	#004313	#067433	#091493
Education	110001-13394-6xxxx-200	#004314	#067434	#091494
Engineering	110001-13494-6xxxx-200	#004315	#067435	#091495
Agriculture	110001-13594-6xxxx-200	#004316	#067436	#091496
Health Sciences	110001-13694-6xxxx-200	#004317	#067437	#091497
Business	110001-13794-6xxxx-200	#004318	#067438	#091498
Life & Physcial Sci	110001-14094-6xxxx-200	#004319	#067439	#091499

Summer School Salaries	Fund-Org-Acct-Prog	ESP (Summer Only) (Acct 61200)	ESP (Summer Only) (Acct 61600)	Temp Help Exempt (Summer Only) (Acct 61600)
Vice President of Academic Affairs (Budget Control)	110001-12504-6xxxx-200	#071480	#077300	#094220
Public Service	110001-13094-6xxxx-200	#071481	#077301	#094221
Liberal Arts	110001-13194-6xxxx-200	#071482	#077302	#094222
(Reserved)	xxxxxx-xxxxx-xxxxx-xxx	#071483	#077303	#094223
Education	110001-13394-6xxxx-200	#071484	#077304	#094224
Engineering	110001-13494-6xxxx-200	#071485	#077305	#094225
Agriculture	110001-13594-6xxxx-200	#071486	#077306	#094226
Health Sciences	110001-13694-6xxxx-200	#071487	#077307	#094227
Business	110001-13794-6xxxx-200	#071488	#077308	#094228
Life & Physical Sci	110001-14094-6xxxx-200	#071489	#077309	#094229

Temp Help

Non-Exempt

Summer School Salaries	**Fund-Org-Acct-Prog**	(Summer Only) (Acct 61300)	**TSU Faculty Research** (Summer Only) (Acct 61200)	**Temp Faculty One-Semester** (Summer Only) (Acct 61200)
Vice President of Academic Affairs (Budget Control)	110001-12504-6xxxx-200	#003100	#080640	#098460
Public Service	110001-13094-6xxxx-200	#003101	#080641	#098461
Liberal Arts	110001-13194-6xxxx-200	#003102	#080642	#098462
(Reserved)	xxxxxx-xxxxx-xxxxx-xxx	#003103	#080643	#098463
Education	110001-13394-6xxxx-200	#003104	#080644	#098464
Engineering	110001-13494-6xxxx-200	#003105	#080645	#098465
Agriculture	110001-13594-6xxxx-200	#003106	#080646	#098466
Health Sciences	110001-13694-6xxxx-200	#003107	#080647	#098467
Business	110001-13794-6xxxx-200	#003108	#080648	#098468
Life & Physical Sci	110001-14094-6xxxx-200	#003109	#080649	#098469

Procedure I-05.0: Dual Service Agreements

A dual service is an agreement (including services rendered and compensation) between a Tennessee State University and another state government agency contracting the service of another state agency's employee or another state agency contracting the services of a TSU employee. Dual Service Agreements where TSU is contracting the services of another state employee are to be processed via Tiger$hoppe.

STEPS:

1. A dual service agreement must be signed by the President (or designee) of both institutions. The contract must be created by the TSU department where the non-TSU faculty will be assigned to teach and forwarded to the appropriate offices for signatures with a Contract Routing and Approval Form.

2. Once the contract is returned to the department by the Legal Office, it is to be sent to the other institution.

3. A budget revision is to be made for the amount of the contract transferring funds from the college's decentralized adjunct position number and benefits down to operating (74000) to cover the amount of the salary and benefits. (See attached example of budget revision.)

4. The information must be entered into Tiger$hoppe with a copy of the contract attached as support documentation.

5. The college's decentralized adjunct/part-time faculty FOAP (110001-Org.-74440-200) is to be indicated in the Account No. section of the Contract Routing and Approval Form and entered into Tiger$hoppe to generate a Purchase Requisition.

6. Once the contract is signed by the President by TSU Legal Office, the signed contract will be switched in Tiger$hoppe which will generate a Purchase Order to the vendor following the standard Purchasing and Procurement procedure.

7. The other state agency will invoice TSU Accounts Payable Department for reimbursement.

8. A dual service agreement where a TSU employee provides services to another state agency will be processed as follows:
    - **a) A routing form is to be attached to the dual service contract following standard procedures.**
    - **b) The restricted FOAP (231001-12501-74440-200) is to be entered in the Account No. section of the Contract Routing and Approval Form.**
    - **c) The original contract is to be mailed to the other party (college/institution) by the originating department.**

d) **A copy of the document will be emailed to Grants Accounting by the Legal Office for billing the other institution.** The contract language should instruct those agencies to mail payment directly to the TSU Business Office and not the department. The original document is to be filed and maintained in the dean's and department's office for permanent recordkeeping and audit purposes.

e) An extra service pay form must be completed by the department and attached as a supplement document in PeopleAdmin before the faculty member will be paid. The period of releasing the funds should be indicated on the extra service pay form. **Remember, if the extra service pay form is not completed by the department and received in Human Resources prior to the payroll deadline date, the extra service payment will be delayed. The amount during the academic year can not exceed 20% of the academic year's salary for the total of all extra service work agreements. If the TSU faculty is on a nine month contract, work performed during the summer terms must be included on the Notice of Summer Appointment Form. The amount to be paid can not exceed 33.33% of the previous year's academic salary (inclusive of all sources of payments).**

DUAL SERVICES

MEMORANDUM OF AGREEMENT

FOR EMPLOYEE SERVICES

_____	**TENNESSEE STATE UNIVERSITY**
VENDOR PARTY	PROCURING PARTY

This Memorandum signifies agreement of the above parties concerning the provision of employee services. The agreement is as follows:

1. Vendor agrees to furnish the services of its full-time employee, _____ Social Security or Employee ID Number _____ who will perform the following services for the Procuring Party: _____

   _____

2. Compensation to Vendor Party:

   _____ Base Amount
   _____ FICA-Medicare
   _____ Retirement: ☐ TCRS or ☐ ORP

   Total: _____

   Maximum liability of Procuring Party: $_____

3. Payment will be made by Procuring Party after completion of service and after receipt of invoice from Vendor Party, mailed to the following address:

   Tennessee State University
   3500 John A. Merritt Boulevard
   Nashville, Tennessee 37209-1561
   Attention: Accounts Payable

   Note: Please reference the contract and purchase order numbers on invoice.

4. Contract term shall be from _____ to_____ .

5. Coordinators: Vendor Party: _____ Tel: _____
   Procuring Party: _____ Tel: _____

6. Either party may terminate this agreement by giving notice to the other at least ____ days before the effective date of termination. In that event, Vendor Party shall be entitled to receive just and equitable compensation for any satisfactory work completed as of the termination date. In addition, Procuring Party shall have the right to immediately terminate this agreement and withhold payments in excess of fair compensation for work completed in the event that the employee fails to perform in a timely and proper manner or breaches any material term of this agreement.

7. This agreement cannot be assigned or subcontracted without the written consent of all parties.

8. During the performance of this agreement both parties warrant that they will not discriminate against any employee or applicant for employment because of race, age, religion, creed, color, sex, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

Dated this _____ day of _____, _____.

VENDOR PARTY

By: _____

Title: _____

PROCURING PARTY

By: _____
Dr. Glenda Glover

Title: President

APPROVED:

FINANCE & ADMINISTRATION
(If other party is not a TBR/UT Institution)

By: _____

Title: _____

Date: _____

Procedure I-06.0: Emergency Employment Approval

The purpose of the **Emergency Employment Approval** process is to provide a procedure by which units may gain immediate approval from the Office of the Vice President of Academic Affairs/Academic Affairs Office to employ individuals to meet unanticipated instructional needs. The regular appointment/contract process must be followed immediately, if not already underway. Primarily, this procedure is to be used to gain approval for faculty (including clinical and graduate teaching assistants) to begin work. Academic Affairs will sign and return a scanned or faxed copy of the form within 24 hours to the requesting unit and Human Resources. No person is to be allowed to begin work without an emergency employment form signed by the Office of the Vice President of Academic Affairs. A copy of the candidate's I-9 form should not be attached to the Emergency Hire Form. Human Resources will obtain the I-9 form and contact the candidate if additional information is required prior to the employee being allowed to begin work.

STEPS:

1. **Open the Emergency Employment Approval Form, be able to certify that:**

• The applicant's educational credentials/qualifications have been presented to the unit and authenticity has been verified;

• The applicant's eligibility to be employed by TSU has been verified. This may involve consulting Human Resources; and,

• The applicant has not begun any work as of date signed (requested beginning date cannot be earlier than date signed by the Vice President).

The named individual will not be allowed to begin work on date requested unless a signed copy of the form has been signed by the VPAA or designee and the signed copy filed in the individual's personnel file in the Departmental office.

2. **This form is used when:**

• Hiring document is being prepared by the requesting unit.

• Appointment form has been submitted, via PEOPLEADMIN, but approval has not been received by the unit. (**Attach a copy of PEOPLEADMIN appointment form already submitted.)**

3. **This form is not used:**

• To gain approval for any individual to work whose qualifications and eligibility have not been verified;

• To "correct" a violation where an individual has been allowed to begin work without authorization, or to "extend" an expired employment agreement;

• In any instance where employment can be delayed until the normal processing, via PEOPLEADMIN, can be completed; or,

• To change any condition of the employment/workload of a faculty member presently employed (extra service, overload, account percentage, etc.). Standard forms should be prepared and presented for emergency approval.

ACADEMIC AFFAIRS
EMERGENCY EMPLOYMENT APPROVAL FORM

(Form must be typed)

(Instructions are given for intended use of this form. Please do not use unless you have read all instructions. If it is necessary to re-key this form, please insure that instructions are verbatim and format exact.) The Employment Eligibility Verification – I-9 Form must be attached to the document.

……

I am requesting approval for the individual named below to begin work:

Name _____ _____
Last First Middle Initial

T# _____

Beginning date: _____ Ending date:_____

Previously employed by TSU: Yes_____ No _____Do not know_____

Will be employed as: (check as applicable)

_____Full-time faculty _____Adjunct faculty _____Graduate Assistant

_____Temporary faculty (one semester) _____Temporary faculty (two semesters /annual)

FOAP including Position No: _____

Name of Department/Unit:_____

Date the Appointment Form will be loaded in PEOPLE ADM: _____

Do not attach the I-9 Form; Human Resources will obtain this document.

*Academic Affairs must receive by (date) _____

…… ……..

My signature below verifies that as of this date, the individual named above has not begun any work for the period requested. ***I also certify that the named individual will not be allowed to begin work until a copy of this form has been signed by the VPAA or designee and a copy filed in the individual's personnel file in Departmental office.*** I have verified that funds are available and have verified the individual has the credentials required for employment in the position requested. I have also verified eligibility to work at Tennessee State University and acquired necessary documents required by the Human Resources Office.

Signature Date: Department Chair _____

Recommended Date: Dean/Director _____

Approval Date: Vice President of Academic Affairs_____

Procedure I-07.0: Emergency Plan/ Procedures/Strategies

In the event of inclement weather, TSU will disseminate the closing plans. The purpose of this section procedure is to outline the plan, decision making, and procedure related to opening late, dismissing early, or closing the University completely due to inclement weather**.**

In the event of inclement weather or an emergency, TSU follows a set procedure for announcing operational changes by making one of three announcements:

1. Tennessee State University is open and operating on a regular schedule;
2. Tennessee State University will close early or will delay opening until a specific time; or
3. Tennessee State University is closed; only designated employees report.

If TSU classes are canceled, the announcement will apply to all classes, credit and non-credit. Offices at TSU will be considered open unless the announcement specifically says all offices will be closed. If such a decision is made overnight, it should be announced the following morning via **the following area radio and television stations:**

RADIO STATIONS	***TELEVISION***
WQQK-FM 92.1	*WKRN Ch. 2*
WKDF-FM 103.3	*WSMV Ch. 4*
WGFX-FM 104.5	*WTVF Ch. 5*
WNPL-FM 106.7	*WZTV Ch. 17*
WLAC-AM 1510	

STEPS:

1. The emergency management team will provide professional and accurate information to the President to make the final decision. The final decision related to emergency closings will be made by the President or, a designee.

2. Information related to class and work schedules will be submitted to local television and radio stations and be distributed inside the University as follows:
   TSU intranet (University Communications),
   TSU homepage (www.tnstate.edu),
   TSU telephone operators (963-5000),
   Texting as well as social media applications will also be used to disseminate information.

3. Because of the limited number of incoming lines and the potential for congestion that could cause delays in service, TSU employees should obtain information regarding closings from the media, social media, the texting system, and/or online.

4. Inclement weather decisions related to University sites outside of Davidson County will be made by the University directors/coordinators for those sites, based on local conditions and/or in accordance with local governments, school districts, etc. Those administrators will develop procedures to communicate information through local media and will inform the Office of Emergency Management of all decisions. If the Non-Davidson County site is a non-University-owned teaching location, the closure will be determined by the non-University administers/directors at those sites, and the faculty members should communicate those closures to their department heads, who will in turn will report them to deans.

5. When inclement weather or emergency conditions are such that closings occur two or more days in succession, the procedure is followed each day, with an announcement being made each day. Even when the University is open, there could be unsafe travel conditions in your area. Please exercise caution and gather as much information as possible about weather and road conditions before you decide whether to travel during periods of inclement weather.

6. The Office of Emergency Management will begin gathering the latest available weather information from local media sources and will consult with other local institutions (such as Nashville State Community College, Fisk University, Meharry Medical College, Metro Nashville Public School System, etc.) to determine their plans. The Chief of Staff will contact the Inclement Weather Team members, and the Team will develop two recommendations based on all information available – one related to classes convening and the other related to staff reporting to work.

7. Early dismissal due to inclement weather will be decided on a case-by-case basis, and the Inclement Weather Team will evaluate conditions and make recommendations as far in advance as possible.

THE FOLLOWING ACTIONS WILL BE TAKEN AFTER THE PRESIDENT HAS MADE HIS/HER DECISIONS:

1. **Dining Services** University dining facilities will provide meal plan service even when the University closes for inclement weather. However, the department will delay opening on these days and may opt to close early if weather conditions are extreme. Meal plan participants will be notified by email of any changes in daily operations. Up to date information will also be provided through the Tiger Dining social media. All Food Services retail operations are closed on days when the University is officially closed.
2. **Special Events.** Departments and units hosting special events should make their own prior arrangements with employees and participants, notifying them how to proceed in case of inclement weather or an emergency. In unique circumstances, where the safety of the participants and employees are not jeopardized, special events, such as ticketed concerts or athletic events open to the public, may be held upon prior approval by the applicable Vice President. All departments and units must ensure adequate University

and facility services by coordination with Events Management and other units expected to support such operations. In cases of extreme weather, the University may require and announce a shutdown of all activities, including special events, unless special approval is granted by the President.

3. **Essential Employee** Even when the University is open, there could be unsafe travel conditions in your area. Please exercise caution and gather as much information as possible about weather and road conditions before you decide whether to travel during periods of inclement weather.

- Alert Management Program: Facilities Management designates a list of Alert Managers that is distributed on a three-month schedule to the Director of TSUPD, President/Cabinet, and Dean of Students. This list consists of who should be contacted for after-hour/weekend emergencies. Per TSU Policy 7.7.1.6, examples of such emergencies include electrical failures, water-line breaks, heating/cooling problems, fires, life safety issues, elevator malfunctions, etc.

  The Vice President of Academic Affairs is contacted in this process and action taken as necessary depending upon the emergency. Academic Affairs' personnel have been instructed to contact the TSU Police Department after-hours and weekends for emergencies as listed above. The alert management system will contact the Vice President of Academic Affairs.

  - Text Messaging: Employees in all colleges/ schools /departments in Academic Affairs have been encouraged to sign up for this service that is provided by TSUPD.

  - Panic Buttons: Silent alarms are in the Office of the Vice President of Academic Affairs in McWherter Building (as well as other divisions and buildings). Designated employees activate them at their work stations (and TSUPD responds) when there are security threats.

  - Other emergency measures-In the event of emergencies, personnel in the Office of the Vice President of Academic Affairs could be dispatched to specific academic buildings for reporting and coordination.

  - Campus Message Boards-CIT has digital message boards placed in high traffic areas to provide instant emergency alerts. Personnel in academic buildings receiving these units will be able to receive immediate information as listed by CIT.

The Office of the Vice President of Academic Affairs follows the *TSU Emergency Plan*

Procedure I-07.1: Emergency Notification System–Campus Text-Message Alerts

Emergency Notification System (ENS) is a service that transmits emergency information received by Tennessee State University officials to the users within the system. Employees in all colleges/ schools /departments in Academic Affairs have been encouraged to sign up for this service that is provided by TSUPD.

STEPS:

A. Go to the webpage for The Emergency Notification System –Campus Alerts: **http://www.tnstate.edu/emergency/ens.aspx**

B. Select *Email Preferences* and enter a **Contact E-mail Address**. (This is the primary email address to which you would like all messages to be sent. To send messages within a network group, you must have added and confirmed an email address from that network

C. Select *Text and Voice Preferences*. Provide a **Contact Phone Number** to receive group messages sent to your phone(s).

Procedure I-08.0: Evaluation of Instruction

My Class Evaluation is an online platform launched in Spring 2012 by the Office of Institutional Planning and Assessment in the Division of Academic Affairs for evaluation of faculty instruction by students. The service provided through IOTA Solutions, involves faculty, student, and course information uploads and interfaces with TSU Banner Services; the use of nationally-normed online evaluation instrument customized to the needs of the University; the use of a detailed communication plan that includes social media each semester to engage all stakeholders; and, the generation, hosting and maintenance of standard and historical reports such as evaluations forms, course/student/instructor records and data, as well as technical support, and software maintenance and upgrades.

My Class Evaluation Single Sign-On (SSO) simplifies user access by providing a Federated Identity Management system whereby a single action of user authentication and authorization grants the user access to all applications where he or she has permissions, without the need to enter multiple username/password combinations.

Unique to My Class Evaluation is a measure known as the Net Promoter Score ("NPS"), which provides a standardized benchmark of student satisfaction from term to term that, over time, shows clear trends in either direction. Frequent monitoring allows the University to quickly make adjustments to improve student satisfaction and learning.

Because of the range of disciplines and approaches throughout the campus, My Class Evaluation provides for clarity in the evaluation of faculty instruction by students; provides online documentation of student evaluation data; enhances access by faculty and administration to evaluation data that can be utilized for improvements in student learning and for personnel purposes such as tenure, retention, and promotion; and, ensures flexibility with running different course evaluation reports as needed.

STEPS:

1. For Faculty Access to My Class Evaluation:

    - Log into your myTSU Tab.
    - Click the Banner Services Tab.
    - Click Faculty Services myTSU Tab.
    - Click My Class Evaluation.

2. For Students' Access to My Class Evaluation:
Please direct students to the website http://mytsu.tnstate.edu/cp/home/displaylogin or (myTSU Tab)

    - Log into your myTSU Tab.
    - Click the Banner Services Tab.
    - Click the Student Tab.
    - Click Student Records.
    - Click My Class Evaluation.

For more information about My Class Evaluation and student evaluation of faculty instruction, contact the Office of Institutional Planning and Assessment (IPA) at 615-963-2551.

Procedure I-09.0: Extra Service Pay

The purpose of this policy is to describe the process and set forth the general provisions, circumstances, and limitations under which extra service pay may be appropriate for regular exempt employees of Tennessee State University.

Tennessee State University recognizes the need for faculty and staff to be involved in public service, research endeavors, professional services under sponsored programs, and continuing education activities. Such activities build upon the University's mission, contribute to the quality of instruction provided to students, advance goals of the State, and enhance the institution's standing in the nation. The University also recognizes that under certain conditions these activities may be performed outside of, and in addition to, normal working assignments and responsibilities for which extra compensation may be warranted. It is the policy of Tennessee State University to provide extra compensation in accordance with Tennessee Board of Regents (TBR) Policy 5:01:05:00 (Outside Employment and Extra Compensation).

DEFINITIONS

Extra Service Pay (ESP) - Compensation for work performed outside of, and in addition to, normal working assignments and responsibilities. Such work is performed in addition to the regular exempt employee's full workload and is typically non-recurring and specific in nature.

Regular Exempt Employees: All personnel executive, administrative, professional, and academic, who are exempt from earning overtime compensation and are employed on a continuing basis by the institution as specified in TSU Employment Classification Policy 6.15.

Regular Non-Exempt Employee: All personnel other than academic, executive and administrative or professional personnel classified as clerical or support staff who are eligible to earn overtime compensation and who are employed on a continuing basis by the institution as specified in TSU Employment Classification Policy 6.15. Individuals with this designation include all personnel who are covered by the provisions of the Federal Wage and Hour Law.

Executive Level Personnel: Positions reporting to the President or one requiring TBR approval to hire. Positions include, but are not limited to, Vice Presidents, Assistant Vice Presidents, Associate Vice Presidents, Deans, Department Chairs, and TBR Center of Excellence Directors.

ELIGIBILITY

All regular exempt employees as well as Executive Level Personnel are eligible to earn/receive Extra Service Pay (ESP). Requests for ESP for executive level personnel must be approved by the President or the President's designee. Regular non-exempt employees are ineligible for ESP, but may be compensated by overtime pay from research and sponsored program grants/contracts for work tendered beyond their normal job duties and regularly assigned work hours. Requests for regular non-exempt employee to earn overtime compensation from research and sponsored program grants/contracts will be reviewed for appropriateness on a case by case basis by the President or the President's designee.

COMPENSATION LIMITATIONS

Regular exempt executive level personnel, administrative staff, professional staff, and 12-month faculty may earn a maximum of 20% ESP of their fiscal year salary (research incentives are excluded from the 20% maxiumum). The maximum amount of ESP earned in any one month shall be commensurate with the employee's regular monthly salary. Longevity pay is excluded from the extra compensation limit.

Regular 9-month faculty may earn a maximum of 20% ESP of their equated fiscal year salary during the fiscal year period (research incentives are excluded from the 20% maxiumum). The maximum amount of ESP earned in any one month shall be commensurate with the employee's regular monthly salary. Longevity pay is excluded from the extra compensation limit.

PROCEDURE

1. The faculty or staff member shall notify appropriate supervisor(s) of the description of services for which ESP may be warranted and the expected commitment of time.

2. Employees must complete in its entirety and submit to the appropriate supervisor(s) an Extra Service Pay Form and Verification of Additional Work Form documenting the request for extra compensation.

3. The rate of pay for extra services will be arranged between the employee and the director or department chair receiving the service.

4. All requests for extra service pay must be approved prior to the start date by the Dean or Director of the department requesting the services, the appropriate Vice President and the President or the President Designee, when necessary. **When the FOAP is assigned to a different Division, the Vice President of that Division signature is required on the Extra Service Pay form.**

5. Authorization for ESP must be documented and approved before services are rendered or work is performed.

6. Extra service pay must comply with the rules and regulations related to salaries chargeable to federally sponsored programs.

STEPS:

1. Log into TSU website.
2. Scroll down to the gray tab on the far left. Click “Faculty and Staff”, then over to the right click on HR Department or in the search box put in “Human Resources” or “Extra Compensation.”
3. Once the Human Resources screen comes up, look to the far right and click on forms.
4. Scroll down until you see “Extra Service Pay Request.”
5. Click on the “Excel” tab.
6. A box will pop up saying “Do you want to open or save this file.” Click on open.

7. Once the form opens complete the necessary requested information (although it's not numbered this is page 1 of the form). Once completed, scroll to the bottom of the form, click on the tab that says "Verification of Additional Work," and complete the necessary requested information. **The signatues of the employee's immediate supervisor and the project supervisor must be on the Extra Service Pay form.**
8. Once completed, save to your network folder.
9. Begin new Personnel Action Request Form (PARF) in PeopleAdmin.
10. Attach completed form to PARF action.
11. Track action to make sure routing does not stall.

Tennessee State University
The Office of Human Resources
Extra Service Pay (6.17)
Effective Dates:
Original effective date was July 1, 1993
Effective date of this revision is September 1, 2015
Updated 10-25-2018

TENNESSEE STATE UNIVERSITY	Extra Service Pay	Office of Human Resources Personnel Action Request

ID Number: T_____
Last Name: _____
First Name: _____
Middle: _____
Department _____
Present Job Title: _____

*Annual Salary: _____
Previous ESP: _____
Approved Amounts for Current Fiscal Year:
$ _____
$ _____
$ _____

Check one: ☐ Non-credit Instruction ☐ Credit Instruction ☐ Consultant ☐ Other

Description of Service:

Services rendered From: To:

Total payment amount: Check one: ☐ One-time payment (at the end of service period) ☐ Distributed across service period

Source of funds for extra service payment
Fund _____ Org _____ Acct _____ Program _____
Position number: _____

Special Conditions:

PEOPLEADMIN ROUTING

Requestor to Department Head to Dean to VP to Title III* to Grants* to Budget to Human Resources to President
*optional (for grant-funded positions)

Please print and have the employee sign the Verification of Additional Work form (found on a separate tab in this workbook). Scan and attach that and any additional back-up material (such as a leave request form) as supplemental documentation in PeopleAdmin. *The maximum Extra Service Pay that can be earned in the fiscal year is 20% of the annual salary.

1. Complete form and save to your network folder.
2. Begin new PARF action in PeopleAdmin.
3. Attach completed form to PARF action.
4. Track action to make sure routing does not stall.

TENNESSEE STATE UNIVERSITY	Verification of Additional Work	Office of Human Resources Personnel Action Request

ID Number: T_____
Last Name: _____
First Name: _____
Middle: _____
Department _____
Present Job Title: _____

I_____, have agreed to perform the following duties: _____

_____

_____

for (department): _____

in connection with (name of grant or research project):_____

_____

for the agreed upon total amount of: $_____. This service will in no way interfere with my regularly assigned job duties or work schedule at Tennessee State University.

Proposed work schedule: _____

_____

Signature of Employee: _____

Signature of Employee's Supervisor: _____

Signature of Project Supervisor: _____

Print form for signatures, then scan and attach as supplemental documentation at the time extra-service pay request is submitted via PeopleAdmin.

Procedure I-10.0: Faculty Workloads Evaluation

While the University supports faculty initiative and industry and will continue to do so, all levels of management must exercise consistent controls on the development of faculty workloads each semester. Workload forms are an absolutely critical management tool and must be regarded as such. The following forms direct how faculty members are assigned, how many adjuncts are hired, and how budget dollars are spent:

(Attachments)

1. **Instructions for Workloads**
2. **Departmental Workload Summary**
3. **Departmental Administrative Summary**
4. **Preliminary Request for Faculty Overloads**
5. **Research Release Justification Form**
6. **Sample Workload Form**

The Division of Academic Affairs will be reviewing workloads, released time, adjunct assignments, and requests for overloads using the following guidelines:

Workload Policy

Standard faculty **workloads** are defined by the Board of Regents as 15 credit hours or the equivalent. **Per TBR policy, faculty members are also expected to work the equivalent of the standard 37.5 hour workweek as well.**

a. If an accrediting agency requires faculty members to carry fewer than 15 **teaching** hours, those faculty members are still required to carry a **workload** of the equivalent of 15 credit hours. Advance approvals of reduced workload due to accreditation standards must be in writing and approved by the Vice President of Academic Affairs or his/her designee.
b. Advisement is a normal part of the workload of faculty members and should generally be performed in-load. Workload credit for advisement must be specifically approved in advance in consultation with Academic Affairs. Deans or chairs should not grant exceptions to the category policy without the approval of Academic Affairs.
c. Similarly, serving on a University committee and other such normal responsibilities of faculty members should not generally generate released time unless approved in consultation with Academic Affairs.
d. For workload purposes, one graduate hour equals 1.25 hours of workload credit. Thus, faculty teaching three graduate classes of three (3) hours have the equivalent of an 11.25 teaching credit load plus other assignments and research as designated to meet the 15-hour workload
e. When a graduate course is cross-listed with an undergraduate course, the course will only be regarded as a graduate course for workload purposes if it meets the minimum number of enrollees for a graduate course.

STEPS:

1. It is the responsibility of department chairs and deans to analyze, monitor, and recommend faculty workloads using the TSU and TSU Board of Governance workload policies.
2. The Final Workload Forms and departmental workload summaries will be due each semester by specified date to be announced via email to deans.
3. **Released Time-Research -** Released time for research must generate a **legitimate research product**, and both heads and deans are responsible for verifying that released time granted did, in fact, produce research. Release time must not be granted to engage in unspecified research, to "take a course," to pursue a degree, or to prepare a syllabus. Release time to prepare a course is generally not allowed. Release time to develop an online course may be allowed with advance approval from Office of VPAA.
4. Faculty members may apply for three-hours release time to pursue research, and their applications must be approved by department chairs and deans (see attached application forms for funded and non-funded released time). Faculty must complete the Release Time Justification Form, and approval is required by the Department Chair and Dean. This form must be attached to the faculty workload form. **Deans or chairs cannot grant research time over 3** (6 hours for College of Business faculty) **hours without the written approval of the Office of Academic Affairs.**
5. Funded research must list the actual account number from which funds are coming. Please verify that a PARF (Account Change Form) has been submitted to charge funds (that represents hours) to that account and processed in PeopleAdmin. Each semester hours charged to funded research should be figured using a formula of 50% x faculty salary x 6.666%. The 50% represents the fall semester salary. Therefore, a 3-hour release for funded research would be shown as 20% of semester salary. (50% x listed academic year salary x 20%). Funded research hours cannot be given for anticipated grant unless justified (and subsequently approved) in writing to Office of Vice President of Academic Affairs.
6. **Department Chair Release Time:** Department chairs are eligible for three to six hours of release time for departmental administration according to the table below. Department chairs are also eligible for research release time per # 4 above. Any exceptions to this list must have written prior approval of the Vice President of Academic Affairs or his/her designee. Any exceptions to this list **should have been requested** in writing with justification to the Office of Vice President of Academic Affairs.

DEPARTMENT CHAIR - Six (6) Hours Authorized	DEPARTMENT CHAIR - Three (3) Hours Authorized
Accounting Biological Sciences Business Administration Computer Science Criminal Justice Curriculum and Instruction Educational Leadership Electrical Engineering Human Performance and Sport Sciences History, Geography & Political Science Languages, Literature & Philosophy Mathematics and Physics Mechanical Engineering Nursing AAS Nursing BSN Nursing (MSN) Physical Therapy Arts and Sciences Psychology Speech Communication and Theater	Aeronautical and Industrial Agriculture and Enviornmental Sciences Architectural and Civil Engineering Art Business Information Systems Cardio Respiratory and Health Information Management Chemistry Dental Hygiene Economics and Finance Family and Consumer Sciences Music Occupational Therapy Speech Pathology and Audiology Sociology, Social Work, and Urban Studies

7. **Overload Requests-**Overload requests should not be a normal occurrence in the departmental course offerings. Overloads should generally be for emergencies such as faculty illness, required

splitting of high enrollment classes, etc. All requests for overload pay must be accompanied by a workload form reflecting an actual assignment totaling more than 15 teaching hours or the equivalent The request for overload pay must be approved by the Vice President of Academic Affairs prior to the performance of any activity being considered as an overload.

8. The official submission for the Faculty Overload Request must be submitted in PeopleAdmin and will be due by announced date via email to deans. **A Workload Request Form and a copy of the faculty member's final signed faculty workload form must be attached in PeopleAdmin**. **Do not attach these Overload Requests** to the departmental faculty workload forms and departmental summary.

9. Actual Requests for Faculty Overload will not be processed until the Final Faculty Workload Forms and Workload Summary have been submitted by each college/school.

10. Actual overload requests will be reviewed based upon the number of classes listed for the faculty member actually making.

11. Submission of the Request for Faculty Overload does not constitute final approval.

12. Canceled classes, shifts in assignments, etc., may take away the need for a specific faculty overload. It is the responsibility of the department chair and dean to manage the department's course offerings and either cancel low-enrolled courses or, in some cases, switch courses among departmental faculty to better manage the required 15-hour workload.

13. **Overloads may not be processed if a faculty member has a class with low enrollments that should have been canceled.

14. ***Overloads may not be processed if a faculty member is serving as a coordinator without prior written approval from the Vice President for Academic Affairs or designee.

15. Payment for Overload is based upon faculty rank:

RANK	LEVEL	OVERLOAD PAYMENT	ENGINEERING/COMPUTER SCIENCE OVERLOAD PAYMENT
Instructor/Lecturer	1	$ 550.00 per hour	$1,000.00 per hour
Assistant Professor	2	$ 600.00 per hour	$1,250.00 per hour
Associate Professor	3	$ 650.00 per hour	$1,250.00 per hour
Professor	4	$ 700.00 per hour	$1,500.00 per hour

16. All workload forms must be signed by the faculty member, department chair, and dean. Please contact Dr. John T. Robinson at x5301 if you have any questions about this assignment.

Attachment 1
Instructions for Completing
Faculty Workloads

1. The Fall 2019 Workload forms will be developed using faculty information taken from the Banner system. **Due to the complexity of Banner and administrators' varying knowledge/skills at using the Banner system, we will simply copy one form from Banner and then write in the workload hours.** The department chair is responsible for completion of all 5 sections and the Workload Summary. Note reminders and instructions below:

2. Preferred method- Only go to the information as shown by instructor's name on the site https://www.tnstate.edu/forms/schedule/
(Note: only authorized personnel will be able access system.)
Print this sheet that shows faculty teaching assignments. You will use this sheet(s) to write in the final workload assignment. In the case that course assignments have changed, you should immediately correct this in the Banner system.

Print this sheet that shows faculty teaching assignments. (Note that each page will only show maximum 3 courses so if teaching more than three, you will have two sheets.) You will use this sheet(s) to write in the final workload assignment. In case that course assignments have changed, you should immediately correct this in the Banner system.

3. At the right side near each course, **write in the actual course hours and the converted hours** provided for workload credit. For example a graduate course with 3 credit hours would be listed as 3.75 under the converted hours.

Please list only credit hours and converted workload hours on this sheet. Do not list contact hours.
If assigned courses have changed, please revise the courses to be taught. Remember to officially change these in Banner system as soon as possible.
If course is not listed for the faculty, just add the course information. If course included on the page that shouldn't be on the workload, just delete it.

Part 1- Total number and show the number of teaching hours the faculty member is assigned and that will be counted in workload.
Complete all other sections of sheet. Add the following part 2-

Part 2: Departmental Research- Unfunded research may be allowed up to 3 hours but must include Justification Form
(Justification Form will be submitted with final workload forms. **Any hours shown over 3 for Research must have had the approval of dean and Office of Vice President of Academic Affairs before the start of fall 2007 semester. If not approved, additional courses must be assigned**.
Part 3- Funded Research- must have an account number.
Has a PARF been submitted to assign salary to this account number for actual number of hours listed?
Part 4: Institutional service- List hours and description of service.
Part 5: Other

- Department chair/Academic Administration- Generally for department chairs or coordinators. Show hours and description of assignment.
- Coordinators-Show hours and description of assignment.
- Professional Service- Hours and Description of service.
- Other Assignments- Hours and Description of Service..

Part 6: Total the number of hours at bottom of printed sheet. This must total 15 hours for all faculty workloads.

8. Have sheet signed by faculty. This form must be signed/ dated by the **faculty member, chair and dean.** **Save copy of these forms for later use. They will be required in Annual Report at end of Academic year.**

9. Departments should also complete the Faculty Workload Summary (Attachment 2) that includes the credit hours assigned for all full-time and temporary faculty for the previous Fall semester.

10. You should also complete Attachment 3 detailing the administrative duties and assigned workload hours in your department

11. **Any overloads must be listed in the Overload Request –see Attachment 4.**

12. Submission of Departmental Workload Forms and Report—All workloads should be submitted to the Office of Academic Affairs by the college/ school dean (after their review and approval).
Please send this information to your department chairs with a submission date that allows you to submit all materials to Academic Affairs **by October 10.**
(Please call Dr. John T. Robinson if you want to use other formats developed by your college that would provide this same information.)

ATTACHMENT 2
TENNESSEE STATE UNIVERSITY
FACULTY WORKLOAD SUMMARY- FINAL
_____SEMESTER

College: _____
Department: _____
Prepared by: _____

NAME- LAST/FIRST	TEACHING HOURS ASSIGNED	ADMIN. HOURS	NON FUNDED RESEARCH HOURS	FUNDED RESEARCH	OTHER HOURS	TOTAL WORKLOAD HOURS

List all full time and temporary faculty scheduled for semester

You will need to have approval from the Workload Summary to the Vice President of Academic Affairs requesting any variances from listed workload (i.e., Overload requests, variance from standard three (3) research hours, changes in approved department chair or coordinator hours, special assignments, etc.) See attachment 3 and 4.

ATTACHMENT 3

FACULTY WORKLOAD REPORT
ADMINISTRATIVE DUTIES/ WORKLOAD HOURS- FINAL
_____ SEMESTER

Please list faculty name, assigned administrative duties and number of hours. You should list all department chairs, coordinators, special assignments, etc. Do not list research hours.
Department _____

FACULTY NAME	DUTIES(DESCRIPTIVE) EXAMPLES: DEPARTMENT CHAIR/ COORDINATOR, XYZ PROGRAM	# WORKLOAD HOURS PROPOSED FOR ASSIGNMENT
1.		
2.		
3.		
4.		
5.		
Total departmental administrative workload hours		

For any requested new administrative hours or any increase in currently approved hours, submit a written justification with this form.

RECOMMENDED APPROVALS

_____ _____
Department Chair Date

_____ _____
Dean Date

_____ _____
VPAA Date

ATTACHMENT 4
OVERLOAD REQUESTS
_____ SEMESTER

College _____

Department _____

NAME	ASSIGNED TEACHING HOURS	RESEARCH HOURS	ADMIN. OR OTHER HOURS	REQUESTED HOURS OVERLOAD	REASONS FOR OVERLOAD

RECOMMENDED APPROVALS

_____ _____
Department Chair Date

_____ _____
Dean Date

_____ _____
VPAA Date

ATTACHMENT 5

FUNDED RELEASED TIME JUSTIFICATION

_____ SEMESTER

COLLEGE/SCHOOL:

DEPARTMENT:

PROJECT TITLE:

RESEARCH SPONSOR:

CONTRACT NUMBER:

PROJECT DURATION:

TECHNICAL MONITOR:

PRINCIPAL INVESTIGATOR:

1.0 PROJECT DESCRIPTION

2.0 PROJECT GOALS (S)

3.0 PROJECT OBJECTIVES (S) FOR THE SEMESTER

4.0 EXPECTED RESULTS/DELIVERABLES FOR THE SEMESTER

RECOMMENDED APPROVALS

_____ _____
Faculty Date

_____ _____
Department Chair Date

_____ _____
Dean Date

ATTACHMENT 6
NON-FUNDED RELEASE TIME JUSTIFICATION*

_____ (semester)

FACULTY NAME: _____
COLLEGE: _____
DEPARTMENT: _____

PROJECT TITLE:

DESCRIPTION or OVERALL GOALS of RESEARCH PROJECT or ACTIVITY:

SPECIFIC GOALS for CURRENT SEMESTER:

EXPECTED DELIVERABLES for CURRENT SEMESTER:

Including the current term, how many semesters have you been given release time for this project?

If you have previously been given release time for this project, what was your most recent deliverable?

RECOMMENDED APPROVALS

_____
Faculty Member Date

_____
Department Chair Date

_____
Dean Date

***To be attached in PeopleAdmin with Overload Request.**

Procedure I-11.0: Grade Appeal

The University recognizes the right of a student to appeal a grade which she/he believes is incorrect and does not reflect the student's class performance. Issues related to harassment (sexual, racial, or other) should be referred to the Affirmative Action Officer.

STEPS:

1. Students who believe an incorrect grade was awarded should seek a resolution with the instructor as soon as possible. If the student is not satisfied after attempting to reconcile the matter with the instructor, the student may appeal to the head of the department. This appeal must be in writing, accompanied by all relevant supporting documents, and must be initiated within 30 calendar days of the beginning of the semester immediately following the semester in which the grade was awarded (excluding summer school).

2. The department chair should provide a copy of the student's letter to the instructor and request a written response from the instructor.

3. The instructor will provide the department chair with a written response within 10 working days. In instances where an instructor indicates to a student that a grade adjustment is warranted and fails to make the adjustment within ten working days, the student should inform the instructor's department chair. (Exceptions will apply when the instructor is not teaching, as in summer session, or when the instructor is on leave.)

4. If the student is not satisfied with the decision of the department chair, a further written appeal may be made to the dean of the college/school. This appeal must be made within ten calendar days of the decision of the department chair. After reviewing the appeal record, the dean must render a decision within ten days of the receipt of the appeal, after which the Vice President of Academic Affairs and Executive Vice President is the next level of appeal.

If the instructor happens to be the department chair or the dean, the appeal will be submitted to the next higher academic officer (that is, to the dean if the department chair is the instructor, or the Vice President of Academic Affairs and Executive Vice President if the dean is the instructor). In such cases the decision of the Vice President of Academic Affairs and Executive Vice President is final.

Grades, transcript information, drop/adds, withdrawals, and other data perceived by the student to be in error must be protested by the student within thirty days. Appeals made after this time will not be reviewed.

Procedure I-12.0: Grade Changes

This procedure is used to complete a Change of Grade Form* when a grade has been incorrectly awarded. To obtain official approval, the Change of Grade Form must be submitted according to the steps below.

STEPS:

1) If a student believes an incorrect grade was awarded, he/she should seek a resolution with the instructor as soon as possible.

2) If an instructor determines that he/she mistakenly awarded the student an incorrect grade, he/she should submit a Change of Grade Form (See the next page for a photocopy of the *Change of Grade Form*) to the department chair for approval. Secure the Change of Grade Form from the Records Office.

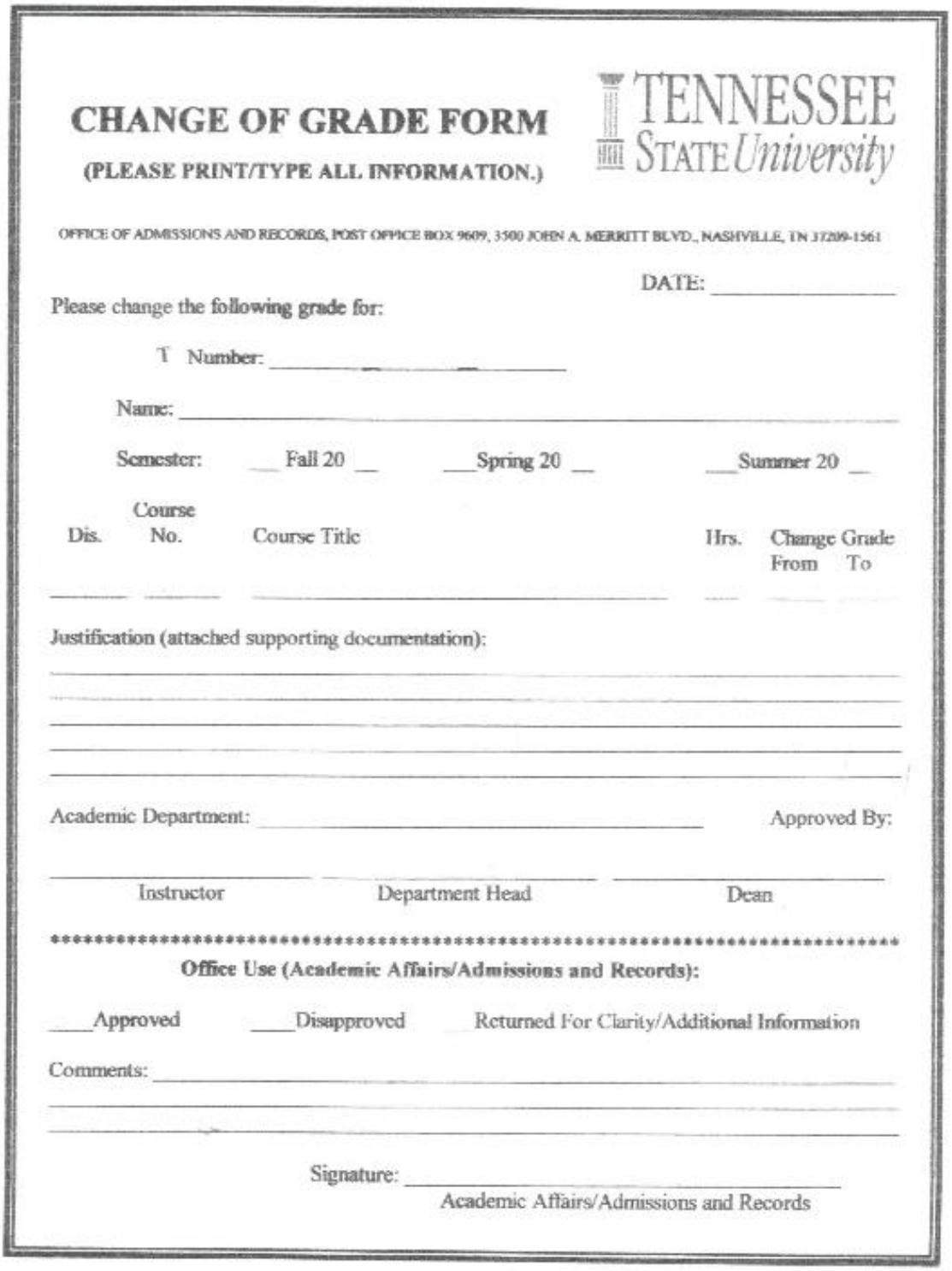
3) In instances where an instructor indicates to a student that a grade adjustment is warranted and fails to make the adjustment within ten (10) working days, the student should inform the instructor's department chair. (Exceptions will apply when the instructor is not teaching, as in summer session, or when the instructor is on leave.)

4) The department chair will submit the form to the dean for approval.

5) The change of grade form should be signed by the instructor, department chair, dean of the college, Office of the Vice President of Academic Affairs, and Records.

6) If the student is not satisfied after attempting to reconcile the matter with the instructor, the student may request a meeting with the head of the department to initiate the grade appeal process.

* Follow the Procedure for "I" Grade Replacement to remove Incomplete (I) Grades.



CHANGE OF GRADE FORM

(PLEASE PRINT/TYPE ALL INFORMATION.)

TENNESSEE STATE *University*

OFFICE OF ADMISSIONS AND RECORDS, POST OFFICE BOX 9609, 3500 JOHN A. MERRITT BLVD., NASHVILLE, TN 37209-1561

DATE: _____

Please change the following grade for:

T Number: _____

Name: _____

Semester: ___ Fall 20 __ ___Spring 20 __ ___Summer 20 __

Dis.	Course No.	Course Title	Hrs.	Change Grade From	To
_____	_____	_____	___	_____	_____

Justification (attached supporting documentation):

_____

_____

_____

_____

_____

Academic Department: _____ Approved By:

_____ _____ _____

Instructor Department Head Dean

****

Office Use (Academic Affairs/Admissions and Records):

____Approved ____Disapproved Returned For Clarity/Additional Information

Comments: _____

_____

_____

Signature: _____

Academic Affairs/Admissions and Records

Procedure I-13.0: "I" Grade Replacement

The grade of "I", Incomplete, indicates that the student's work in a course is incomplete but otherwise satisfactory. The steps below outline the processes for graduate and undergraduate students.

Procedure I-13.1: "I" Grade Replacement - Graduate

GRADUATE

Graduate instruction assumes that the student has both the interest and the ability to do independent study and research of outstanding quality. Thus, a graduate student must maintain a minimum average of —B (3.0 quality points on a 4.0 point system) in all graduate work. Course grades are A, B, C, D, and F. In master's degree programs, grades less than —C are counted in compiling the general average, but they may not be included in the requirements for the degree. For information about —C's in doctoral programs, please see specific program. The grade of "I", Incomplete, indicates that the student's work in a course is incomplete but otherwise satisfactory.

The —I grade must be removed from the graduate student's permanent record within one semester from the end of the term in which the —I grade was awarded. If all requirements for removal of the —I are not met within the period, the —I grade will be changed to —F by the Office of Admissions and Records. All enrollments in dissertation, thesis, or project writing courses shall carry the grade of —I until the project is completed. The final letter grade is awarded to each previous enrollment where an —I was awarded. (Graduate Catalog 2011-2013).

Procedure I-13.2: "I" Grade Replacement - Undergraduate

UNDERGRADUATE

Removal of —I grades: Incomplete is a temporary grade which must be removed from the undergraduate student's permanent record within one semester from the end of the term in which the —I grade was awarded. If all requirements of a course in which the —I was awarded are not met within one semester, the grade of —I will automatically convert to a grade of —F. Inasmuch as the awarding of an Incomplete is the decision of the instructor, it is the instructor's responsibility to inform the student an Incomplete was awarded and make him/her aware of what assignments must be completed to remove the —I.

Students are NOT to be instructed to re-enroll in any course or laboratory to remove an Incomplete. If the extent of the work to be done is such that the student needs to attend class, the student should be awarded an appropriate grade, and it becomes the student's decision, or requirement, to re-enroll in the course.
The —"I" grade may be removed by following the steps below:

STEPS:

1. Contact the instructor who issued the Incomplete, and complete all assignments required to remove the —I grade.
2. Conditions for Issuance and Removal of Incomplete (I) Grade (contract).
3. Secure the —I Replacement Form from the Records Office or download the form from www.tnstate.edu/records.
4. The –I Replacement grade must be submitted to the Records Office with the grade authorized by the instructor of the class and Department Chair of the discipline.

TENNESSEE STATE UNIVERSITY

RECORDS OFFICE, FLOYD-PAYNE CAMPUS CENTER, SUITE 305

"I" GRADE REPLACEMENT FORM

(PLEASE PRINT.)

"I" GRADE REPLACEMENT FORM

NAME _____ **T NUMBER: T**_____

LAST FIRST M.I.

SEMESTER: **FALL 20____** **SPRING 20____** **SUMMER 20____**

DIS.	**COURSE NO.**	**COURSE TITLE**	**HRS.**	**NEW GRADE**
(E.G. ENGL)	(E.G. 1010)	(E.G. FRESHMAN ENGLISH I)		

_____ _____

INSTRUCTOR'S SIGNATURE **DATE** **DEPARTMENT CHAIR'S SIGNATURE**
DATE

RECEIVED BY_____ **DATE ISSUED** _____

CONDITIONS FOR ISSUING/REMOVAL OF INCOMPLETE GRADE

(Please see reverse side for details)

TO: _____ T# _____

Course No. _____ Section _____ Title _____

Semester _____ 20 _____

The work you have completed to date in this course and your attendance has been satisfactory. I have awarded you an Incomplete ("I") grade for the reason stated below:

Reason for Awarding Incomplete

_____

_____

_____

Assignments/Examinations to be Completed

_____

_____

_____

_____

Date (s) Assignment (s) Due or Examination (s) to be Taken

_____

_____

_____ _____

Student's Signature Date

_____ _____

Instructor's Signature Date

Procedure I-14.0: Low-Producing Academic Programs

"In January 2010, the Tennessee Higher Education Commission, in consultation with the two systems, began reporting annually on the status of all facets of academic program productivity. THEC had for many years reported the performance of new programs and established programs on a cyclic basis. These separate reports met statutory requirements that the Commission evaluate proposed and existing academic programs to ensure their quality and viability, certify program demand, and avoid unnecessary duplication. The 2011 report, second in the series of annual reports, pulls together a comprehensive analysis of all program activity. The use of these data is fundamental to institutional, system, and state responses to the Complete College Tennessee Act of 2010 (CCTA). The comprehensive report and the data analysis behind it are intended to guide institutions in decisions about planning new programs, eliminating those for which student interest has diminished, and serving the state through mission distinction. The CCTA constitutes the framework for the 2010-2015 state Master Plan for higher education, the outcomes-based funding formula, and the sharpened emphasis on institutional mission differentiation. This public agenda requires careful planning for academic programs that are characterized by quality and strategic funding to meet the transformative legislation's goals of increased state educational attainment and economic development."

THEC reviews the degree productivity of each academic program at the end of the academic year. Programs that did not meet benchmarks during the monitoring period must complete a Program Productivity Plan that addresses deficiencies and provided specific plans for corrective actions. The Program Productivity Plan serves to help improve the program by helping institutions formulate a strategy to address enrollment, retention and completion goals.

Degree productivity for new academic programs is exempt from Program Productivity Plans for five years in the Post-Approval Monitoring (PAM) period. After that period, those new programs are monitored by THEC through the Quality Assurance Funding (QAF) program in the same manner as all other programs.

Programs underperforming at the end of the monitoring cycle are in true peril of failing to reach the institutionally developed projections that indicate success. Underperforming programs that complete PAM are monitored by THEC through the Low Producing Program evaluation. THEC can recommend termination of those programs that do not, over the monitoring period, show improvement. Universities must make decisions based on expenditures, degree productivity, and the demand for the program.

The FOCUS Act transfers the responsibility of TBR to the Board of Trustees for TSU. The TSUBOT is responsible for the oversight and review of academic program productivity in concert with the university leadership.

STEPS:

1. Dean/department chair reviews mature programs annually to determine if it falls or is approaching one of the following THEC standard definition of a low-producing program:

    a. BS – average fewer than 10 graduates over a 5-year period.
    b. MS – average fewer than 5 graduates over a 5-year period.
    c. PhD – average fewer than 3 graduates over a 5-year period.

These benchmarks are standard measures of productivity used by colleges and universities nationally.

The Tennessee Higher Education Commission (THEC) annual low-producing program review has the following two parts:

Part I: THEC annually issues a report of low-producing programs by July of the fiscal year.

Part II: TSU annually identifies low-producing programs to retain, consolidate, or terminate and reports actions to THEC by October 1, of the fiscal year.

Reporting Cycle: With the January 2010 report of the results of System actions, THEC will establish an annual cycle of program monitoring charted below:

For Current Delayed 2009 Study and January 2010 Report to THEC:

August 1, 2009	UT and TBR send 2008-09 report of graduates to THEC
November 1, 2009	THEC releases 2004-09 Low-Producing Program Report
January 2010	THEC reports UT and TBR program deletions / additions

2010

August 1, 2010	UT and TBR send 2009-10 report graduates to THEC
January 2011	2011 releases 2005-10 Low-Producing Program Report
January 2012	THEC reports UT and TBR program deletions / additions

2011

August 1, 2011	UT and TBR send 2010-11 report of graduates to THEC
January 2012	THEC releases 2006-11 Low-Producing Program Report
January 2013	THEC reports UT and TBR program deletions / additions

(a) If program is approaching low producing, applicable dean and department chair develops a plan of action for correction or recommendation for deletion and submit copy to the Vice President of Academic Affairs for review.

(b) Vice President of Academic Affairs and Dean will determine recommended action following THEC/TBR policies, guidelines, and schedule.

Procedure I-15.0: Memorandum of Documents Returned

When documents must be returned to the originator, the Office of the Vice President of Academic Affairs will attach a memorandum of ***Returned Documents Form*** and will put the form and original document in the college/department mail-out tray located in the Office of the Vice President of Academic Affairs. It is the responsibility of the dean or director to distribute the form to appropriate department within their respective unit for corrective action denoted. It is the goal of the Office of the Vice President of Academic Affairs to process all documents within a 48 hour period. Documents placed in the trays must be picked up daily.

STEPS:

1. Document delivered to Office of the Vice President of Academic Affairs.
2. Document dated and time stamped when received at the front desk.
3. Document reviewed by Assistant to Vice President of Academic Affairs.
4. Documented reviewed by Associate Vice President and acted upon.
5. Document returned to Assistant to Vice President of Academic Affairs for scanning, Vice President of Academic Affairs approval (contracts only).
6. Document scanned.
7. Distributed to the next processing office (budget, legal, EEO/AA, grants accounting, as applicable).
8. Return incorrect or incomplete documents to person whose name is circled on the *Memorandum of Documents Returned* (see next page).

OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS
MEMORANDUM OF DOCUMENTS RETURNED

A COPY OF THIS FORM MUST BE RETURNED WITH CORRECTED DOCUMENTS OR DOCUMENT WILL BE RETURNED UNPROCESSED.

Date: _____

To: _____

FROM: Pat Crook/Tamica Davidson/Cordia McCutcheon

THIS DOCUMENT WAS RETURNED FOR THE FOLLOWING REASON(S):

☐ **Budget Revision/Transfer Voucher/Extra Service Pay**
- ☐ Attach in People Admin
- ☐ Missing fringe benefits
- ☐ Incomplete/Incorrect FOAP
- ☐ Department Head/Dean signature
- ☐ Other:

☐ **Contract Routing and Approval Form**
- ☐ Pre-approval form for contracts and agreements
- ☐ Department Head/Dean Signature
- ☐ Account Number Missing
- ☐ Justification Letter for using external TSU person for contract
- ☐ No cost clinical agreement (requires only dean's signature on contract)
- ☐ Start date of contract is prior to current date (Justification for late submission not attached)
- ☐ Matching and In-Kind funds need FOAP identification
- ☐ SciQuest Purchase Requisition/Order not attached
- ☐ **Other:**

☐ **Emergency Employment Form**
- ☐ Department Head/Dean signature missing
- ☐ People Admin Notice of Appointment form missing
- ☐ Incorrect FOAP on Notice of Appointment Form
- ☐ Date on Notice of Appointment Form does not match date on Emergency Employment Form
- ☐ Type of employee requested (i.e. Adjunct, Full Time Temp, Teaching Grad Ass't, Clinical Supervisor)
- ☐ **Other:**

☐ **Request for Work-Aid Student Services**
- ☐ Start date cannot be before HR approval date
- ☐ Rate of Pay appears higher than allowed (attach justification)
- ☐ Missing signature of dean/director/department head
- ☐ Missing FOAP
- ☐ Other:

☐ **Request for Overtime**
- ☐ Start date cannot be before HR approval date (advance approval by VPAA and President required)
- ☐ Rate of Pay appears higher than allowed (attach justification)
- ☐ Missing signature of dean/director/department head
- ☐ Missing FOAP
- ☐ Other

☐ **Authorization to Credit Award To Student Account**
- ☐ Need graduate school approval
- ☐ Missing or incorrect FOAP
- ☐ Missing signature of dean/director/department head
- ☐ **Other:**

☐ **Other**
- ☐
- ☐
- ☐

Revised November 6, 2018

Procedure I-16.0: Organizational Charts (updating and developing)

Organizational charts of unrestricted positions assigned to each unit will be initially developed by the Office of the Vice President of Academic Affairs in collaboration with the appropriate dean's office. The positions on the chart will be unrestricted positions (except in units with major external-funded structures) assigned to each unit as supported by the applicable Unrestricted Personnel Budgets. The charts will be submitted to the dean's office for review and distribution to the units under the respective college's auspices.

STEPS:

1. An email will be sent in July or August of each new fiscal year to the dean's office designated representative. Upon receipt, the representative should review charts for college/department/units submitted by the Office of the Vice President of Academic Affairs annually or by date of newly established unit and major changes in the organizational structure within the fiscal year.

2. Compare unrestricted positions on chart(s) with personnel budgets emailed in July or August of each new fiscal year depending upon receipt by the Office of the Vice President of Academic Affairs from the Budget Office.

3. If restricted position(s) are to be included on chart, indicate the position number and note "restricted" in the applicable box.

4. Do not include temporary or unfunded or unrestricted positions on the chart.

5. Make corrections on the electronically shared charts using SmartDraw software (i.e., employee name, position number) on the chart(s), as needed. Units with 2 or less departments will make changes on hard copies and email changes as described in Step 9. Contact the Office of the Vice President of Academic Affairs (Ms. Tamica Davidson) for the software license key.

6. Restructures must be approved by the Office of the Vice President of Academic Affairs, (President and/or TSU Board of Trustees, as applicable), prior to implementation of the change.

7. Positions, titles, and numbers for employees listed on the chart must be consistent with those listed on the personnel budget. If separation papers are submitted for an individual, replace the name of the individual with "Vacant" on the organization chart and notify the Office of Vice President of Academic Affairs as described in Step 9.

8. Promotions and title changes are not official until approved by the Human Resources Offices following proper protocol and established policies and procedures of the University.

9. Notify the department head/director, dean, and Office of the Vice President of Academic Affairs (Ms. Tamica Davidson) of any revised charts via email (be sure to include the SmartDraw filename of each revised chart or attached hard copy with revisions) with copy to Associate Vice President (Dr. Pat Crook) in the aforementioned sequential order. The Office of the Vice President of Academic Affairs will then post revised charts on Academic Affairs webpage within two (2) business days.

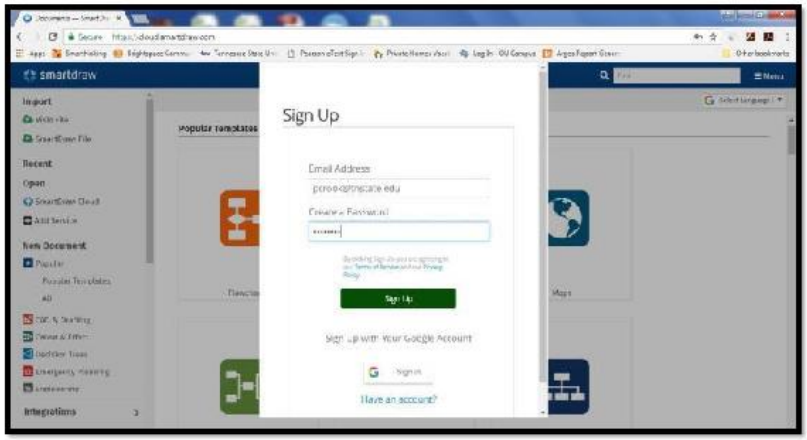
10. If you are the dean's office designated representative, see the instructions on accessing the SmartDraw software and updating the organization charts below:

Instructions For Accessing SmartDraw Software & Updating AA Org Charts

Tennessee State University
Office of the Vice President of Academic Affairs

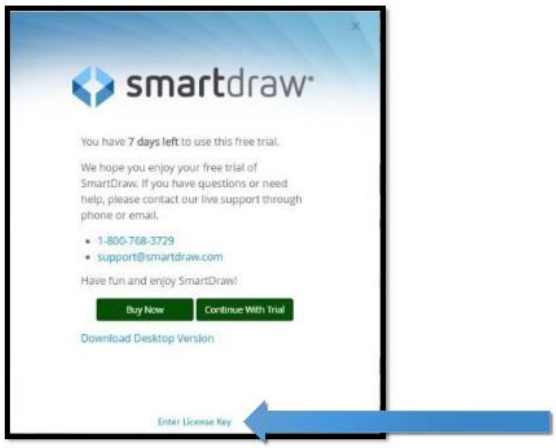
Instructions for Accessing SmartDraw Software

- Step 1: Launch SmartDraw Cloud: https://cloud.smartdraw.com/ in Google Chrome (you can use any web browser; however, Google Chrome is recommended).
- Step 2: Sign up using your TSU email address:



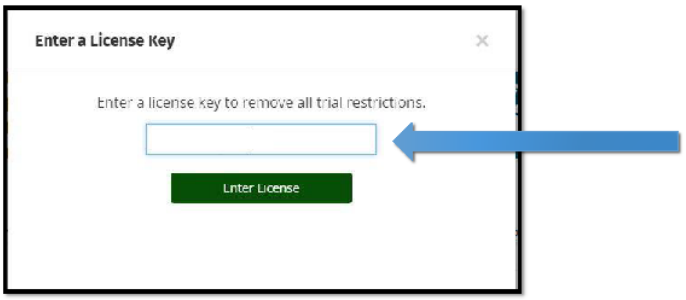
Instructions for Accessing SmartDraw Software

- Step 3: Click on ***Enter License Key***:



Instructions for Accessing SmartDraw Software

- Step 4: ***Enter the License Key***

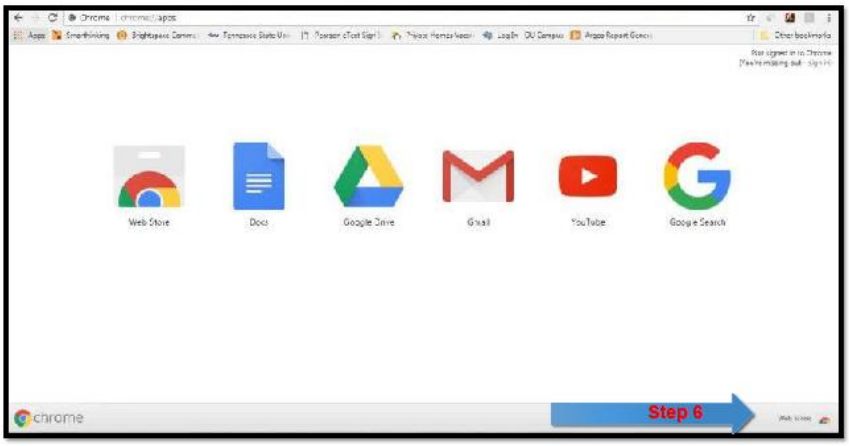


Instructions for Accessing SmartDraw Software

- Step 5: Open Google Chrome App from Google (www.google.com)

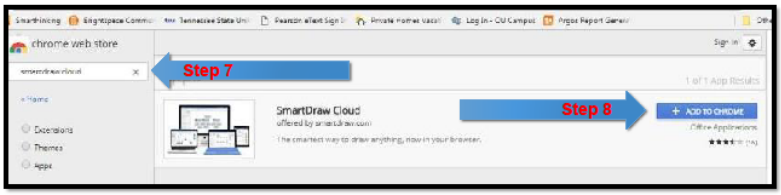
Instructions for Accessing SmartDraw Software

- Step 6: Open Google Chrome Web Store:



Instructions for Accessing SmartDraw Software

- Step 7: Search for *SmartDraw Cloud* app
- Step 8. Click on *Add to Chrome*



Instructions for Accessing SmartDraw Software

- Step 9: Add App

You are now ready to begin to update the TSU Academic Affairs Organizations Charts using the SmartDraw Software!!

Questions or Need Further Assistance with this Installation?
Contact Dr. Cheryl Seay – cseay1@tnstate.edu

Procedure I-17.0: Overtime Authorization and Compensatory Time

Compensatory time and overtime payments shall be available to clerical and support employees only. Tennessee State University has a 37.5 hour work week. Both compensatory time and overtime pay shall be granted at the straight time rate for hours worked up to 40 in a work week and at time and one-half for any hours in excess of 40 in a work week. All overtime pay must be approved by the Vice President and the President before the hours are worked by the employee. Hours worked on official holidays will be paid as premium overtime. Personnel Policy **(6.27)**

STEPS:

1. The immediate Supervisor of the employee(s) requiring overtime must initiate an Overtime Authorization Form
2. The director or the department chair/dean must approve the overtime and forward to the appropriate vice president for approval.
3. The vice president must approve the overtime and forward to the Budget Office for approval.
4. The Budget Office will forward the approved Overtime Authorization Form to the President for approval.
5. After all approvals have been received; the copies of the Overtime Authorization Form will be distributed as follows:

Compensatory Time - Employees shall receive compensatory time for overtime hours worked without prior approval, unless otherwise provided as an emergency exception to these policies.
Working more than 37.5 (or 40.0 hours) per week is not authorized without approval, in advance, by the appropriate vice president and the President. When properly approved, compensatory time for hours worked in excess of 37.5 (or 40.0 hours) will be handled as described below.

- Compensatory time granted for hours worked between 37.5 and 40.0 will be at straight time (1.0 hour for 1.0 hour worked).
- Compensatory time granted for hours worked over 40.0 will be at time and one-half (1.5 hours for 1.0 hour worked).
- Compensatory time not taken during the pay period (month) in which it was earned will be banked, up to maximum accumulation of 240 hours.
- TSU Police Department personnel (except office/support/civil employees) may accrue up to a maximum of 480 hours.

Procedure I-18.0: Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) has many names: credit for prior learning, experiential credit, lifelong learning credit, and many others. Simply, PLA is the process by which a student gains knowledge outside of college and has that knowledge assessed for **college level** credit. PLA is not "giving away" credit based on experience, as the student **must prove** he or she has the required knowledge and that that knowledge is **at the college level** to the **satisfaction of academic experts**. This process is typically not easy.

STEPS:

- Students knowledge is demonstrated in many forms which falls into three broad categories:
- **Credit by examination** (AP, CLEP, DSST, course challenge exams, etc);
- **Credit recommendations for training** (ACE milltary and workplace training credit recommendations); and
- **Portfolio assessments** (student-supplied written narrative and documentation).
- **Students typically do not know PLA is an option.** When presented with the option, most potential adult students think PLA is a good idea and it will affect their decision to return to school. Please consider making PLA a regular part of your advisement sessions with new students, especially incoming adult students.
- **PLA has recently become more standardized.** Tennessee public and private colleges and universities have collaborated to develop *Standards in PLA Policy and Practice* to promote quality assurance and greater consistency among institutions. In FALL 2013, these Standards were adopted by TBR into policy and guidelines and were endorsed by the TIUCUA board. UT has also agreed to several key components of those standards, including transferability. So, while some variation will still exist between and within institutions, you should see some changes in the near future if not already.
- **PLA credits transfer**. The TBR and UT systems have agreed to allow PLA credits that fall within the Tennessee Transfer Pathways (TTP) to transfer in the same manner as their course equivalencies do. They are to be treated the same as if they were traditional classroom based courses. Furthermore, in cases where the credit does not automatically meet TTP requirements, "Students who transfer to a TBR …community college or university may have their PLA credits transferred to that institution as long as the credits are applicable to the degree or certificate the student has declared and the transfer institution's policy grants credit for that type of PLA credit."
- **Advise students**—Particularly adults, to consider PLA as an option so that students can more quickly reach your upper level courses.
- **Make sure you know that the CONTACT PERSON at TSU** will have answers to common PLA questions and be able to refer students to the best person.

MS. ADRIAN MILLER, Coordinator Student Support Services **615-353-3577**
Center for Extended Education / AWC amiller9@tnstate.edu

Procedure I-19.0: Professor Emeritus

A tenured faculty member who has served the university with distinction over a period of years may be awarded the title of Emeritus or Emerita upon retirement. These individuals will be granted certain rights and privileges in recognition of their honored role in the University community and their ongoing potential for contributions to the intellectual and cultural life of the University. The President may confer the title of Emeritus upon any retiring tenured professor (after ten years), tenured associate professor (after 15 years), or tenured assistant professor and instructor (after 20 years) who has given honorable and distinguished full-time service to the University. The conferring of the emeritus title must be recommended by the appropriate Department Chair, Departmental rank and tenure committee, dean, school and/or college rank and tenure committee, University personnel committee, and the Vice President of Academic Affairs. The title will follow the regular professional title, e.g., Professor of History, Emeritus, or Associate Professor of Business, Emerita.

STEPS:

I. Eligibility

The President may confer the title of Emeritus upon any retiring tenured professor (after ten years), associate professor (after 15 years) assistant professor and instructor (after 20 years) who has given honorable and distinguished full time instruction and research and administrative service to the University. Tenured faculty members who have served in an administrative capacity may also be eligible for emeritus status.

II. Nominations/ Recommendations/ Appointments

1. Retiring TSU faculty/ retired faculty may nominate themselves to their college dean.
2. Faculty member may be nominated by Faculty Senate, department chair, or the college/ school dean.
3. Previously retired tenured professors may apply or be nominated to become Professor Emeritus.
4. Each college / school should have a committee to review and recommend tenured faculty members for the Professor Emeritus appointment
5. Recommendations should follow administrative approvals through department chairs and deans to the Vice President of Academic Affairs.
6. Nomination should reach the Vice President of Academic Affairs at least 8 weeks prior to the end of nominee's last semester with the University as a faculty member.
7. The Vice President of Academic Affairs will review all previous recommendations and make a recommendation to the President to either confer/ not confer emeritus status.
8. Upon verification of the eligibility as stated above in (I (1)), but no later than the end of the last semester of the faculty's full-time employment at TSU, the President will grant the rank/status of Emeritus (Professor, Associate Professor, Assistant Professor, Instructor).

*A nomination should be supported by a minimum of three full professors of Tennessee State University, comprising representation from at least two different areas of the University.

III. Obligations of Tennessee State University Benefits

1. Provide free faculty parking, TSU ID card.
2. Provide library services access.
3. Subject to budgetary constraints conference registration and travel when representing the department/school/University.
4. Provide faculty discount to all University affairs.

IV. Emeritus Obligations to the University

The Professor Emeritus will:

1. Identify himself or herself as an Emeritus faculty member from TSU in any professional activity that pertains to prior service at the University and use of its resources.
2. Make every effort to serve on University committees and participate in other research, service, and teaching activities.
3. Adhere to the highest academic, civic and ethical standards as expected from any faculty member.
4. Agree that there is no remuneration received by the holder of the title, and he/she does not exercise any of the normal administrative functions associated with the title professor. By virtue of the title, the recipient is not entitled to membership in the Faculty Senate or any other University body.

V. Documentation required for a nomination is:

1. A summary statement of desire to become Professor Emeritus;
2. Detailed faculty CV; and
3. Statements of support from current faculty members and any other statements in support of the nomination; and
4. A written citation on behalf of the nominee of no more than three pages and in a style suitable for reading out at a conferral ceremony.

TBR Authority: **Policy 5-02-01-10**
http://www.tbr.edu/policies/default.aspx?id=1470

Procedure I-20.0: Readmission into Graduate Programs

Readmission applies to those students who have not been in continuous enrollment in the School of Graduate and Professional Studies. For example, students who did not enroll in courses during Fall or Spring semester of a given academic year must reapply for admission to the School of Graduate and Professional Studies.

STEPS:

1. Complete the online application form and be sure to check READMISSION.

2. No application fee is required for readmission.

3. Request the registrar at universities attended, during the period that you were not enrolled, to send official transcripts to the School of Graduate and Professional Studies.

Procedure I-21.0: Request for Books to be Included in Library

STEPS:

1. www.tnstate.edu/library
2. Then scroll to the 'I WANT TO…' section of the page and select "Suggest a Purchase".
3. You should now see the screen "TSU Library Book Order Request Form." (See Sample Below.)
4. Complete the form and click Submit.

TSU Library

Libraries & Media Centers
Tennessee State University
3500 John A. Merritt Blvd.
Campus Box 9597
Nashville, TN 37209

Phone: (615) 963-5230
E-Mail

Book Order Request Form

Book order requests can be submitted by completing the form below. All fields are **required** except edition and volume. Please check the online catalog to make sure that the titles are not already in the library's collection.

Due to budget constraints, the library generally does not purchase duplicates of titles, nor does it purchase required classroom textbooks. This form is for book requests only. All audiovisual requests should be forwarded to the Media Centers. Ordering information and title selections can be located in Books in Print or Midwest Library Services InterACQ. A password is required for the InterAcq System. Please contact Glenda Alvin at x5230.

Requestor Information:

Name:
Name is required -only letters allowed

Email:
Email is required

Daytime Phone (xxx-xxx-xxxx):
Invalid Phone Number

Departmental fund number:

Notify when received?

You are:
Faculty

Item Information:

Title:
Title is required (no special characters allowed)

Author (enter first name first):
Author is required(no numbers, commas, periods, etc. allowed)

Procedure I-22.0: Requested Use of Salary and Benefits Savings from non-faculty positions

All vacant faculty (61200) and administrative positions (61100) are budgeted at $40,000 plus 35% benefits. Non-faculty and administrative positions are budgeted at a lower amount comparable to the position classification. Funds are budgeted for hiring permanent and temporary employees until position can be filled. Salary and benefits savings from vacant positions belong to the University. However, the University may allow salary saving to be used for non-personnel (i.e., operating) purposes at the discretion of the Vice President of Academic Affairs. If funds budgeted in a position are used during the fiscal year, and the position is subsequently filled, the department/college will be required to restore the position back to the amount originally budgeted or needed to pay the contracted amount of the newly hired employee in the respective position number. The following steps should be used if the position is vacant and salary savings and benefit are needed:

STEPS:

1. Identify vacant non-faculty position number and FOAP.

2. Make sure Employee Termination Form (found at the Human Resources Forms webpage) has been completed and processed in the PeopleAdmin System and Human Resources. The employee termination form should be immediately submitted upon notification of employee separation from the University (at the end of each semester for one semester temporary faculty, and at the end of the academic year for one-year temporary employees). A Notice of Separation must be sent to all employees at least 30 days in advance of termination, including employees on restricted grant and contract accounts.

3. Contact Office of the Vice President of Academic Affairs (AVP Dr. Pat Crook) to determine available funds in vacant position as reflected in Banner HR Production. The attached **Salary Saving Request Forms** can be used for making the request.

4. Request amount and purpose of requested funds using the salary saving request form.

5. Prepare **Budget Revision Form** (which may be retrieved from the Budget web site) to transfer amount requested from the appropriate position number or account. If funds to be used to support personnel cost in the same FOAP, an entry for benefits is not needed. No funds may be transferred from an unrestricted to a restricted funds account or the TSU Foundation.

6. If funds will be transferred to a different FOAP, the budget revision entry for salary and benefits (35%) must be reflected on the Budget Revision Form.

Request for Use of Salary Savings Form

Requesting Department_____

College _____

FOAP _____ Position Number (Unrestricted funds only) _____

Explanation for Need and Use of Salary Savings Request

_____

_____

_____

_____

Requested by:_____
Department Chair (only)

Approval:_____ _____
Dean Date

(check one) _____ Approved _____ Denied

_____

Office of the Vice President of Academic Affairs (Associate Vice President)

- No funds can be transferred (via budget revision) to a restricted or TSU Foundation FOAP

Procedure I-23.0: Scholarships and Authorization to Credit Student Account Forms

When monies become available for students, complete the **Authorization to Credit Award to Student Account Form.** Money can be from scholarships and/or research grants.

STEPS:

- Check decentralized budget to insure funds are available.
- Complete The Authorization to **Credit Award to Student Account Form**
- Use the FOAP based on the source of funds. Unrestricted (state **F**OAP = #**110001**)

Restricted (grants **F**OAP = #**2XXXXX**). Foundation (**F**OAP # **7**XXXXX)

- Make sure to record transaction on the college's decentralized log.
- Enter transaction in PeopleAdmin with attached document from step two.
- Forward the form to the department chair/dean for review and action.
- Then, for further review and action, either: (a) for Unrestricted: Send to the Budget Office; (b) for restricted: send to Grants Accounting; or, (c) for Foundation accounts: send to Director of Foundation.
- Fax the form with account to X2929 by deadline date: Fall and Spring semesters July 15

Summer semester April 1st.

- For Graduate Assistantships: Please submit to the Graduate School 14 days prior to the deadline date. The Graduate School will fax to Scholarships Office by the deadline date.

Scholarships/Grants: Please fax form with account # and required Dean/Department Head/Principal Invest Signature to 615-963-2929 by the Deadline Date for the desired Semester.
Graduate Assistantships: Please submit to the Graduate School 14 days prior to the deadline date. The Graduate School will fax to Office of Scholarships by the deadline date***

Scholarships/Grants/Graduate Assistantships Deadline Dates	
Fall & Spring Semester	July 15th
Summer Semester	April 1st

Tennessee State University

Office of Scholarships

AUTHORIZATION TO CREDIT AWARD TO STUDENT ACCOUNT

(All Information must be typed.)

Name of Scholarship: _____ **Contact Name:** _____ **Phone:** _____

Student Name	T-Number	Amount	Refund Authorization (Yes/No)	Academic Year e.g. 2009-2010	Comments
Total					

Budget & Fiscal Planning (Account # Starting with 1 Fund)

_____
Fund ORG ACCT. & Program

Dean/Dept Head- Approval/Date:

_____

Budget Office- Approval/Date:

_____

Grants Accounting (Account # Starting with 2 Fund)

_____
Fund ORG ACCT. & Program

Principal Invest- Approval/Date:

_____

Grants Accounting- Approval/ Date:

_____

Foundation (Account # Starting with 7 Fund)

_____
Fund ORG ACCT. & Program

Dean/Dept Head- Approval/Date:

_____

Foundation Director- Approval/Date:

_____

Assoc. VP Business & Finance- Approval/Date:

_____

Office of Financial Aid-

Approval/Date: _____

Revised 12/01/09

Procedure I-24.0: Study Abroad Programs

- **STUDY ABROAD PROGRAMS**

ODIA offers TSU students education abroad program options within 25 different countries. While it is quite beneficial for students to have a wide variety of choices, it can also be somewhat overwhelming. Therefore, we highly recommend that students read these brief descriptions below before researching programs to assist with their navigation and understanding.

TSU Faculty Led Programs

TSU faculty member(s) teach TSU courses which are specifically designed for the overseas location. Each program provides students with an academically enriching experience in the host country while also providing culturally relevant excursions that complement the academic experience. Programs are taught in English (with the exception of language credit programs) and are generally 3-6 credit hours. TSU Faculty Led Programs are available in the summer and are 2-4 weeks in duration, although a few options during spring and fall breaks also exist. While any student can participate in Faculty-Led programs, they work especially well for those who have not traveled abroad previously, are seeking more guidance and structure, and would prefer to travel with a group.

I. Consortia: TnCIS, Scholar Laureate, and Mid-Continent

TSU is affiliated with three Consortia program options. The Tennessee Consortium of International Studies (TnCIS) is the most popular program with our students. These programs are very similar to Faculty-Led programs in that the courses are taught by the U.S. Consortia member faculty (which sometimes means a TSU professor), are typically 2-4 weeks in duration throughout the summer, provide a good deal of structure and support as a group option, and provide the student with three (3) credit hours.

II. Exchange Programs: International Student Exchange Program (ISEP)

These programs are offered through bilateral exchange agreements between TSU and our partner universities abroad or within the ISEP network. Exchange options are generally offered as semester or full academic year in length and require the student to be enrolled in a full-time course load each term. Participants will be enrolled as regular students at the partner university but will pay TSU fees for tuition (and sometimes room and meals depending on the exchange agreement). At the same time, students from these partner universities come to study at TSU. Exchange programs are ideal for students who want to challenge themselves by fully integrating into the day-to-day academic and personal life of the host country. Because these programs do not offer the level of support as our other options, participants should be highly motivated, interested in planning their own semester activities and excursions, and feel comfortable seeking out details without a great deal of guidance.

III. Other Options:

Program Providers: CIEE, GlobaLinks, ISA, LAC, and USAC

TSU is affiliated with particular third-party provider organizations to supplement the overall portfolio of education abroad options. There are hundreds of third party provider programs in existence. These programs work well for students who want the immersion of attending a foreign university, but are seeking a high level of support both here in the U.S. prior to departure and while abroad. Application procedures and deadlines vary by provider and programs range in length from a few weeks during the summer or winter to a full academic semester or year

- **SCHOLARSHIP AND FINANCIAL AID**

Numerous scholarships are available to students wishing to study abroad. Additionally, students may be able to use their financial aid while studying abroad. To find out if aid can be used while studying abroad, a student may contact any counselor in the TSU Financial Aid Office.

The following list includes but is not limited to information on existing aid and will assist the students in finding other sources.

A. TSU's Study Abroad Grant:
This grant is available to qualified full-time and degree seeking TSU students. The grant award is half of the program fee with a $3,000 limit for approved individual student study abroad programs. This grant award application opens in September and closes in December of the Fall semester prior to the next calendar year's summer execution. Example: For travel during the summer of 2015, grant applications will be accepted from September 2014– December 2014.

B. Program-specific scholarships
There are various programs offered through the Office of Diversity and International Education (ODIA), many of which have their own unique scholarships to help students with expenses abroad. The following websites provide information on possible opportunities and procedures for applying.

ISEP:
http://www.isep.org/students/Programs/financial_aid_scholarships.asp

ISA:
http://studiesabroad.com/interested/document/scholarships

GlobaLinks (AustraLearn, AsiaLearn, EuroLearn):
http://www.globalinksabroad.org/study_abroad/scholarships/
(Click on Study Abroad, then Scholarships)

USAC:
http://usac.unr.edu/money-matters/financing/scholarships-and-discounts

C. TSU Financial Aid
It is advisable to search out all scholarship opportunities before using federal loans, however many students take out loans as a safety net in case problems arise abroad. Students may be able to use their financial aid while studying abroad. The TSU Financial Aid Office can counsel students on availability of funding.

D. Gilman scholarship:
This scholarship is awarded to U.S. citizens that are recipients of Pell Grants. The length of study has a minimum of four weeks; students who have never been abroad before and are traveling to non-Western European nations are

the most competitive. The application form and current deadlines can be found at www.iie.org/en/programs/gilman-scholarship-program.

E. Boren scholarship:
NSEP (National Security Education program) will award students up to $10,000 for undergraduate students studying in non-traditional (non-Western European) areas. This is a competitive scholarship; application can be found at http://www.borenawards.org/.

F. Fulbright, and other International competitive undergraduate opportunities:
http://www.cies.org/

G. Fund for Education Abroad (FEA):
Scholarships, of up to $5000 are intended to support students planning to participate in a high-quality, rigorous education abroad programs of 4-weeks or longer.
http://www.fundforeducationabroad.org/

H. Diversity Study Abroad Scholarships:
Diversity Abroad partners with dozens of study abroad organizations. Several of these organizations offer diversity study abroad scholarships.
http://www.diversityabroad.com/minority-study-abroad-scholarships

I. General Search Engine for Study Abroad Funding Opportunities:
This valuable funding resource allows students to search by country or subject to find study abroad funding information. It is a comprehensive database of study abroad scholarships, fellowships, and grants can help make any student's dream of studying abroad a financial possibility and a profound reality.
http://www.studyabroadfunding.org/

- **STEPS TO STUDYING ABROAD**

STEPS:

1. Attend a Study Abroad Information Session (highly recommended). Three information sessions will be held during each Fall semester. No reservations required. Dates and times will be announced and available on the ODIA website.

2. Select the Country, Program, and Course for the study abroad/student exchange experience. Click on these links:
   http://www.tncis.org http://www.isep.org http://www.scholarlaureate.org

3. View Countries, Programs, and Course offerings provided by the Tennessee Consortium for International Studies (TnCIS) and other programs available to discover the world. **It is recommended that students begin this process at least 6-12 months in advance of the term in which they plan to study abroad.**

4. Meet with a Study Abroad Advisor in the Office of Diversity and International Affairs. No reservations required. Dates and times will be announced and available on the ODIA website. Appointments can also

be made by emailing the Director of International Education, Mark A. Brinkley, mbrinkley1@tnstate.edu. During this session, the student will be guided through the study abroad process including program research, course options, scholarships, budgeting, and the application procedures. An advising session will be more productive if some research has been conducted online prior to the meeting.

5. Complete the application process for the program selected. The applications for individual programs and the ODIA-Study Abroad Grant are two distinct processes. Both applications must be completed. **Deadlines for actual Study Abroad Programs (Step 4):** Deadlines will be announced and made available on the ODIA website. Students are responsible for meeting their specific program deadline.

6. Complete and submit an application for an Office of Diversity and International Affairs (ODIA) -Study Abroad Grant. This grant could provide up to 50% of the program cost up to $3,000. Additional financial aid may be available.

7. Contact the Office of Financial Aid for details and to confirm potential eligibility. A PDF file of the student transcript and passport is needed. ODIA will hold a passport fair each semester to assist students with obtaining or updating passports. Notification of student awards will be made in February.

8. Students are required to attend the MANDATORY Pre-departure Orientation. Dates and location will be announced and available on the ODIA website.

Procedure I-25.0: Summer Session Conditions

Procedure I-25.1: Introduction to Summer Sessions

The summer sessions are designed to offer high-quality instructional programs within several calendar periods: Maymester (three weeks), five weeks (Session I or Session II), and ten weeks (Full Session). All sessions are intended for rigorous courses designed either to fulfill degree requirements or to otherwise promote life-long learning. Additionally, Summer school may offer a range of non-degree-credit courses and activities (e.g., conferences, seminars, mini-courses, and workshops) that do not require extensive extra-classroom assignments.

Procedure I-25.2: Contract Development

All summer contracts must be submitted in the PeopleAdmin system. All contracts must be entered by the academic departments where a faculty member is assigned. Contracts for full summer classes should be from June 3—August 12, 2019. This allows faculty to participate in summer registration

- Maymester contracts run from May 6 – May 28, 2019
- Summer 1 contracts run from June 3—July 5, 2019
- Summer 2 contracts run from July 8—August 12, 2019

Procedure I-25.3: Summer Contract Numbers: (See decentralized college budgets)

Use the **NOTICE OF SUMMER APPOINTMENT**, with appropriate Addendum, for all faculty members who were regular tenured/tenure track faculty during the previous semester. It is vitally important that the correct salary of the faculty member is entered. The correct decentralized account numbers must be used for summer 2019. All summer contracts must be entered into People Admin with appropriate attachments.

- Use the Tennessee State University ADJUNCT APPOINTMENT form in People Admin for all part-time faculty members and faculty who were on a temporary contract during the previous semester. Under special conditions, list the course numbers and hours scheduled to teach.
- **PARFS TO REDUCE OR INCREASE SUMMER EMPLOYMENT FOR FULL SUMMER AND SUMMER I MUST BE SUBMITTED BY May 31, 2019. For SUMMER II, the deadline is July 5, 2019.**

Procedure I-25.4: Calendar of Administrative Dates

April 23, 2019	Contracts Summer I and Full Summer must be uploaded in BANNER for Research Faculty.
April 23, 2019	Contracts Maymester, Summer I, Full Summer for Teaching Faculty must be entered into *PeopleAdmin*
May 31, 2019	Summer II Contracts and payroll data forms must be entered into *PeopleAdmin*
May 31, 2019	PARFs for revised duties for Summer I and full Summer sessions must be submitted
July 5, 2019	PARFs for revised duties for Summer II

Procedure I-25.5: Summer Schedule ***Projected 3 week schedule- subject to change**

SUMMER TERM 2019	
Maymester 2019	
May 6	Registration-Maymester only
May 6	Classes begin for 3-week session.
May 10	Last day to withdraw from courses
May 23	Last day of classes
May 28	Faculty must have posted all grades via "MyTSU"
Full – 10-Week Session	
April 2 – May 28	Registration-All Summer Sessions
June 1	Residence Halls open
June 3	Classes begin for full 10-week session.
June 3-5	Late registration/Schedule Adjustments
July 4	Holiday Observed – check with HR
July 12	Last day to withdraw from 10-week courses
July 12	Last day to withdraw from University-Counseling Center
Aug 9	Last day of classes
Aug 12	Faculty must have posted all grades via "MyTSU"
Session I – Five-Week Session	
June 3	Classes begin
June 3-5	Late registration/Drop/Add
June 21	Last day to withdraw from First-session courses
June 21	Last day to withdraw from University-Counseling Center
July 4	Holiday Observed
July 5	Last day of classes
Session II – Five-Week Session	
July 8	Classes begin
July 8-10	Late registration/Drop/Add for Summer II
July 26	Last day to withdraw from Second-session courses
July 26	Last day to withdraw from University-Counseling Center
Aug 8	Last day of classes
Aug 12	Faculty must have posted all grades via "MyTSU"

Final examinations for summer semesters will be scheduled during the last official meeting date/ time for each specific course.

Procedure I-25.6: Selection of Faculty

Summer sessions are separate assignments from regular academic-year appointments. Regular academic-year faculty members, as well as part-time faculty members, may have the opportunity to teach courses during these summer sessions; however, summer teaching is not a contract right of faculty.

All faculty appointments will be contingent upon enrollment, the availability of funds, and academic need. Furthermore, appointments will be governed by the laws of the state of Tennessee, the established policies of the Tennessee Board of Regents, and the policies of Tennessee State University.

Procedure I-25.7: Summer Teaching Load of 9-Month Faculty

The maximum instructional load of faculty members on 9 month academic contracts will be three classes per summer with no more than two classes in any one session. Requests for exceptions to this policy must be made to the Director of Summer School prior to the scheduling of classes.

Also, TBR Policy 5:02:04:10 stipulates that regular faculty members be compensated for summer session at the rate of 1/32nd of the individual faculty member's preceding academic year salary per credit hour taught. This rate is based on the presumption that summer teaching assignments are proportionally similar in nature and extend to those carried out during a regular term. The implication here is that, in summer sessions, faculty members will carry out the normal teaching and non-teaching responsibilities (e.g., 750 minutes of instruction per credit hour, as well as advising and committee work) related to their status as faculty. (See Addendum for Faculty School Contracts)

The 25% equates to eight (8) semester hours. Thus, faculty assigned nine (9) hours will only be paid the rate for eight (8) hours.

Procedure I-28.8: Summer Workload of Department Chairs

Beginning the 2011-2012 year, department chairs are on a 12 month fiscal contract. Department chairs are expected to schedule a full 15-hour workload for the summer semester (Maymester, full summer and summer I and II). That 15-hour workload is composed of a combination of teaching, research, and department chair administration as defined. No more than six hours may be assigned to department chair duties as based upon size of the department .Department chairs will be expected to teach at least six hours of lecture type courses during the summer semester. Up to three hours unfunded research may be allowable if approved by the Dean. Unfunded research for department chairs must be requested in writing to the Dean and must include projected outcomes for the research activity. Department chairs should submit this information on the Research Approval Form. Funded research may be used to "buy out" some hours for department chairs in consultation and approval by the dean and Associate VPAA. Summer workload forms for department chairs must be submitted by the dean to Director of Summer School by April 15.

Excerpted from TBR Policy 5:02:00:00- General Personnel Policy

1. *All full-time personnel, including faculty, shall be required to devote a minimum of 37.5 hours per week to the institution or center, and shall maintain appropriate office hours as determined by the president (or his or her designee) or, at Tennessee Technology Centers, by the director. Presidents and/or Directors are authorized to use flexibility as appropriate in determining the structure of the work week for faculty to recognize variations from traditional instructional formats such as afforded by online instruction, distance education, or other unique methods of instructional delivery. Calculation of the 37.5-hour week shall follow such guidelines as Promulgated by the Chancellor.*

2. *Within the requirement of a minimum of 37.5 hours per week, faculty at universities and community colleges shall be required to carry a full teaching load, which shall be fifteen (15) credit hours or the equivalent per term for undergraduate courses, twelve (12) credit hours or the equivalent per term for graduate courses, two hundred and twenty-five (225) non-credit contact hour or the equivalent per term. All equivalent teaching load activities shall be subject to prior review and approval by the president (or his or her designee). Within the requirement of a minimum of 37.5 hours per week, faculty at Tennessee Technology Centers shall normally be required to carry thirty (30) contact hours per week of teaching.*

Excerpted from TSU Workload Policy

Standard faculty workloads are defined by the Board of Regents as fifteen (15) credit hours or the equivalent.

*f. If an accrediting agency requires faculty members to carry fewer than fifteen (15) **teaching** hours, those faculty members are still required to carry a **workload** of the equivalent of fifteen (15) credit hours. Advance approvals of reduced workload due to accreditation standards must be in writing and approved by the VPAA or his designee.*

g. Advisement is a normal part of the workload of faculty members and should generally be performed in-load. Workload credit for advisement must be specifically approved in advance in consultation with

Academic Affairs. Deans or chairs should not grant exceptions to the category policy without the approval of Academic Affairs.

h. *Similarly, serving on a university committee and other such normal responsibilities of faculty members should not generally generate released time unless approved in consultation with Academic Affairs.*
i. *For workload purposes, one graduate hour equals 1.25 hours of workload credit. Thus, faculty teaching three graduate classes of three (3) hours have the equivalent of an 11.25 teaching credit load plus other assignments and research as designated to meet the fifteen (15) hour workload.*
j. *When a graduate course is cross-listed with an undergraduate course, the course will only be regarded as a graduate course for workload purposes if it meets the minimum number of enrollees for a graduate course.*

Release Time

Release time for research must generate a ***legitimate research product****; and both the department chair and dean are responsible for verifying that release time granted did, in fact, produce research. Release time must not be granted to engage in unspecified research, to "take a course," to pursue a degree, or to prepare a syllabus. Release time to prepare a course is generally not allowed. Release time to develop an online course may be allowed with advance approval from Office of the Vice President of Academic Affairs.* ***Release time of three (3) hours is not an automatic entitlement. Department chairs and deans must make determinations if outcomes from previous semester release time have produced desired outcomes. If not a teaching workload must be adjusted to achieve a full fifteen (15) hour workload.***

Twelve-month contract faculty members and department chairs may apply for three (3) hours departmental unfunded release time to pursue research, and their applications must be approved by department chairs and deans (Faculty must complete the Release Time Justification Form and approval is required by the Department chair and Dean. ***Deans or heads cannot grant research time over three (3) hours without the written approval of Academic Affairs.***

To be approved for funded release, the actual research account number must be listed on the preliminary workload form. You may not award release time unless the grant has been funded and a number has been assigned.

Procedure I-25.9: Summer Workload of 12-month Faculty

Tenured/tenure-track faculty on a twelve (12) month contract will be expected to carry a full fifteen (15) hour faculty workload over the summer months. That workload may consist of a combination of teaching, research, and departmental duties as assigned by the department chair in cooperation with the dean. All faculty workloads must be approved in advance in consultation with the Dean and the AVP/Director of Summer School. The maximum number of actual teaching hours is expected of twelve (12) month faculty as assigned in fall and spring semesters.

Procedure I-25.10: Intersession Courses

All courses scheduled for May 2019 will be considered part of summer school. The maximum workload for all sessions (May intersession, Full Summer, Summer I, and Summer II) will be the maximum of three (3) classes per summer with no more than two classes in any one session. Of course, classes listed for four hours could only be assigned a total of two (2) classes for the summer. Any requests for exceptions to this policy must be made to the Associate Vice President for Academic Affairs prior to the scheduling of classes. Payment for teaching may not exceed eight (8) hours.

Procedure I-25.11: Research Contracts

Researchers with funded projects can earn 1/9 per month (a maximum of 33%) of the preceding academic-year salary, provided the work is performed over the entire summer period between spring and all academic-year contracts. Academic-year and summer contracts must not overlap. All research contracts must be approved by the Principal Investigator or Title III Director, the department chair, and the appropriate dean. The following provisions also apply:

a. Salary is only for the actual weeks worked, is pro- rated if leave is taken, and may not exceed one-third of the academic-year salary.
b. Any faculty member whose salary split during the academic year must satisfy federal guidelines and work the entire academic-year contract period.

Faculty who are engaged in research where the 33.3% maximum is projected should have a contract period from May 6, 2019 through Friday, August 12, 2019. Research contracts should be submitted by April 23, 2019. Research contracts should be signed both by the dean and department chair and the principal investigator (Title III, etc.). Assignments spanning the two 5 week session should not exceed 25%. Assignments of one session should not exceed 12.5 %.(see previous timeframes). Project heads must sign the Summer Contract form before department will enter into system. All faculty contracts must be entered by department.

Procedure I-25.12: Non-Instructional Funded Load

All persons conducting research under grants or Title III and other non-institutional sources must complete the appropriate forms and have their assignments approved by the appropriate project director and approved through the PeopleAdmin process prior to beginning work. (Research summer contracts must also be approved / signed by Principal Investigator/Project Director and /or Title III director. Project directors and researchers are accountable to the dean for their summer projects.

Procedure I-25.13: Compensation

1. Tenured/tenure track faculty members will be compensated for summer session at the rate of 1/32nd of the individual faculty member's preceding academic year salary per credit hour taught. Payment for summer instruction may not exceed 25% of the regular academic salary. This rate is based on the presumption that summer teaching assignments are proportionally similar in nature and extent to those carried out during a regular term. The implication here is that, in summer sessions, faculty members will carry out the normal teaching and non-teaching responsibilities (e.g., 750 minutes of instruction per credit hour, as well as advising and committee work) related to their status as faculty.

   For TBR / TN eCAMPUS, faculty teaching at least one TN eCAMPUS course in Summer 2019 may be compensated for one course above the eight-hour (25% limit). Faculty teaching courses approved for TN eCAMPUS above the eight-hour maximum will be paid at the adjunct rate for up to four hours above eight. The maximum compensation in this case is still 33.33%.

2. Adjunct faculty and faculty on temporary contracts prior to the summer term will receive compensation per semester hour as follows (*Engineering and Computer Science):

Level IV	$700	$1,500 *
Level III	$650	$1,250 *
Level II	$600	$1,250 *
Level I	$550	$1,000 *

3. Adjunct levels should be determined by using the following criteria:
   a. Adjunct faculty holding a terminal degree and ten (10) or more years of successful teaching or related experience are awarded Level IV rank.
   b. Adjunct faculty holding a terminal degree and less than ten (10) years of teaching or related experience are awarded Level III rank.
   c. Adjunct faculty holding a master's degree and more than three (3) years of teaching or related experience are awarded Level II rank.
   d. Adjunct faculty holding a master's degree and three or fewer years of teaching or related experience are awarded Level I rank.
   e. If an adjunct faculty member meets criteria for more than one rank, the higher rank will prevail. Occasionally, potential adjunct faculty will have credentials that are not easily placed into one of the above categories. The credentials of such potential adjunct faculty must be submitted to Academic Affairs for evaluation before any contract is extended or commitment is made to the person.
   f. Faculty on full-time temporary contracts for the academic year are regarded as adjunct faculty during the summer and can only be paid at the adjunct rates

4. Researchers with funded projects can earn 1/9 per month (a maximum of 33.33%) of the preceding academic-year salary provided the work is performed over the entire summer period between spring and all academic-year contracts. Academic-year and summer contracts must not overlap. All research contracts must be recommended on the Summer Contract and approved through all steps of process in People Admin (by the Principal Investigator or Title III Director, the department chair and the appropriate dean). The following provisions also apply:

   a. Salary is only for the actual weeks worked, is pro- rated if leave is taken, and may not exceed one-third of the academic-year salary.
   b. Any faculty member whose salary split during the academic year must satisfy federal guidelines and work the entire academic-year contract period.

5. Twelve-month faculty including department chairs may not earn additional pay from the university without prior approval of the dean/director and Vice President of Academic Affairs. Twelve-month faculty must submit a faculty workload form to Academic Affairs through their Department Chair and Dean prior to the start of summer school. Twelve-month faculty earn annual leave throughout the year, therefore any annual leave taken must be approved in advance by their respective dean and submitted as official leave requests.

6. Teachers of record conducting non-credit courses, workshops, and other such instruction different from the traditional class structure may be compensated at a rate different from the rate described above (e.g., at the adjunct rate or at a rate determined by a separate course contract); however maximum pay would still be at 25% of the previous year's salary.

Procedure I-25.14: Faculty Absences

Faculty members are expected to meet all classes as scheduled. Absences from class during the summer will be treated the same as during the regular academic year. Summer pay may be prorated for absences. Twelve-month faculty members are expected to take annual leave for any days not in work status. The form titled" Record of Absence from Classes or Office Hours" should be submitted to the Department Chair for any absences.

Procedure I-25.15: Office Hours

The number of office hours for teaching faculty each week will equal the number of assigned instructional hours. Heads and deans/directors will ensure the scheduling and posting of appropriate office hours. Office hours must be posted as follows:

Full Summer and Summer 1- No later than June 3, 2019
Summer II- No later than July 8, 2019

CONTRACTS

All persons approved to teach or conduct research will be issued a contract. No person should begin employment until contract is approved.

Procedure I-25.16: Class Cancellation

The following minimum enrollments are required by the University for Summer 2019

Level	Enrollment
600, 700 and 800	10 students
500	10 students
300 and 400	15 students
100 and 200	20 students
TN eCampus- Undergraduate	**25 students (set by TBR)**
TN eCampus- Graduate	**15 students (set by TBR)**

If an insufficient number of students register for a given class, the class must be canceled unless with the approval of the dean of the college/school concerned and the AVP/Director of Summer school. Exceptions for classes with insufficient enrollments must be recommended by the dean/director and approved by the AVP/Director of Summer Sessions **prior to first day of classes for** summer sessions.

Procedure I-25.17: Procedures for Splitting Large Classes

Classes with large enrollments can no longer be routinely split into two sections. Due to budget constraints, the new section must be self-supporting. The request must be approved by the Dean of the College and the AVP/Director of Summer School. The AVP/Director of Summer School should be presented with a roll of the originating class and a roll of those students who plan to register at the time the request is made.

- No maximum size should be set on lecture-type classes. If enrollment exceeds the capacity of the room assigned to the class, the class should be reassigned to a larger room.
- Any maximum size set on a class must be approved by the Dean of the College and AVP/Director of Summer School before it is scheduled.

- Off-campus classes are not considered a duplicate class because of time and distance. Minimum class sizes are still enforced.

- Audit students do not count for minimum course enrollment in any circumstance.

- Exceptions for classes with less than minimum course enrollment will only be considered for approval by the AVP/Director of Summer School when recommended by the Department Chair and the Dean of the College. There must be an overriding student reason for this recommendation. Graduation deficiencies may be a compelling reason.

Procedure I-25.18: Procedure for Canceling Classes

All course sections and enrollments must be reviewed early on the first day of classes on June 3 and canceled if minimum enrollments are not met. Someone from the department must meet with any class that is canceled to assist students affected by the cancellation. All cancellations must be completed by June 5th. All Summer II courses must be reviewed and canceled by July 10th.

Procedure I-25.19: Semester-Hour Load of Students and Overloads

The maximum normal credit load for summer sessions is 15 hours distributed as follows:

- The maximum normal number of hours an undergraduate student may enroll in for Maymester, Summer I, Summer II, and Full-Term sessions is 15 semester-hours--no more than 6 semester hours in Session I and 6 semester hours in Session II. Again, Full-Term hours are split between Session I and Session II for the purpose of determining overloads.

- The maximum normal number of hours a student may enroll in for the Full-Term session is 12 semester-hours--i.e., a load of all whole-summer (10 weeks) courses.

- The maximum number of hours a student (undergraduate or graduate) may enroll in for TN eCampus is 12 semester-hours-- i.e., a load of all whole-summer (10 weeks) courses. Students enrolling in a combination of TN eCampus and regular campus courses may take a total of 12 hours. Again, Full-term TN eCampus hours are split between Session I and Session II for the purpose of determining overloads.

- Sophomore, junior, and senior students with cumulative degree averages of 3.00 and above and students completing degree requirements for August graduation may request a three-hour overload by completing a *Request for Overload* form. Under no circumstances may a student take more than a 7.5-hour load in any one summer term. A three-hour overload may be approved for graduating seniors (those who are certified by their advisors as prospective graduates for the Summer 2019 session, not just senior classification.) All requests for overload require the approval of the academic advisor and the Dean of the college/school in which the student is pursuing a major.

- The maximum course load for graduate students for either Summer I or Summer II shall be six semester hours credit. The maximum course load for Full Summer is 12 hours. The maximum course load for all three sessions is 12 hours. Graduate students desiring to carry an over-load of three hours must have the endorsement of the Major Advisor and the Dean of the College / School and the Dean of the Graduate School.

Procedure I-25.20: FAQS: Preparing Contracts for the Summer Sessions

Which contract should I use?

Use the NOTICE OF SUMMER APPOINTMENT, with appropriate Addendum, for all faculty members who were regular faculty during the previous semester. It is vitally important that the correct salary of the faculty

member is entered. The account number for regular instructional faculty is (see—Procedure III-05.0: Decentralized Budget).

Use the ADJUNCT APPOINTMENT form for all part-time faculty members and faculty who were on a temporary contract during the previous semester. The account number for adjunct faculty is (see Procedure III-05.0: Decentralized Budget).

All contracts must include the addendum that all faculty, department chairs or researcher must sign agreeing to summer conditions.

How many contracts may I submit for any one faculty member?

Whenever possible, submit only one contract per faculty member for all assignments-teaching and research) through all the summer sessions.

Exceptions may occur as the Summer II schedule is adjusted, and these contracts may be processed in the usual way through use of PeopleAdmin.

Submit only one contract per faculty member for all assignments, even if the faculty member has two or more assignments in different areas of the university. For example, if a faculty member has both a teaching and a research assignment, both of those assignments should be submitted on a single contract if at all possible.

Any summer contract for faculty on grants must be signed by faculty and project director and then sent to faculty member's department for approval and entry into PeopleAdmin.

Who should sign each contract?

Each contract must also bear all appropriate signatures for acceptance in PeopleAdmin prior to starting summer employment

For research/grants obtain the signature of the appointee and project director prior to submitting the contract in PeopleAdmin. Also, submit a signed **ADDENDUM TO SUMMER CONTRACTS** with each contract. All contracts must go through department and they are responsible for input into People Admin.

How do I change a contract which has already been submitted?

Simply use a PARF in PeopleAdmin to add, subtract, or alter assignments made on a previously submitted faculty contract.

What do I need to do if faculty member's course is cancelled due to low enrollments or otherwise changes scheduled load?

It is the Department Chair/ and Dean's responsibility to submit a PARF for all faculty whose workload assignment will change due to increased or reduced hours. PARFs must be submitted within three days of the beginning of the summer session.

Do all faculty members teaching in Summer School have to sign the Faculty Addendum Form?

Yes. The addendum was developed for faculty to acknowledge and agree to the Summer Conditions that have been in effect for many years regarding class meetings, office hours and potential assignments for committee work during the summer.

Do faculty members who are completely on funded research have to sign the Summer Faculty Addendum?

No .This form was specifically designed for faculty "teaching" during the summer. There is a separate Addendum for Research Contracts for the researchers. If faculty is teaching and on research, both addendums must be submitted. Faculty members on funded research must have a contract with the granting agency or the principal investigator that spells out their specific duties and deliverables during the summer months. Note: this contract should include detailed activities, duties and deliverables that may not have been spelled out in the grant for each individual faculty member.

What period of time does a faculty researcher schedule to work to receive maximum 33.33%?

Researchers with funded projects can earn 1/9 per month (a maximum of 33.33%) of the preceding academic-year salary, provided the work is performed over the entire summer period between spring and fall academic-year contracts. Academic-year and summer contracts must not overlap. The earliest date for research to begin is May 6th and the last possible date is August 12, 2019. The following provisions also apply:

a. Salary is only for the actual weeks worked, is prorated if leave is taken, and may not exceed one-third of the academic-year salary.
b. Researcher's salary should be figured on number of weeks planned to work on research project.

Recommendation- for persons earning the maximum 33.33% start contract on May 6th and end on August 12th.

What must be done if a faculty member on funded research does not work per weeks contracted?

Submit a revised PARF in PeopleAdmin. It is the responsibility of the faculty researcher, the project leader, the department chair and the Dean to submit a revised PARF to accurately reflect the reduced number of days and weeks worked during the summer.

We have faculty members who are on 12- month contracts. What is the faculty workload for summer semester?

The faculty workload will be 15 hours during the summer semester. This is the same full-time teaching load as in the fall and spring semesters. As in the fall and spring semesters, a Faculty Workload Form and Release Time Justification Form must be submitted for all faculty on 12-month contracts. Faculty members on 12-month contracts are expected to work a 37.5 hour work week (see http://www.tnstate.edu/vpbf/POL/6222.htm).

What is the work status of 12 month contract faculty during periods between semesters? Are faculty members on a 12 month contract required to work when Summer School is not in session?

Faculty on 12 month contracts earn annual leave. As such, if they are not on campus with assigned duties during summer, these faculty members must take annual leave for days such as the time between spring and summer semesters and between the end of summer and start of fall semesters or any days not working during the summer time frame.

Can a faculty member be assigned to teach three courses totaling 9 hours this summer?

Yes, a faculty member may agree to teach nine hours but the maximum pay for those courses is still 25% (same as for eight hours). Also, no more than six hours can be taught in either Summer I or II.

When should we cancel classes that do not meet the minimum class load?

Since registration for Summer school is on April 2-May 28, you should be able to cancel most low- enrolled courses on **June 3rd**. All cancellations must be made by **June 3rd** for Summer I and Full semester courses

before the time the class is scheduled to meet that day. Someone from the department should meet with canceled classes to advise the students of the cancellation and how they may enroll in alternate sections or other courses.

I have a temporary faculty member who has been with us for the maximum three year period. Can we hire him for the summer?

Yes. The summer session is not considered part of the maximum three-year period so you may hire that person on a summer contract, however, they can only be paid at the Adjunct rate.

I plan to hire a new faculty member whose contract begins in Fall semester. Can I use this person to teach during the Summer Semester?

Yes, however, as for Temporary Faculty, they may only be paid at the Adjunct rate.

Attachments - all forms may be downloaded at HR website: http://www.tnstate.edu/hr/forms.aspx

1. Revised Notice of Summer Appointment
2. Addendum to Summer Appointment for Faculty
3. Addendum for Researchers

These completed forms must be attached in PeopleAdmin

Procedure I-25.21: Standard Class Times for Summer

All classes must meet for a minimum of 750 minutes (12.5 hours) for each semester hour of credit. Thus, for example, a standard three-credit-hour course meets for at least 2250 minutes per session; a two-credit-hour course meets for 1500 minutes, and so on.

All Maymester classes must be scheduled for 12.5 clock hours per semester hour. Three hour classes must be scheduled for a total of 37.5 teaching hours during the three week schedule.

Due to requirement to move all day and evening courses from the AWC to main campus, this schedule should be closely followed. Deviations from this schedule should be discussed with Academic Affairs.

Weekend courses, seminars and other special courses must still be scheduled for 750 minutes (12.5 hours) per semester hour of credit plus appropriate 15 minute breaks.

Day Classes are scheduled 15 minutes apart rather than previous 10 minutes. Schedule calls for classes to begin at 8am.

COURSE OFFERINGS FOR SUMMER AND FALL

Changes and updates must be completed before registration can begin for Summer and Fall course offerings. Courses have been rolled and are available for editing via **SSASECT.** Upon update and/or changes, you may view your course offerings online by accessing http://www.tnstate.edu/banner/toolkit.aspx. This is the new link with instructions.

- Do not cancel courses that rolled and will not be offered. Remove the course in its entirety using "Record Remove".
- Verify credit hours, course titles, schedule type and instructional methods of accuracy. Please contact the Records Office with scheduling errors or issues.
- For online courses, populate the Instructional Method Code field with WEB and the Campus Field with SAJ or 45M for all sections of 98a-98z
- When applicable, assign section 35 to all Thesis and Dissertation Continuation sections and populate the Tuition and Fee Waiver field for these sections only.

MON/WED, TUES/THURS		MON - FRI	
Start Time	End Time	Start Time	End Time
8:00AM	9:25AM	5:30 PM	8:20 PM
9:35AM	11:00AM	8:30 PM	11:20 PM
11:10AM	12:35PM	WEEKENDS	
12:45PM	2:10PM	8:00:00 AM	6:00AM
2:20PM	3:45PM	MON – THURS LABS	
3:55PM	5:20PM	8:00AM	11:00AM
5:30PM	6:55PM	11:20AM	2:20PM
7:05PM	8:30PM	2:30PM	5:30PM
8:40PM	10:05PM	5:40PM	8:40PM

For scheduling new courses and/or those that were cancelled, please adhere to the following instructions. Only populate fields listed below.

STEP	ACTION
1.	Access the Schedule Form (**SSASECT**)
2.	Enter the term in the **TERM** field
3.	Enter **ADD** in the **CRN** field
4.	Perform a **NEXT BLOCK** function
5.	Enter the Discipline (i.e. ENGL) and the **ENTER**
6.	Enter the Course Number and then **ENTER**
7.	Continue by entering the following information:

FIELD	ENTER	VALUE
Section	01	01
Campus	45M/SAJ	Main/Avon Williams
Status	A	Active
Schedule Type	LEC	Lecture
Part of Term	1	1 then **ENTER** and **SAVE**

ANY QUESTIONS PLEASE EMAIL records@tnstate.edu

Procedure I-26.0: Teacher of the Year Nomination and Selection

Title of ***TSU Teacher of Year*** and accompanying stipend of $1,500 is awarded to one Tennessee State University faculty member each year.

STEPS:

1. Insure faculty member meets the following criteria: full-time employment at TSU; minimum of three years teaching experience at TSU; three-year average teaching workload of at least 55% (8.25 hours); and not previous recipient of award.

2. Each college, school, or other freestanding instructional unit establishes a committee with representatives from the Faculty Development Committee and at least one other faculty member appointed by the dean/director and make nominations to Academic Affairs.

3. Academic Affairs receives nominations and supporting materials from college/school committees and gives to the Faculty Development Committee for review and recommendation.

4. Faculty Development Committee receives nominations, contacts all nominees for additional supporting materials, determines top three contenders, and recommends to the Vice President of Academic Affairs the nominee for Teacher of the Year.

5. Vice President of Academic Affairs selects the TSU Teacher of Year from nominations and recommendations from the Faculty Development Committee.

6. Teacher of the Year is to be named during the summer and will be asked to present a 5-10 minutes presentation on his/her philosophy of teaching at the Fall Faculty/Staff Institute.

Procedure I-27.0: Tenure/Promotion Applications

Tenured or Tenure-track faculty who meet Tennessee Board of Trustees, TSU-Board of Trustees and TSU requirements for promotion and/or tenure must make application during the semester or summer prior to the beginning of the academic year in which they wish to be recommended for tenure and/or promotion. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he/she meets the defined qualifications for the various faculty ranks (See Revised Promotion Policy 2012 for minimum qualifications in terms of time and criteria.)

STEPS:

1. The department chair of each tenure and/or promotion recommending unit is responsible for initiating the tenure application through verifying that the faculty member is eligible to submit a portfolio for review by first accurately completing and signing the **Appendix B: Tenure and/or Promotion Eligibility Checklist** form. Note: For a department head applying for tenure and/or promotion, the college dean will initiate the application process. A copy of this form will be given to the applicant to include in his/her portfolio.
2. Beginning fall 2018, all tenure/promotion portfolios will be submitted and reviewed electronically using the university's eLearn system. After verifying a faculty member's eligibility for tenure and/or promotion, the department chair must complete Tenure and/or Promotion Faculty Portfolio Request Form at https://tnstateu.az1.qualtrics.com/jfe/form/SV_8iDVNMKWUMXY3UV to authorize and request the creation of an electronic tenure and/or promotion portfolio course shell. **Note:** The faculty applying for tenure/promotion cannot authorize and request the creation of his/her portfolio course shell. The faculty member applying for tenure/promotion will receive an e-mail once the portfolio course shell has been created. The e-mail will contain the **Faculty Portfolio Help Guide** with instructions for accessing and adding content to the faculty portfolio course shell. The promotion/tenure portfolio guidelines document is accessible via http://www.tnstate.edu/academic_affairs/ under resources/faculty specific link.
3. For promotions, department heads, and deans/directors must review Tennessee Board of Trustees, TSU, and departmental/college conditions for eligibility.

4. Department chairs also are required to identify and communicate to the Vice President of Academic Affairs the names of faculty members serving on the departmental tenure/promotion faculty personnel committees to insure that they are granted access to review electronic portfolios in eLearn for review and submission of tenure/promotion recommendations. Similarly, deans are required identify and communicate to the Vice President of Academic Affairs the names of members of their college tenure/promotion faculty personnel committees and the college faculty

representative designated to serve on the Academic Affairs University Personnel/Tenure Promotion Committee. All committees with designated chairpersons must be formed and communicated to Academic Affairs no later than the last Friday in August.

5. Promotion is to be awarded by the University through the positive action of the Tennessee State University Board of Trustees in recognition of merit, achievement and potential.

6. Tenure/promotion applications are normally acted on by the TSU Board of Trustees at its June meeting. Faculty members are notified by Academic Affairs in the summer after receipt of approval.

7. Salary increases for promotions are based on academic rank and are 10% for Professor; 7% for Associate Professor; and 5% for Assistant Professor.

Faculty Portfolio Help Guide

REQUESTING A FACULTY PORTFOLIO COURSE SHELL

The chair, or their designee, should request a secure portfolio course shell be created on behalf of the faculty member by completing the Tenure and/or Promotion Portfolio Request Form. The faculty member will receive an email once the shell has been created.

ACCESSING THE FACULTY PORTFOLIO IN ELEARN

- □ *Start here:* elearn.tnstate.edu
- □ Log into eLearn using your TNSTATE network username and password.
- □ *You are here:* My Home
- □ Locate the portfolio under the "My Courses" widget (left-hand column of page – **Faculty Portfolio 2018** subheading).
- □ Click the portfolio link. (College/Department/Candidate's Last Name, Candidate's First Initial)
- □ *You are here:* Course Home

ADDING CONTENT TO THE FACULTY PORTFOLIO

Access the Content Tool

- □ Locate the "Content Browser" (left-hand column of course homepage).
- □ Become familiar with the Sections and Appendices (download required forms).

- Click “Content Browser” heading of widget and you will go directly to the Content tool.
- *You are here:* Content tool

Drag and Drop Content

- Locate the section/module that you wish to add files to (Ex: Tenure and/or Promotion Recommendation form).
- Click on the module.
- Drag file to the “drag and drop” box (grey dashed border).
  - Note: You will also be able to drag multiple files to the “drag and drop” box.
- *You will see*: The file(s) will appear in line of the sub-module.

Dragging more files to a sub-module already containing files

- Note: There is no longer a “drag and drop” box (grey dashed border).
- Locate the location you wish to add a file within the topics.
- Drag file to the location (Ex: between two files).
  - Note: You will also be able to drag multiple files to the “drag and drop” box.
- *You will see*: A solid grey bar with a file icon.
- Release your mouse to drop the files.Adding more files (not using “drag & drop”)
- Click “New”.
- In the dropdown menu, select “Upload Files”.
- Click “Upload” button.
- Locate the file on your computer.
- Click “Open”.
- You will see the file listed.
- Click “Add”.

Deleting Items

- Locate the file you want to delete.
- Click on the action arrow next to the file name.
- Select “Delete Topic”.
- *You will see:* A pop-up message asking you to choose whether to remove the topic from content only (1st button) or to permanently delete both the topic and file associated in the course (2nd button).
- You most likely will want the 2nd radio button. (To permanently delete both the topic and the file.

APPENDIX B: TENURE AND/OR PROMOTION ELIGIBILITY CHECKLIST

This checklist is to be completed by the Department Chair in concert with the faculty member prior to the faculty member assembling and submitting a portfolio for tenure and/ or promotion.

Name:_____ T#_____
Last First Middle

Present Rank and Date Awarded:_____

Date of Tenure-track Appointment at TSU:_____

Is this the sixth year of tenure track employment?_____ If not, explain the reason for application by exception:_____

Has appointment been continuous? Yes_____ No_____
(If appointment has not been continuous, attach explanation)

Has the faculty member met department criteria for promotion?_____
If not, why not?_____

Has the faculty member met College/School criteria for promotion?_____
If not, why not?_____

Check-off to determine faculty member's eligibility for academic tenure and/or promotion consideration:

TENURE

_____ Satisfies the number of years from date of tenure appointment. By the end of the current academic year, the faculty member will have completed not less than the minimum six (6) years of probationary service at TSU.

Any credit granted for previous experience must show on the initial appointment. A copy of the document should be attached.

PROMOTION

_____ Faculty member satisfies the minimum five (5) years of professional experience in current rank.

Any credit granted for previous experience must show on the initial appointment. A copy of the document should be attached.

Department Chair's Signature: _____

Date: _____

APPENDIX E: TENURE AND/OR PROMOTION RECOMMENDATION FORM

Instructions: Complete Section A and include the Introduction of the Portfolio.

Section A

Name _____ T# _____

Department: _____

School/College (Academic Unit): _____

Applying for: ☐ **Tenure** ☐ **Promotion**
From (Rank): _____

Highest Degree: _____ Year Awarded: _____
(If not terminal degree, a letter of explanation must be submitted justifying tenure/promotion)

Current Academic Rank: _____ Year Awarded: _____

Date of Tenure-Track Appointment: _____

Years Awarded toward Tenure: _____ Years toward Promotion: _____

Section B

Recommendation: Write "yes", "no", or "NA" for not applicable. If a "no" recommendation is given, each committee must provide a written letter of explanation for the negative recommendation. Each administrative head, dean or department chair must provide a written statement for either recommending or not recommending tenure or promotion.

	TENURE	**RANK**
Department Committee		
Explanation:		
Department Chair		
Explanation:		
School/College Committee		
Explanation:		
Academic Dean/Director		
Explanation:		
Faculty Personnel Committee		
Explanation:		
Faculty Appeal Committee (if applicable)		
Explanation:		

TENURE AND/OR PROMOTION DATA SHEET

Name _____ **Academic Year** _____

Last/terminal degree and institution _____

School/College (Academic Unit) _____

Department _____

Provide a narrative summary to clarify tenure/promotion application in the following areas:
(For the following items, separate sheets may be attached. Attach adequate documentation for each area.)

Teaching Activities (since hire date or last promotion)

- **Previous teaching (if applicable)**

Research Activities (since hire date or last promotion)

- **Research experience (if applicable)**

Service Activities (since tenure-track hire date or last promotion at TSU)

OTHER PROFESSIONAL EXPERIENCES

HONORS and RECOGNITIONS

Procedure I-28.0: Textbook Adoptions

Each TSU academic department will activate independent Departmental Textbook Committee(s) and meet independently to review all faculty textbook adoption requests and develop strategies for reducing costs of textbooks and other course materials. These departmental committees shall meet each semester to review adoption requests. TBR Policy 2:07:00:00 requires institutions governed by the Tennessee Board of Regents to develop policies for minimizing the cost of textbooks and ancillary course materials. In compliance with the TBR policy, TSU establishes the following procedures.

STEPS:

I. All TSU academic departments will immediately activate their Departmental Textbook Committee(s) to review all faculty textbook adoption requests and develop strategies for reducing costs of textbooks and other course materials. This Committee shall meet each semester to review adoption requests.

II. A TSU Bookstore Advisory Committee, under the leadership of the Vice President for Business and Finance, reviews and discusses issues related to the bookstore. Textbook cost saving strategies will be placed on the agenda in future meetings.

III. The TSU bookstore vendor (herein after referred to as Bookstore) provides faculty with textbook requisition forms for review for the subsequent semester. Deadlines are set by the Office of Academic Affairs to allow Bookstore to have sufficient time for ordering and receiving textbooks prior to the beginning of the semester. Deadlines for submittal are as follows:

Spring Semester- October 15 preceding start of semester
Summer Semester-March 1 preceding start of semester
Fall Semester- March 15 preceding start of semester

IV. Each semester faculty members will be required to go to www.tsushop.com to submit textbook adoptions or changes. It is each faculty member's responsibility to submit a list of course materials to the departmental textbook committee and department chair prior to these deadline dates. In order to save students money, instructors will clearly state on the course syllabus which books are required and which books are only recommended. The department chair will ensure that faculty members within the department have submitted book orders to the Bookstore by the posted date, so that the bookstore can ensure that textbooks and other course materials are available prior to the beginning of the semester.

V. Once at www.tsushop.com, go to the bottom of the first page and select Online Adoptions under Faculty Services.

VI. Watch the helpful online video tool.

VII. If you are a new user, select the, "New? Register here," blue banner. Use your TSU email address and the password 0231 to register. Select Order on the menu in the top right-hand corner.

VIII. If you have no changes to the course materials you used last term, email 0231txt@follett.com and alert the staff the bookstore that there is "no change" for your course number.

IX. If you wish to make a change to your previous adoption, use the eAdoption instructions that follow and submit your new materials.

X. If you experience any difficulties, email 0231txt@follett.com

XI. The Bookstore will provide a list of missing adoptions to the college/school deans for assistance with collection.

XII. Textbooks for multi-section division courses (1000-2000 level) will be adopted by the departmental textbook committee for a minimum two-year period. Exceptions to this policy must be approved by the department chair and dean based on a written justification from the departmental textbook committee. This policy will allow the Bookstore to buyback adopted books each semester during the three-year period and, thus, save students money through purchase of used versus new textbooks.

XIII. Textbooks for upper division and graduate classes will be adopted for at least one academic year. Exceptions to this policy must be approved by the department chair and dean based on a written justification from the departmental textbook committee.This policy will allow the Bookstore to buy back adopted books each semester during the period and, thus, save students money on used versus new textbooks.

XIV. If the faculty member and departmental textbook committee propose to change a previous course textbook selection, it will be noted on the textbook requisition form submitted to Bookstore. Bookstore will review and provide the faculty member and departmental textbook committee a preliminary cost statement about the book. The department chair, departmental textbook committee and the faculty member will analyze this data.

XV. Faculty will be strongly encouraged to review and implement use of web-based supplementary course materials available for free use.

XVI. Information concerning required and supplementary textbooks will continue to be made available to students prior to the beginning of each semester on the Bookstore website. Posted information includes the required title, author, cost publisher, edition and whether the item is required, recommended or optional. The International Standard Book Number (ISBN) information will be loaded to the website two weeks prior to the start of each semester. The site will post the cost of both new and used textbook/materials. This information would allow students to consider options of purchase including Bookstore or other sources.

XVII. Departmental websites that provide information on textbooks will include timely information on textbooks with information as outlined in step two above. This information would allow students to consider options of purchase including Follett Bookstores or other sources.

XVIII. Bookstore will disclose to faculty members on a per course basis the costs to students of purchasing required textbooks and course materials. Faculty members must acknowledge the price of the textbooks and materials before an order is completed. Faculty members will be advised to review bookstore website for course material pricing within one week of adoption submission to the bookstore. Updated information regarding the price of new or used course materials is available on an individual course and section basis.

XIX. Faculty members will consider practices that reduce the cost of course materials such as adopting the least expensive option from the available products that meet the requirements of the course. Bundled materials should only be considered if they deliver cost savings to the students. (Note: "Bundled" means a group of objects joined together by packaging or required to be purchased as an indivisible unit.)

XX. Bookstore will allow TSU students, where feasible, the option of purchasing textbooks and other study products separately for courses where the textbook/ materials traditionally come in a bundled package.

XXI. Bookstore will actively promote and publicize book buy-back programs. Buy-back efforts will be supported with printed media and advertising, e-mail blasts to registered subscribers of the bookstore distribution list, and vendor promotions and signage.

XXII. Copies of textbooks provided by publishers at no cost to the University will be made available for student use through the TSU library. Instructors will obtain permission from the publishers to place review or gift copies on library reserve. TSU library will develop and post reserve loan policies for all textbooks acquired in this way.

XXIII. Instructors and library staff will closely monitor student use of reserve copies to ensure compliance with copyright regulations.

XXIV. In order to reduce potential for **COPYRIGHT ABUSE**, TSU will establish, publish, and post copyright information to make students aware of penalties for copying copyright materials.

XXV. Bookstore staff will be responsible for compliance with this policy including all textbook inventories and monitoring as set forth in these policies.

CONTACT INFORMATION
Denise Dillard Course Materials Manager Follett Higher Education Group – Tennessee State University **phone**: 963-7568 **email**: 0231txt@follett.com

Tennessee Code Annotated, Title 49, Chapter 7, Part 1 specifies that the Tennessee Board of Regents develop policies for minimizing the cost of textbooks and ancillary course materials at its higher education institutions, while maintaining quality of education and academic freedom.

TSU Textbook Policy 2:07:00
Reference TBR Policy 2:07:00:00
SUBJECT: Cost of Textbooks
Adopted: December, 2007
TSU Office of Academic Affairs

Procedure I-29.0: University Committee Structure

University committees are a core component of the University's governance structure and the decision-making processes. In addition to ensuring decisions are fully considered and formally recorded, committees are used for consultation and communication, both internally and externally. Committees draw members from across the University, continuing to make a key contribution to collegiality at TSU, and are essential for the effective handling of much University business. Discussing issues and making decisions through committees ensures that the University is operating transparently and is accountable for its activities.

President's Cabinet: the 2017-2018 advisees of the university president

Dr. Alisa L. Mosley	Interim, VP Academic Affairs
Ms. Cynthia Brooks	VP Business & Finance
Ms. Jane Jackson	VP Administration
Dr. John Cade	Assoc. VP Enrollment Services
Dr. John Robinson	Interim, Assoc. VP Academic Affairs

Atty. Laurence Pendleton	University Counsel
Dr. Tracey Ford	VP Student Affairs
Dr. Lesia Crumpton-Young	VP Research & Sponsored Programs
Dr. Curtis Johnson	Assoc. VP Administration/Chief of Staff
Ms. Teresa Lawrence-Phillips	Athletic Director
Ms. Eloise Alexis	Assoc. VP Institutional Advancement
Ms. Kelli Sharpe	Assist. VP Public Relations & Communication

Vice President of Academic Affairs Council: The purpose of the Vice President of Academic Affairs Council is to review, update, and recommend to the Vice President of Academic Affairs concerns of those involved in academics. As Chairperson of the Council, the Vice President of Academic Affairs advises the President on matters of educational policy and development resulting from the deliberations of the Council. Membership includes academic deans and all other direct reports to the Vice President of Academic Affairs.

Faculty Senate: The Faculty Senate provides for effective participation of the faculty in the governance of the University. As such, it conducts studies and makes reports and recommendations in any and all fields pertinent to the well-being of the University; presents report findings and recommendations to the University faculty, to appropriate administrative officers of the University and, through the President, to the Board of Regents; acts in a consultative capacity when the establishment of new schools, divisions, or departments is considered or when new degrees are proposed; defines policies and procedures to be applied in cases involving conscience and academic freedom; promotes free and respectful discussion and further communication concerning educational policies and practices of the University; establishes an Executive Committee and other such committees and sub-committees as it chooses to aid in the performance of its duties; invites persons, not members of the Senate, to serve on these committees and sub-committees.

The Graduate Council: The Graduate Council is a policy advisory and regulatory body primarily concerned with implementation of the objectives of Graduate Studies and representation of the Graduate Faculty. It assists the Graduate Faculty with the development of post-baccalaureate programs, with the appraisal of graduate degree programs, and with recommendations pertaining to any aspect of graduate work. One faculty representative from each department or unit who grants graduate degrees shall be elected by the graduate faculty of that department for a three year term. The council reviews all proposed new programs, new courses, and other additions, curricular changes, deletions, and modifications which may be requested and submitted by the various departments. The Council then makes recommendations to the Vice President of Academic Affairs concerning all submitted program changes.

Faculty Senate Curriculum Committee: - Functions: (a) To make recommendations of approval or disapproval to the Senate, then to the Vice President of Academic Affairs on proposed new academic programs, new courses, and other additions, curricular changes, deletions, modifications which may be requested and submitted for review by the various academic departments; (b) To recommend approval or disapproval of proposed new programs; and, (c) Membership shall be set by the TSU Faculty Senate per the faculty constitution. Deans may be asked to recommend additional faculty to serve on this committee.

University Personnel Committee: Reviews all faculty applicant files for tenure and promotion, the reports of the faculty committees, and the recommendations of the Department Chairs and Deans. Committee will forward a recommendation on each candidate to the Vice President of Academic Affairs. A faculty member from each college and the library will be recommended by the Dean to the Vice President of Academic Affairs each year to serve on this committee. Faculty recommended by deans should not serve on other departmental or college tenure and promotion committees in that academic year. (See Tenure Policy, Promotion Policy.)

Tenure and Promotion Appeals Committee: The Tenure and Promotion Appeals Committee shall consider the candidate's appeals materials as well as the candidate's file, including the recommendations of all previous committees and administrators. This consideration shall result in a finding of "no change in recommendation" or "change to positive recommendation." This finding will be transmitted, in writing, to the Vice President of Academic Affairs. A faculty member from each college and library will be recommended by the dean to Vice President of Academic Affairs each year). Faculty recommended by the dean should not serve on other departmental or college tenure and promotion committees in that academic year. (See Tenure Policy, Promotion Policy.)

General Education Assessment Committee: The General Education Assessment Committee is responsible for (1) the annual review of General Education curriculum proposals and (2) the implementation of the University's General Education Assessment Plan. The membership of the Committee is determined by the Vice President of Academic Affairs and includes the Associate Vice President for Academic Support and at least one representative from each of the University's colleges as recommended by the dean. The Committee's annual review of General Education curriculum proposals occurs during September and October. Proposals for the addition or deletion of General Education courses are submitted by college deans to the Office of the Vice President of Academic Affairs, which makes recommendations for action by TBR in consultation with the Committee.

The TSU International Education Committee: Charge is: (1) to develop and oversee a strategic plan to promote the internationalization of the TSU curriculum; (2) to develop policies and procedures to encourage, promote, and expand international student and faculty exchanges and student abroad opportunities; (3) to encourage the internationalization of course and program content by providing models of best practices from peer institutions; and, (4) to develop recommended policies and student qualifications for use of the International Education Fund established by International Access Fee of $10 per student per semester. Faculty representatives are recommended by dean to Vice President of Academic Affairs.

Honorary Degree Committee: Tennessee State University, with the approval of the Tennessee Board of Regents, confers honorary degrees upon persons whose careers reflect sustained and superlative achievement in the arts and professions, research, scholarship, public service, leadership, volunteerism, and cultural affairs, as well as new frontiers of human endeavor, and who have demonstrated extraordinary achievements in such areas as research, scholarship, education, artistic creation, social activism, human rights, innovation or invention beneficial to society, and humanitarian outreach. The Selection Membership Committee consists of the following seven (7) voting members:

A chair and three (3) associate/full professors appointed by the President based upon recommendations from the Vice President of Academic Affairs or a designee.

The Chair of the Faculty Senate or a faculty member recommended by the Chair.

The Chair of the Staff Senate or a staff member recommended by the Chair.

The Vice President for University Relations and Development or a designee.

An ex-officio (non-voting) designee from the Office of the Vice President of Academic Affairs.

Staff Senate: The Staff Senate serves as a representative body of the staff employees (all non-faculty employees) of TSU and for the exchange of information between the University and its staff employees. It functions in an advisory capacity, in the governance of the University, by encouraging actions that address the current and future needs of the entire University community for the welfare of the University and fosters a spirit of unity and cooperation among all staff employees; facilitates communication among staff employees; and, advances professional development and growth. The Staff Senate promotes social responsibility and demonstrates concern for all members of TSU, the community at large, and higher education in general. The Staff Senate supports the diverse campuses of TSU without regard to race, color, sex, religion, national origin, age, veteran status, disability, sexual orientation.

Technology Vision Committee: The Technology Vision Committee is charged with planning the direction our technological initiatives will take in the future. Specifically, the Committee will make an assessment of short- and long-term technological needs; determine appropriate uses of various technologies and develop policies and procedures related to those uses; survey facilities and space allocation in order to plan for future needs; and recommend any organizational restructuring which would contribute to the effective use of technological resources. *Faculty recommended* by deans to Vice President of Academic Affairs.

University Assessment and Improvement Council (UAIC): The University Assessment and Improvement Council (UAIC), with 16 rotating faculty and staff membership, performs peer reviews of assessment work from instructional and non-instructional units, recommends improvements, and provides annual reports to the President. Each year, UAIC reviews reports from campus units and prepares an Annual Assessment Report for the President. At the end of each five-year cycle, UAIC reviews reports from campus units and prepares a Summary Assessment Report for the President. The purpose of this Council shall be furthered through training, evaluation, and other activities. Unit representatives (faculty or staff) on the Council can be elected or appointed and shall serve for a period of five years, unless a mitigating reason prevents service of term. The Council shall have a minimum of one meeting per month during the academic year. Other meetings may be called as requested by University President, a member of the President's cabinet, Ex-officio members, or Council Chair. Members are eligible to vote on matters brought before the Council. A quorum for matters submitted for a vote, shall be the majority of the Council members in attendance. The Associate Vice President for Academic Affairs (Institutional Planning and Assessment), Director of Institutional Research and Effectiveness, and SACS Accreditation Liaison serve as ex-officio members of the Council. Membership to the Council will be terminated automatically if the member does not meet established criteria, and if the member does not attend at least 50% of scheduled meetings. Dr. Elizabeth Brown, Associate Professor of Health Sciences, is UAIC chair. UAIC meetings are held during the year on the second Friday of each month from 11:00 am-12:00 noon at the Avon Williams Campus.

University Strategic Planning Council (USPC): The University Strategic Planning Council (USPC) coordinates and monitors the development and implementation of the University Strategic Plan (USP), and makes recommendations

to the President and Cabinet related to strategic priorities. USPC provides annual report summaries highlighting campus progress to the President, focusing on implementation and achievement of Strategic Planning goals. The Council works with the Division of Business and Finance to align the University Strategic Plan (USP) with budget to ensure that TSU achieves its most pressing goals and priorities. USPC provides regular review of USP budget to ensure deployment of resources towards strategic priorities. Specific functions include coordination and monitoring of development of strategic plans by campus units for reaching USP goals, and review and compilation of annual reports submitted by vice presidents and unit heads in *ComplianceAssist*! on the progress-to-date of their units towards meeting the goals and objectives of the USP.

The Council prepares and submits an Annual Campus Report Card each fiscal year to the President, and, subsequently, to the campus community that highlights campus progress on USP's key performance indicators. USPC consists of 21 members drawn from a cross-section of the campus community who serve on the committee on the basis of their roles. This includes deans or their designees, staff and faculty senate chairs, graduate council chair or designee, SGA president or designee, National Alumni Association president or designee, and the AVPs for Facilities Planning, Distance and Extended Education, and Academic Affairs (Institutional Planning and Assessment). Other members include Director Institutional Research and Effectiveness; Director, Title III Program Administration; Assistant Vice President, Budget and Travel; and, one representative each from the Offices of the President, Vice President for Academic Affairs, Vice President for Business and Finance, Vice President for Student Affairs, Vice President for University Relations and Development, Communication and Information Technologies, Enrollment Services and Student Success, and Research and Sponsored Programs. Members serve for the duration of the office held by the individual. The Associate Vice President for Academic Affairs (Institutional Planning and Assessment) chairs the Council. USPC meetings are open to all members of the University community on a seat available basis, and discussions are restricted to the agenda items. Only Council members can vote. USPC meets on the second Tuesday of the month from 12 noon to 2:00 pm. Additional meetings may be scheduled as needed.

Academic Master Plan (AMP) Steering Committee: The Academic Master Plan (AMP) Steering Committee, appointed by the Vice President of Academic Affairs and Executive Vice President for Academic Affairs, is charged with the implementation of the comprehensive long-range academic master plan. The twenty-year plan (2008-2028) developed through an inclusive University-wide process calls for a dynamic and innovative set of new approaches to academic programming through the development and strengthening of three areas: Major Focus Areas, Signature Academic Programs, and Cross-Cutting Focus Areas. The Major Focus Areas are: Enterprise and Leadership; Health and Education; and Pure and Applied Science. The Signature Academic Programs emerge from the Major Focus Areas, and requires a selection process that results in identification of specific undergraduate and graduate programs that, with additional resources, have the potential for national and/or international prominence. The Cross-Cutting Areas involve academic initiatives that cut across all disciplines: The Quality Enhancement Plan, Critical and Creative Inquiry, the Academy of Leadership, and the Honors College. The AMP Steering Committee monitors and reports progress toward accomplishment of AMP goals, and makes recommendations to the Vice President of Academic Affairs for updating and revising the Academic Master Plan to meet changing circumstances, including recommendations for fiscal and human resource allocation, fund-raising, and facilities development and maintenance. The Steering Committee is comprised of the following: Vice President of Academic Affairs and Executive Vice President for Academic Affairs; Associate Vice President of Academic Affairs; Associate Vice President for Academic Affairs (Institutional Planning and Assessment) Chair, Faculty Senate; Associate Vice President for Academic Affairs

(Academic Support and Personnel); Dean of the Library; Associate Dean, College of Education; Dean, College of Engineering; Associate Dean, College of Health Sciences and Executive Director, Division of Nursing; a Professor of Educational Administration; a Professor of Engineering; and the Director of Institutional Research and Effectiveness (Resource Person). The Associate Vice President for Academic Affairs (Institutional Planning and Assessment) chairs the Steering Committee. The AMP Steering Committee meets on the first Tuesday of the month during Fall and Spring Semesters, from 10 am -11: 30 am.

University Steering Committee on SACS Reaffirmation of Accreditation: The University Steering Committee on SACS Reaffirmation of Accreditation, appointed by the President, manages the process of reaffirmation of institutional accreditation. Led by a three-person leadership team: the Accreditation Liaison and Director of Institutional Research and Effectiveness; the Associate Vice President for Academic Affairs (Institutional Planning and Assessment); and, Professor of English and Head of the Department of Languages, Literature, and Philosophy, the Steering Committee consults with University faculty and other personnel to gather information, request clarification, conduct follow-up, evaluate the quality of materials submitted, compile assigned sections of the accreditation report, and provide for review of the draft report by faculty and other campus constituents.

Athletics Committee- reports to President: The Athletics Committee is concerned with all aspects of the University and its programs as they specifically pertain to the intercollegiate athletic programs of the institution, coaches, players, and other personnel. This includes, but is not limited to, academic tutorial services for athletes, studies and recommendations pertaining to retention and graduation of players of varsity sports. In addition, the Committee recommends long- and short-range plans for implementation by the University status and progress toward meeting NCAA Division requirements. The Committee shall also concern itself with the initiation of recommendations or proposals regarding steps to enhance women's athletics, as well as to assure University compliance with Title IX requirements. Faculty representatives may be appointed by the President.

Bookstore Advisory Committee- VP Business Affairs: The purpose of the Bookstore Advisory Committee is to assist the University in monitoring bookstore operations for the purpose of ensuring contractor terms. The Committee serves as a buffer between faculty, students and contractor for reviewing complaints or concerns for each of the parties. The Committee provides input to the Vice President for Business and Finance regarding policies and procedures related to bookstore operations. The Bookstore Advisory Committee shall be composed of faculty from each college and representatives from the Library. Two student representatives will be appointed by the Vice President for Student Affairs. The Vice President for University Relations, Director of Purchasing, Vice President for Business Affairs, and the Vice President for Student Affairs will be Ex-Officio members.

Building and Grounds Committee: The Buildings and Grounds Committee recommends ways to enhance and maintain an aesthetic, physical environment on the Main Campus and the Avon Williams Campus. The Committee is also responsible for reviewing the capital outlay and maintenance plans. The Committee advises the Vice President for Business Affairs of needed improvements. Membership includes one faculty member from each college to be appointed by the Vice President for Business and Finance for a two-year term.

Student Affairs Disciplinary Committee - VP Student Affairs: The Student Affairs Disciplinary Committee is the principle judicial body for hearing violations of the University's Code of Student Conduct, making relevant findings, and recommending sanctions, where appropriate. The Student Affairs Disciplinary Committee shall be comprised of

a total of ten (10) members and two (2) alternates. The Committee shall include four (4) students, with one (1) student alternate. Student members will be selected by the Vice President for Student Affairs from a group nominated by the Dean of Students/Chief Judicial Officer for Student Affairs, and shall serve a one (1) year term. An additional four (4) members shall be members of the faculty/staff, with one (1) alternate. The faculty/staff members of the Committee shall be selected for a one (1) year term by the Vice President for Student Affairs from a group nominated by the Vice President of Academic Affairs.

Academic Misconduct Disciplinary Committee - VP Student Affairs: The Academic Misconduct Disciplinary Committee is charged with the authority to hear cases where a student has been determined to be engaged in academic misconduct and has received a reduced grade. A student shall have the right to appeal that determination to the Academic Misconduct Disciplinary Committee. A course instructor may choose to forward the allegations of academic misconduct to the Academic Misconduct Committee for the committee to make the initial determination of academic misconduct. In cases involving an appeal by a student or when an instructor requests review by the committee, the Academic Misconduct Disciplinary Committee may also recommend the imposition of additional disciplinary action, including suspension or expulsion. That recommendation shall be forwarded to the Dean of Students for further action.

Academic Misconduct Disciplinary Committee Meetings, Members, Procedures, Decision and Record – The provisions governing meetings, members, procedures, decisions, and records of the Student Disciplinary Committee and all review/appeal there from, as set forth above, are hereby applicable to the Academic Misconduct Disciplinary Committee. Appeals from decisions of the Academic Misconduct Disciplinary Committee will be to University Vice President of Academic Affairs and will be governed by the same procedures applicable to an appeal to the Vice President for Student Affairs from a decision of the Student Affairs Disciplinary Committee.

Procedure I-30.0: Visiting Scholar and Visiting Researcher (International)

TSU faculty, staff, departments, colleges, and units that entertain requests from individuals from other universities, institutions, and businesses who wish to visit the campus and use TSU facilities to conduct collaborative research or observe research in TSU facilities must submit an International Visiting Scholar Recommendation form to the Office of International Affairs to begin this process. It is important that the University maintain a record of such visitors and review documentation or agreements in order to protect the University's interests, including intellectual property. Federal agencies have placed great emphasis on regulating access to research facilities when that research access has implications under federal export control regulations.

Tennessee State University (TSU) recognizes that individuals from other universities, institutions, and businesses may wish to visit the University for extended periods of time for reasons including, but not limited to, conducting research in a TSU facility, collaborating with University researchers on specific projects, and observing University faculty research

These guidelines apply to TSU faculty, staff, departments, colleges, and units that entertain requests from individuals from other universities, institutions, and businesses who wish to visit the campus and use TSU facilities to conduct collaborative research or observe research in TSU facilities. These individuals do not carry any official status of employment with the University and must have formal University sponsors. TSU faculty, staff, departments, colleges, and units that entertain requests from individuals from other universities, institutions, and businesses who wish to visit the campus and use TSU facilities to conduct collaborative research or observe research in TSU facilities must

submit an International Visiting Scholar Recommendation form to the Office of Diversity and International Affairs to begin this process.

Definitions

1. Department or Unit Sponsor: Department or unit within which the visiting scholar or visiting researcher will be working or collaborating. The department or unit sponsor is responsible for obtaining the signature of the visitor on any agreements required (e.g., visiting scholar/researcher agreement or visiting scholar/researcher and company agreement).

2. Visiting Scholar: Scholar temporarily residing at TSU with defined but unescorted access to University facilities. Visiting scholar's temporary engagement does not imply a continuation of their relationship with the University. The designation of "visiting scholar" is ordinarily made for a minimum of two weeks and a maximum of one year.

3. Visiting Researcher: Same as visiting scholar except that the visitor has the title "visiting researcher" and generally has access to University laboratory facilities.

Visa Processing

The J-1 exchange visitor classification is the status most commonly used by international visiting scholars/researchers. Under the exchange visitor status, scholars, professors, researchers, and others may come to the United States for defined periods of time for the purpose of educational exchange. Any international visitor who has sufficient academic training to benefit from an academic or professional program at a U.S. college or university may be eligible for this status. Contact Mark Gunter-Director of International Student Services (ISS) at 615-963-5639 for assistance with visas.

To obtain a J-1 visa for a visiting scholar/researcher, the individual sponsor and the sponsoring department/unit must agree to and complete the following steps:

STEPS:

1. Complete the International Visiting Scholar Recommendation Form and submit it to Mark Gunter-Director of International Student Services (ISS) at mgunter@tnstate.edu.

2. Make a reasonable effort to determine that the English proficiency of a proposed visitor is sufficient to allow meaningful interaction between the individual and University faculty/staff and the greater community.

3. Assist the Scholar/researcher in establishing temporary housing.

4. Assist a visitor in obtaining visiting scholar/researcher benefits (based on the researcher agreement, office space, TSU ID card, library and computer access)

5. Provide cross-cultural interaction between a visitor, the department's or unit's faculty, and/or staff (or engage the visitor in cross-cultural exchanges with faculty and/or staff in the department or unit).

6. Show active interest in the research or activity being undertaken by a visitor and have the visitor participate in research and other activities of the department or unit.

7. Designate a University faculty member, research staff member, or appropriate employee as the individual (formal) sponsor of the visitor.

J-1 visa holders (as well as the accompanying spouse and dependents of J-1 visa holders) should be adequately covered by health insurance. Any visitor whose DS-2019 Form for a J-1 visa has been processed by International Student Services (ISS) is eligible for the same type of insurance that is available to students. The insurance program is an important matter covered in the orientation program offered to international visiting scholars/researchers.

Procedure I-31.0: Xtreme Spring Break and Maymester

Accelerated classes offered to qualified students (i.e., high GPAs) to provide them with an opportunity to earn 3-credit hours.

Xtreme Spring Break – during Spring Break--Access Academic Calendar for dates

Maymester – the 3-week May term between full spring semester and the full summer semester

STEPS:

1. Access Academic Calendar for dates.

2. Register for classes.

3. All fees must be paid in full by 4:30 p.m. on the date of the deadline or students must confirm registration if their fees will be covered by scholarships and/or financial aid. A late registration fee of $100.00 will be assessed after the deadline.

4. Students dropping and adding a class on or after the first day of class must process both the Add and the Drop **ON THE SAME DAY AND THE ADD MUST BE PROCESSED FIRST**. Check applicable dates to withdraw from classes or drop a class to obtain 100%, 75%, or 25% refund.

5. All females and males qualified for Maymester will be housed in Eppse Residence Hall.

6. Move-in will begin on the Sunday before classes begin.

7. All participants must check out of the Hall immediately after their final examination or by 4:00 p.m. on that Friday, whichever comes first.

8. Final grades for Maymester and X-treme Spring Break are to be submitted via myTSU by the deadline specified. The instructions for online grading can be accessed through myTSU.

Procedure I-32.0: Withdrawal from Classes and/or the University

The deadline for withdrawing from classes and/or the University is specified in the calendar for each semester. The proper forms for withdrawing from a class will be provided by the Office of Admissions and Records. Withdrawal is official only after the form has been completed and submitted to the Records Office.

STEPS:

TO WITHDRAW FROM A COURSE:

1. Withdrawal is done via MyTSU. A student may receive a grade of "W" if he withdraws according to the following schedule:
    - Regular Semester - prior to the end of the 9th week of classes.
    - Summer Sessions I & II - prior to the end of the 3rd week of classes.

2. If a student never attends a class officially registered for or stops attending class without officially withdrawing, that student will be assigned a final grade of "F".

TO WITHDRAW FROM THE UNIVERSITY:

1. Report to the University's Counseling Center located in the basement level of Wilson Hall, meet with a counselor and complete the **Request to Withdraw** from the University form.

2. Obtain all required signatures and submit the form to the Records Office.

3. Administrative withdrawal from the University must be documented by the student and approved by the Dean of Students in the Division of Student Affairs and the Vice President of Academic Affairs. Health problems or other circumstances beyond the students control may be reasons for granting withdrawal from the University.

Procedure II-01.0: Acceptance of Gifts and Property

STEPS:

Prerequisites:

I. A computer with one of the following types of connections:
   1. A university computer with a hardline connection to the network
   2. A computer or laptop connected via the VPN
   3. A computer or device utilizing Citrix to run Internet Explorer
   4. A device connected via the TSU_Secure wireless connection

II. Under NO CIRCUMSTANCES will you be able to access the application from the following:
   1. Any computer or device connected to the open TSU wireless network
   2. Any computer or device connected to a mobile or home network that is not utilizing the VPN or Citrix

III. The easiest way to access the Inventory Approval application is from the email alert that you will receive as a department chair or custodian. It will contain a link directly to the department approval page:

Thu 2/25/2016 9:08 PM

Sharepoint Development <Sharepoint@tnstate.edu>

Facilities Inventory - New items for approval

To Coleman, Ben

New items have been submitted to the Facilities Inventory for your approval.

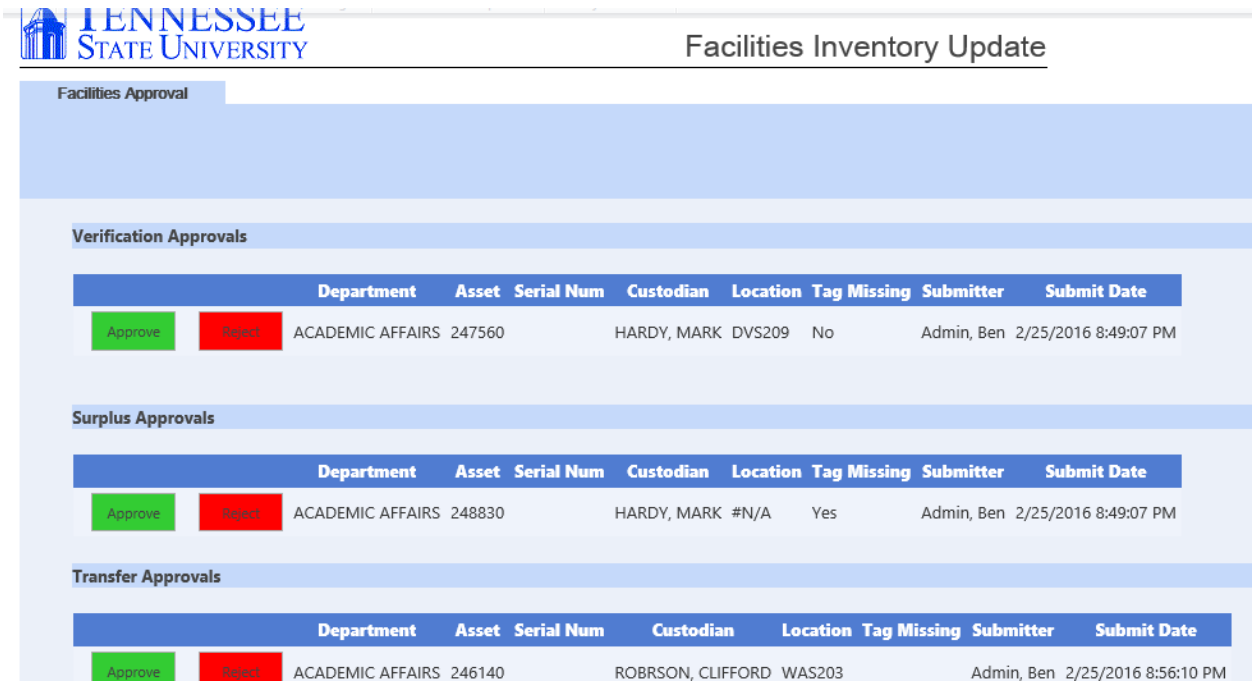
Please follow the following link to see the pending items:

Inventory Approval

Thank you,

Facilities Management

IV. After clicking the link, you will be redirected to your department's pending inventory approval items:



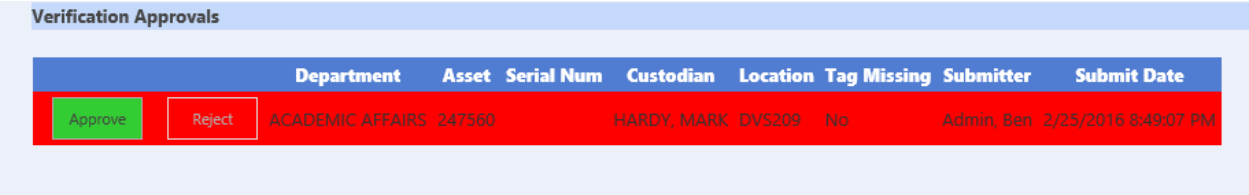
V. The Inventory Approval application handles three types of approvals:

1. Verification Approvals – for items that are currently in use
2. Surplus Approvals – for items to be removed from the inventory
3. Transfer Approvals – for items that have been provisionally transferred to your department

The application contains three individual sections—one for each type of approval—though the functionality of each section is the same.

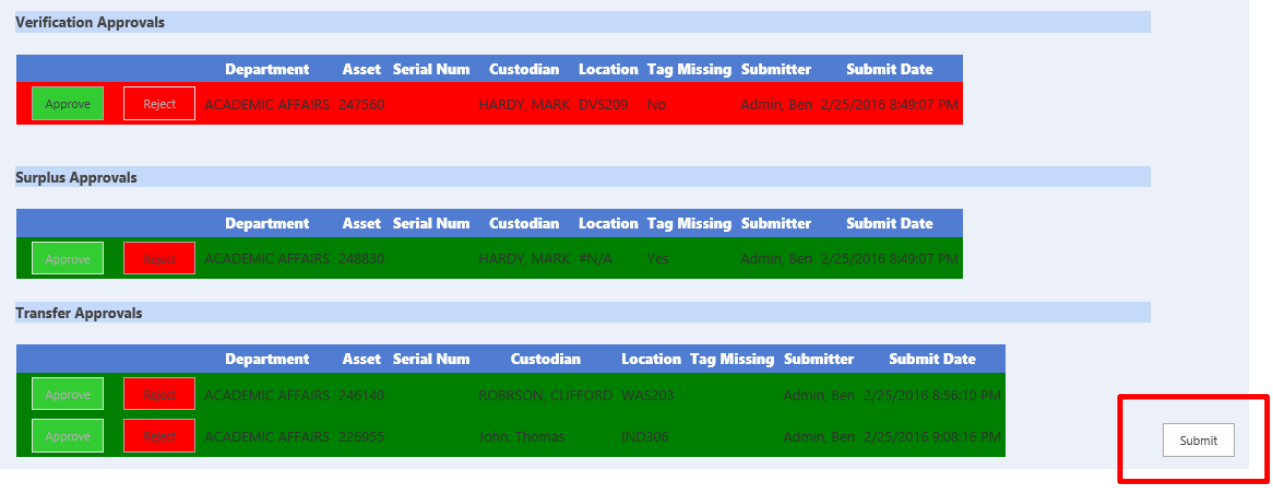
VI. Inspect the first item and decide if it is approved or rejected. Approved items are submitted for review and reconciliation by Facilities, while Rejected items are sent to a special queue for individual processing by Facilities. Click either APPROVE or REJECT:

An approved item will turn green to indicate approval, while a rejected item will turn red:

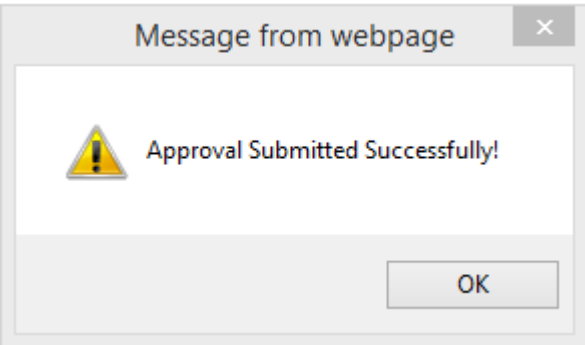


Notice that the green Approve button is still active. If you accidentally reject an item that you meant to approve (and vice versa), simply click the correct button. You are able to make corrections until you submit your approvals.

VII. Once you have approved or rejected all of the items for your session (you can process as many approval items as you'd like in a single session; pending items will be available for you the next time you launch the application), find the SUBMIT button in the lower-left-hand corner and click it:



VIII. When your approvals have been submitted successfully, you will receive this message:



NOTE: Transfer approvals work slightly differently from verification and surplus approvals. An approved transfer will have the department information committed immediately. After submission, it will be available to be processed under the new department in the Inventory Update Application. Rejected transfer changes are discarded and it is returned to the original department's queue.

Procedure II-01.0: Acceptance of Gifts and Property (cont)

Acceptance of gifts or donations from one department to another department

1. If a department receives a gift or donation from another department within the University, the department should add the gift/donation to their property addition sheet with supporting documentations for inventory purposes. This information must be submitted during the annual property inventory period. (See attached **Property Addition Sheet.)**

2. The department that issues the gift/donation to another department should complete a property transfer sheet for inventory purposes. This information must be submitted during the annual property inventory period. (See Attached **Property Transfer Sheet.**)

3. If a department receives computer(s) from another department it should:
   List "ALL" operative and inoperative computers currently in the area of responsibility regardless whether purchased, transferred or received as a gift to the University. Every computer must be recorded on this sheet to include those that are listed on the Inventory Printout. This information must be submitted during the annual property inventory period. (See Attached Special Computer Inventory Sheet.)

Based on Tennessee State University Personnel Code of Ethical Conduct 6.9

1. Tennessee State University employees shall refrain from accepting preferential benefits based solely on public employment and shall refrain from giving preferential benefits to employees, relatives, and citizens of the State.
2. Tennessee State University employees shall not accept fees, gifts, payment for experience, or any other thing of monetary value which will give rise to: (a) the preferential treatment of any student, employee or citizen (b) the loss of impartiality in decision making.

Based on Tennessee State University Procurement Policy

1. Purpose

The purpose of this policy is to provide guidance to all employees engaged in the acceptance of gifts and/or donations on behalf of the University, regardless of source or a specific use by a designated department.

2. Authority

The Director of Development is responsible for coordination and acceptance of all gifts (personal property and cash) to the University. This includes but is not limited to equipment of any kind, vehicles, machinery, computer equipment, etc. and shall be processed without exception, through the Office of Development.

The Office of Development will, therefore, be advised immediately upon learning of the probability of an offer of a gift or donation. After securing all appropriate information, a written recommendation shall be submitted to the President who will make the final decision on acceptance of the proposed gift or donation.

3. Gifts Other Than Cash

For all gifts other than cash, departments or activities which report to the Office of the Vice President for Academic Affairs shall submit the above information to the Vice President for Academic Affairs for his/her consideration and recommendation to the Director of Development. All other departments and activities shall submit the above information to the Vice President for Business and Finance for consideration and recommendation to the Director of Development. Cash donations with significant restrictions on use (other than contributions to establish restricted accounts) shall also be reviewed in the same manner as non-cash gifts.

4. Department Actions

Any person who gains knowledge of the probability of the offer of a gift or donation to the University shall advise his department or activity head. The department or activity head shall secure the following listed information (if applicable) concerning the potential gift/donation.

Identification of the item(s) and donor.

Estimate of the value of the item(s) - preferably based on the judgment of the department chair or other responsible department official. This statement is for internal use only and cannot be considered official for donor's tax purposes.

NOTE: Professional appraisals of value of non-cash items (for tax purposes) will normally be the responsibility of the donor; however, other arrangements may be made at the discretion of the Director of Development.

a. Restrictions on use of the gift.
b. Recommendation as to acceptance.
c. Statement as to the University's need for the item(s), if non-cash.
d. Statement as to the condition of the item(s).
e. Statement as to the availability of space for use of the item(s).
f. Details on any liabilities associated with the gift, i.e., mortgages or liens.
g. Estimate of cost renovation, if necessary, to make the gift usable.
h. Estimate of the annual maintenance cost and other ongoing expenses, if accepted.
i. Estimate of cost of delivery and/or installation.
j. Estimate of all other costs that might be incurred by acceptance of the item(s).

5. Office of Development Actions

a. A complete record of all gifts and donations to the University will be maintained in the Office of Development.
b. Proper acknowledgement of all gifts and donations will be made by the Director of Development. He/she will also insure that all letters and publicity concerning gifts and donations are appropriately coordinated prior to release.
c. Upon receipt of an offer of a gift/donation, the required information concerning the item(s) and recommendation from the appropriate vice president, the Director of Development will accomplish the following:

1. Review thoroughly the information submitted by the department/activity head;
2. Secure the approval of the President;
3. Review the gift/donation proposal with the prospective donor, and advise the donor of the non-acceptance and the reasons or the terms and conditions under which the gift/donation will be accepted;
4. Advise the concerned department of the decision to accept or not accept the gift or donation;
5. Coordinate the transfer of ownership and physical possession of the item(s) with the donor and the appropriate University department officials; including necessary steps to have the item(s) placed on the current inventory;
6. Non-cash items shall be fully described and the terms and conditions under which the acceptance was made shall be included.
7. Advise the offices of the following listed officials of the acceptance of the gift or donation.

    Vice President for Business and Finance,

    Director of Procurement Services

    Other departments or activity heads who may be concerned

This sheet must be returned with Inventory Printout. Enter "NONE", sign and date if no items are listed.

TENNESSEE STATE UNIVERSITY

PROPERTY ADDITION SHEET

Function No. _____

Department _____

Date _____

1. **List all items that have been received, tagged and delivered which do not appear on the inventory printout.**
2. **If item received as Gift/Donation - A completed copy of the Gifts and Donation form must be attached.**

Item No.	Property Tag No.	Description	Model No.	Serial No.	Purchase Order No.	Building	Room No.	Cost	Comments

Please indicate which support document attached:

[ ] Gifts and Donation Acceptance Form

[ ] Other: _____

	Print or Type Name	Signature	Date	Tel. Ext.
Prepared by:				

	Print or Type Name	Signature	Date	Tel. Ext.
Reviewed and Approved by:				

Property_Addition.doc

Procedure II-02.0: Acceptance of Personal Gifts from Vendors

PURPOSE:

The purpose of this policy is to provide guidance to all employees engaged in the acceptance of gifts and/or donations on behalf of the University, regardless of a source or a specific use by a designated department.

AUTHORITY:

The Director of Development is responsible for coordination and acceptance of all gifts (personal property and cash) to the University. This includes but is not limited to equipment of any kind—vehicles, machinery, computer equipment, etc.—and shall be processed without exception through the Office of Development. The Office of Development will therefore be advised immediately upon learning of the probability of a gift or donation. After securing all appropriate information, a written recommendation shall be submitted to the President who will make the final decision on acceptance of the proposed gift or donation. For all gifts other than cash, departments or activities which report to the Office of the Vice President for Academic Affairs shall submit the above information to the Vice President for Academic Affairs for his/her consideration and recommendation to the Director of Development.

STEPS:

The following steps are to be followed by the person acquiring the gift working with the Office of Development in completing the proper paperwork for acceptance and acknowledgement of gifts:

1. Identification of the item(s) and donor;
2. Estimate of the value of the item(s);
3. Recommendation of the use of the gift;
4. Recommendation as to the acceptance;
5. Statement as to the University's need for the item, if non-cash;
6. Statement as to the availability of space for use of the item(s);
7. Estimate of all costs, which include renovation, if necessary, annual maintenance, delivery and/or installation;
8. Determine if the item and value meet the requirements for inventory purposes;
9. In the event the item meets the criteria for inclusion in the property inventory, make arrangements with the department receiving the property to tag item(s);
10. Prepare the necessary paperwork to include the item(s) on the department's property inventory;
11. Complete and submit property inventory sheets to Finance and Accounting;
12. Advise the concerned department of the decision to accept or not accept the gift or donation;
13. Secure all authorized approvals and signatures.

The Office of the Vice President for Business and Finance shall be responsible for securing the approval of the Board where appropriate.

Procedure II-03.0: Accreditations, Evaluations, and Audits of Academic Programs Funding

STEPS:

1. Contact Office of the Vice President of Academic Affairs, AVP, Dr. Alisa Mosley, to affirm that evaluations and audits of program visits are consistent with those reflected on the Tennessee Higher Education Commission's 2010-15 Performance Funding Standard IC: Academic Programs: Accreditation and Evaluation List.

2. Applicable department personnel working with the dean's office will determine fees and other related cost that will be paid by the Office of the Vice President of Academic Affairs.

3. The invoice for the accreditation or evaluation fee is to be sent to the Office of the Vice President of Academic Affairs or Ms. Davidson, with a copy to Dr. Crook for processing in Tiger$hoppe via established procedure for paying memberships and accreditation fees. No late fee will be paid. Therefore, the invoice must be emailed to the Office of the Vice President of Academic Affairs (Ms. Davidson with copy to Dr. Crook) within 24 hours of receipt by department/college.

4. The applicable Department must follow-up with the agency to insure payment reached the accreditation or evaluation agency prior to the due date.

5. Travel arrangements must be made by the Department early enough to get the cheapest possible airline/transportation fare and should be made at minimum no later than 30 days prior to visit. All other travel costs to be reimbursed must be in accordance with TBR/University travel regulations.

6. The total projected cost to be paid by the Office of the Vice President of Academic Affairs should be communicated no later than April of the fiscal year prior to the visit to insure adequate funds are budgeted.

Procedure II-03.1: The Southern Association of Colleges and Schools (SACS) Commission on Colleges

The Southern Association of Colleges and Schools (SACS) Commission on Colleges (COC) is responsible for making the final determination on reaffirmation of accreditation based on the findings contained in the committee report.

Tennessee State University
2015-20 Quality Assurance Funding: Accreditation

Revised March 11 2016

Accreditation ***(sorted by Accrediting Agency and CIP Code)***

	2010 CIP	Academic Program	Degree Level	Accrediting Agency	Accreditation Cycle - Begin Date	Accreditation Cycle - End Date	Next Site Visit	Date - Accreditation Letter
1	12.19.0401.00	FAMILY & CONSUMER SCIENCES	2.5.BS	AAFCS	2014	2023	Spring 2023	15-Apr-13
2	32.52.0201.00	BUSINESS ADMINISTRATION	2.5.BBA	AASCB	2014	2018-19	2019	14-Jan-15
3	32.52.0201.00	BUSINESS ADMINISTRATION	4.2.MBA	AASCB	2014	2018-19	2019	14-Jan-15
4	32.52.0204.00	BUSINESS INFORMATION SYSTEMS	2.5.BBA	AASCB	2014	2018-19	2019	14-Jan-15
5	32.52.0301.00	ACCOUNTING	2.5.BBA	AASCB	2014	2018-19	2019	14-Jan-15
6	32.52.0601.00	ECONOMICS & FINANCE	2.5.BBA	AASCB	2014	2018-19	2019	14-Jan-15
7	09.14.0401.00	ARCHITECTURAL ENGINEERING	2.5.BS	ABET	2010	2016	2015-2016	27-Jul-10
8	09.14.0801.00	CIVIL ENGINEERING	2.5.BS	ABET	2010	2016	2015-2016	27-Jul-10
9	09.14.1001.00	ELECTRICAL ENGINEERING	2.5.BS	ABET	2010	2016	2015-2016	27-Jul-10
10	09.14.1901.00	MECHANICAL ENGINEERING	2.5.BS	ABET	2010	2016	2015-2016	27-Jul-10
11	06.11.0701.00	COMPUTER SCIENCE	2.5.BS	ABET/CAC	2012	1-Sep-16	2016	24-Aug-12
12	31.51.2306.00	OCCUPATIONAL THERAPY	4.2MOT	ACOTE	2011-12	2016-17	2017	4-Jun-15
13	25.40.0501.00	CHEMISTRY	2.5.BS	ACS	2013	On-going	--	2-Jan-13
14	26.42.0101.00	PSYCHOLOGY	4.4.PHD	APA	2012	2018	2018	Fall 2012
15	31.51.0204.00	SPEECH & HEARING SCIENCE	4.2.MS	ASHA	2011	2019	2019	8-Aug-11
16	09.15.0801.00	AERONAUTICAL & INDUST TECH	2.5.BS	ATMAE	2009	2015	2015	1/4/2012 & 8/26/2014
17	31.51.0701.00	HEALTH CARE ADMIN & PLANNING	2.5.BS	AUHPA	2010	2016	2016	21-Oct-10
18	31.51.0706.00	HEALTH INFORMATION MANAGEMENT	2.5.BS	CAHIIM	2010	On-going	--	5-Jan-10
19	31.51.2308.00	PHYSICAL THERAPY	4.4DPT	CAPTE	2013	2019	Spring 2019	6-Nov-13
20	31.51.2201.00	PUBLIC HEALTH	4.2MPH	CEPH	2015	2020	2020	18-Jun-15
21	31.51.0908.00	CARDIORESPIRATORY CARE SCIENCE	2.5.BS	CoARC	2010	2019	2019	26-Mar-10
22	31.51.0602.00	DENTAL HYGIENE	2.3.AAS	CODA	2015	2021	2021	4-Sep-15
23	27.44.0701.00	SOCIAL WORK	2.5.BS	CSWE	2007	2015	2015	1-May-15
24	27.44.0701.00	SOCIAL WORK	4.2MSW	CSWE	2009	2017	2017	10-Jul-13
25	30.50.0701.00	ART	2.5.BS	NASAD	2009	2017-18	2017-18	12-Nov-09
26	30.50.0901.00	MUSIC	2.5.BS	NASM	2007	2017	2016-17	25-Jun-09
27	27.44.0401.00	PUBLIC ADMINISTRATION	4.2.MPA	NASPAA	2013	2019	2019	12-Jul-13
28	08.13.0301.00	CURRICULUM & INSTRUCTION	4.2.MED	NCATE	2010	2016	Spring 2016	7-May-10
29	08.13.0301.00	CURRICULUM & INSTRUCTION	4.4.EDD	NCATE	2010	2016	Spring 2016	7-May-10
30	08.13.0401.00	INSTRUCTIONAL LEADERSHIP	4.2.MED	NCATE	2010	2016	Spring 2016	7-May-10
31	08.13.0401.00	EDUCATIONAL LEADERSHIP	4.4.EDD	NCATE	2010	2016	Spring 2016	7-May-10
32	08.13.0401.00	EDUC ADMIN & SUPERVISION	4.3.EDS	NCATE	2010	2016	Spring 2016	7-May-10
33	08.13.1001.00	SPECIAL EDUCATION	2.5.BS	NCATE	2010	2016	Spring 2016	7-May-10
34	08.13.1001.00	SPECIAL EDUCATION	4.2.MED	NCATE	2010	2016	Spring 2016	7-May-10
35	08.13.1101.00	PROFESSIONAL SCHOOL COUNSELING	4.2.MS	NCATE	2010	2016	Spring 2016	7-May-10
36	08.13.1202.00	ELEMENTARY EDUCATION	4.2.MED	NCATE	2010	2016	Spring 2016	7-May-10
37	08.13.1206.00	ARTS & SCIENCES	2.5.BS	NCATE	2010	2016	Spring 2016	7-May-10
38	08.13.1210.00	EARLY CHILDHOOD EDUCATION	2.5.BS	NCATE	2010	2016	Spring 2016	7-May-10
39	08.13.1299.00	ADV STUDIES IN TCHG & LEARNING (inacti	4.2MED	NCATE	2010	2016	Spring 2016	7-May-10
40	22.31.0501.02	HUMAN PERFORM & SPORT SCIENCES	2.5.BS	NCATE	2010	2016	Spring 2016	7-May-10
41	22.31.0501.02	HUMAN PERFORM & SPORT SCIENCES	4.2.MAED	NCATE	2010	2016	Spring 2016	7-May-10
42	31.51.3801.00	NURSING	2.3.AAS	NLNAC	2011	2019	Spring 2019	22-Jul-11
43	31.51.3801.00	NURSING	2.5.BSN	NLNAC	2007	2015	2015	
44	31.51.3801.00	NURSING	4.2.MSN	NLNAC	2007	2015	2015	
45	05.09.0100.00	COMMUNICATION	2.5.BA, BS	ACEJMC	Site visit anticipated AY 2018-19. Accreditation expected May 2019.			12/4/2013 Pre-Visit Report

UPDATES

Aug 26 2015	Name change from Administration & Supervision, EdD to Educational Leadership, EdD effective August 2015.
Sept 14 2015	Dental Hygine AAS program received Accreditation with Reporting Requirements and must gain full accreditation by Aug 2016, per Feb 2015 letter.
March 3 2016	Update Dental Hygine AAS program has CODA reporting requirements lifted, per September 2015 letter.
March 11 2016	Advanced Studies in Teaching and Learning MED (08.13.1299.00)Inactivated effective March 2016

Procedure II-04.0: Administrative Units Reorganization

Administrative Units Reorganization is a restructuring of administrative divisions, departments, and organizational units for the purposes of providing enhanced services, operational efficiency and maximization of scarce, limited resources.

STEPS:

- Administrative units reporting directly to the President and the Vice President of Academic Affairs require approval by the Tennessee State University Board of Trustees as reflected on the organizational charts submitted during the July and the October budgets submission.

- Changes in the organizational structure in units below the hierarchy (i.e., Direct Reports to the President and the Vice President of Academic Affairs) in Step One are to be recommended by the Vice President of Academic Affairs/Vice-President to the President and approved by the President or his/her designee.

- Upon approval of recommended changes, the appropriate personnel action request forms (PARF) or job reclassification forms with job description are to be submitted to Human Resources as appropriate to ensure employees' duties, responsibilities, and title are consistent with the Human Resources' classification plan prior to implementation of the reorganization change.

- Upon appropriate approvals, organizational charts should be developed or updated to reflect the organizational structure change.

- Submit corrected charts to Vice President of Academic Affairs's Office via email for review, approval, and updating in Master Organizational Chart Workbook.

Procedure II-05.0: Admissible Items for Purchase and Processing in Tiger$hoppe

This procedure is not intended to inform the general University population of the technical and/or legal requirements of purchasing in such technical processes as contracts, bidding procedures, etc. However, in some instances, departments must furnish technical information data to ensure that the department receives satisfactory materials to accomplish its intended purposes and mission(s). Users should check with Purchasing at all times to ensure that any information contained in the procedure is the latest. Instead of listing items that can be purchased, this procedure will focus on items that CANNOT be purchased.

Prohibited Transactions

Funds appropriated by the legislature for general operating use, including the unrestricted funds budgeted to university departments, may not be used for extravagant or personal purchases, or for items or services that are not prudent or necessary to carry out university business.

The following examples of prohibited expenditures include, but are not limited to:

- Personal letterhead or stationery;
- Christmas cards;
- Personal photographs, pictures or frames;
- Elaborate business cards;
- Office area coffee pots or coffee makers;
- Plants, flowers, or vases for decorating individual offices or classrooms;
- Gifts other than approved awards;
- Coffee, pastries or foodstuffs for consumption by the staff except in approved conference settings;
- Personal or social memberships to clubs, organizations, and associations (institutional or approved individual professional memberships are acceptable).

Waivers of such restrictions must be approved in writing and in advance by the President, Vice President for Business and Finance, or Purchasing Director.

Alcohol, Drugs, and Hazardous Merchandise

Federal and state laws govern the purchase, control, and use of narcotic and dangerous drugs. In order to insure that such materials are ordered, shipped, and subsequently stored, safe guarded, and used in accordance with government regulations and codes, applicable regulations shall be followed.

Tiger$hoppe Overview

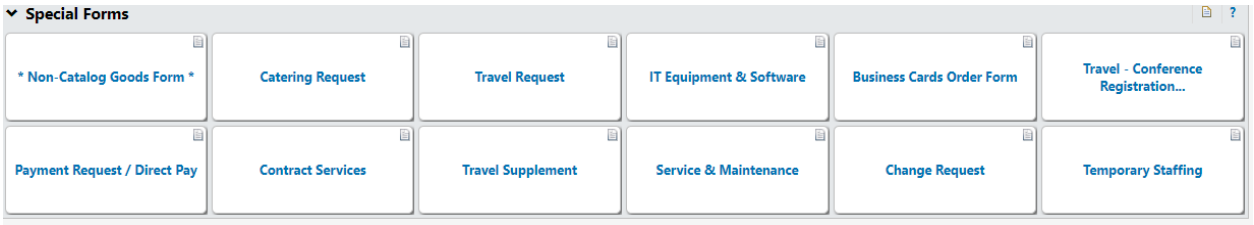
Prior to initiating a Tiger$hoppe transaction perform the following actions:

Registration: Go to https://solutions.Tiger$hoppe.com/apps/Router/Login?OrgName=TSU&URL= to register.

> **NOTE:** You must complete the Banner Access form posted on the Finance and Accounting website and submit it per the instructions listed on the form before you can submit your requisition.

The following tips will assist you when entering your requisitions:

Special Forms:



1. **Non-Catalog Goods** – Use this form when the vendor or product is not available through Product Search.

2. **IT Equipment and Software –** Use this form to order computers, software and other computer related items from vendors other than Dell or Apple. This form goes through the Computer Resource Committee for approval prior to being received by Procurement.

3. **Change Request** – Use this form to make ***monetary or other changes*** to an original purchase order. It is not used to add additional information or items to an original requisition. **DO NOT** use this form to supplement food service request. Use the Food and Entertainment form and reference the Purchase Order Number in the description.

4. **External or Contract Services** – Use this form for the submission of contractual agreements such as consultants, speakers, etc. All contracts must have original/manual signatures. The only change in submitting contractual agreements is that the PR is now placed in the HigherMarkets system.

5. **Catering Request** – Use this form for food service requests. Attach a Banquet Event Order (BEO) form or other type of quote. Also attach an On-Campus Catering Request Form, regardless of which vendor will cater the event or the location of the event. (Only attach an Off-Campus Catering Request Form if an off-campus cater will be bring food onto campus.) Additional information about the event may be attached as appropriate, such as flyers, correspondence, etc. If the food purchase is in the form of gift certificates (usually for research participants), there must also be a statement that "the certificates will be safeguarded as if cash and a list of recipients will be maintained on file for audit purposes." The University's food/beverage policy is available at http://www.tnstate.edu/vpbf/POL/Food%20and%20Beverage%20Purchases.htm.

   NOTE: Fund/Organization approvers of food/beverage requisitions should NOT "*APPROVE AND COMPLETE"* the PR. Instead, use the "*FORWARD"* option to submit the PR to the appropriate Vice President. If the PR comes back to your folder (and this may happen if the Fund and/or Org was not approved in the initial step), then "*APPROVE AND COMPLETE"* – but only after making sure the Vice President's approval is in the PR history. The PR will then go to the Vice President for Business and Finance for approval. If the PR has not been approved by your Vice President, it will be rejected by the Vice President for Business and Finance.

6. **Payment Request / Direct Pay** – Use this form for membership dues, subscriptions, reimbursements, student stipends, etc. An invoice must be attached when using this form.
   Reimbursements must have the prior approval of the Procurement Office and the written approval must be attached before payment can be processed. A payment request form that has been processed by the Procurement Office will produce a "Pending PO number" only (Ex. PENDING12345). To check the status,

click on the pending number. Under the STATUS bar, you will see Document Status and Workflow. If the Workflow reads "Completed", it been paid by Accounts Payable. If it reads "Pending ", it is in the process stage for payment. (Therefore, do not contact Accounts Payable. Your payment will be processed or you will be notified of any concerns and/or problem with payment.)

7. **Service & Maintenance** – Use this form to cover maintenance and/or service of equipment. Information regarding the equipment's type, model, and serial number is required. Service and Maintenance exceeding $5,000 MUST be accompanied by an agreement.

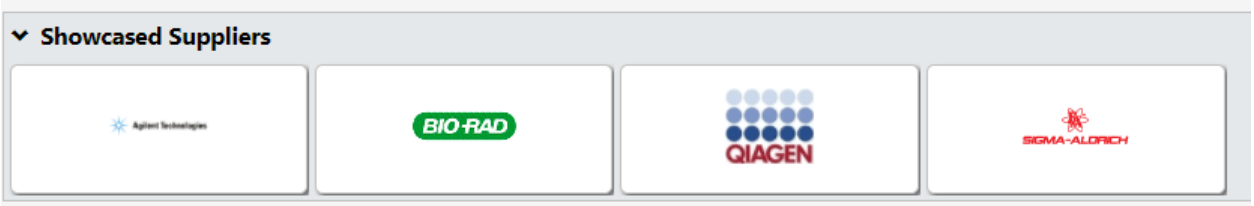
8. **Temporary Staffing** – Use this form to hire personnel from a temporary agency. Temporary Staffing must be approved by Human Resources.

9. **Contract Services** – Use this form for services and/or goods requiring contracts between the University and the vendor.

Showcased Suppliers

The following suppliers are considered Showcased Suppliers wherein their catalog is uploaded into Tiger$hoppe. However these items are still subject to bid parameters.

- Agilent Technologies
- Bio-Rad
- Qiagen
- Sigma-Aldrich

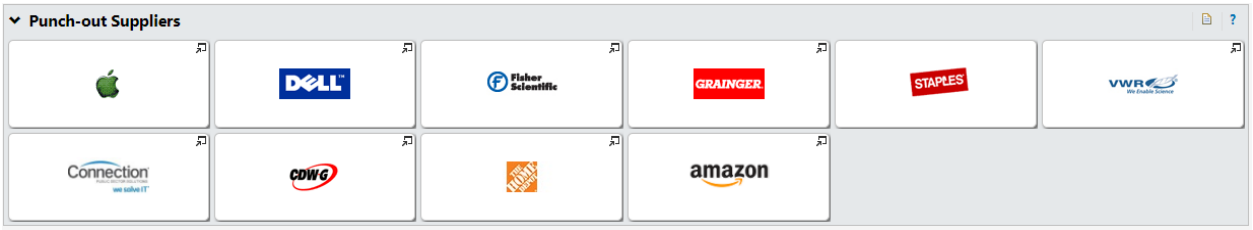


Punch-out Suppliers

Punch-out Suppliers have contracts and the University may purchase directly from their catalogs through Tiger$hoppe.

- Apple
- Dell
- Fisher Scientific
- Grainger
- Staples
- VWR
- GovConnection
- CDW-G
- The Home Depot

- Amazon



Special Purchases

Memberships - All requisitions for membership dues and subscriptions must include a statement that the purchase is "directly related to the vision/mission/goals of the University". If the requisition is for *individual* (versus *institutional*) membership dues or subscriptions, there must also be a statement that the vendor does not offer an institutional option or a statement that the individual option is less expensive; and a statement that the membership dues or subscription do not maintain or enhance the employee's professional status, such as a bar association membership for an attorney. Additional information is on this topic is available at http://www.tnstate.edu/vpbf/POL/Membership%20Dues%20and%20Subscriptions.htm.

Office Supplies – All office supply purchases, must be placed with Staples Business Advantage unless supported by documentation of lower pricing by another vendor. Purchase requisitions from vendors other than Staples without supporting documentation will be returned to the departments unprocessed.

Business Cards – Use this form to request business cards. The source vendor for printing business cards is: Print Authority. Any exception to the design or type of business card must be approved by the Office of University Publications.

Envelopes and Letterheads - Envelopes and letterheads must be submitted through Tiger$hoppe using the non-catalog form. Please attach a sample copy of your letterhead or envelope when submitting. The source vendor for printing letterhead and envelopes is: Print Authority. Any exception to the design or type of envelopes and letterheads must be approved by the Office of University Publications.

Helpful Hints

1. Use the appropriate form when placing your order. (See Tiger$hoppe Tips)
2. To complete a thorough search for vendor name before choosing "New Vendor". Enter only a few letters of the vendor name, i.e. (enter "Chro" for "Chronicle" – all vendor names beginning with "Chro" will pull up in your search). When using an individual's name the search must be completed on the individual **FIRST** name.
    1. **Favorites:** Use this tab to organize frequently used items, such as office, lab and computer supplies.
    2. **Quick Order:** Use this tab if you have a valid vendor, catalog or product number.
    3. **Product Search:** Use this tab if you do not have a valid vendor, catalog or product number, but you do have a general description of the item needed.
    4. **Forms:** Use this tab to access the forms listed under "***Organization Forms***" as follows:

1. **Non-Catalog Goods** – Use this form when the vendor or product is not available through Product Search.
2. **Change Request** – Use this form to make ***monetary changes only***. It is not used to add additional information or items to an original requisition. **DO NOT** use this form to supplement food service request. Use the Food and Entertainment form and reference the Purchase Order Number in the description.

3. If you do not find your vendor name listed – select "New Vendor" and provide the following information in the "Internal Notes" section:

   Vendor Name

   Vendor Address

   Vendor Phone Number

   Vendor Fax Number *(mandatory)*

   Vendor Email Address *(mandatory)*

   Vendor W-9

4. Once you have entered your order and selected **Review** you can then **Place Order**. However, if you receive **Empty Cart** instead of Place Order – **Stop Here** – the system is **UNAVAILABLE FOR USE.**

5. If your order has been rejected please click on the **HISTORY** tab of the purchase requisition to review why the PR was rejected.

Things You Need to Know to Avoid Rejection

If your purchase requisition rejects, please read the "History" tab on the purchase requisition prior to contacting the Procurement Office. If the PR rejects due to:

- Insufficient funds – identify where you will be moving funds from then complete and submit a Budget Revision to the Budget Office or if grant funds are involved submit to the Grants Office.

- Not authorized to post against a fund and/or an organization – complete the Banner Access form posted on the Finance and Accounting website and submit per instructions listed on the form.

- Memberships must include required statements. (see Tiger$hoppe Tips)

- Food Service must be **FORWARD TO** your Vice President for approval. Request for Food Service must include Banquet Event Order Form or quote from off-campus vendor, if applicable, On Campus Catering Request Form or Off-Campus Catering Request Form, if applicable), and include any additional information about the event.

- Unauthorized purchases or purchases made without first obtaining a duly authorized purchase order must include a letter of justification approved by your vice president. In accordance with University Purchasing Policy and Procedures, a duly authorized purchase order is required to be issued prior to a vendor providing any products and/or services. No University Department may order directly by letter, telephone or email or in any manner. The University will assume no obligation except in a previously issued and duly authorized purchase order.

Procedure II-05.1: Account Codes Directory for Operating, Travel, Utilities, and Capital Accounts in the Banner Finance System

STEPS:

1- **Operating Account 74XXX**

Account Code	Title
74310	Equipment Maintenance
74320	Building Maintenance
74330	Maintenance Of Grounds
74390	Other Maintenance And Repairs
74430	Software Maintenance
74440	Consulting Services
74441	Subcontract up to 25,000
74442	Subcontract greater than 25,000
74450	Medical Services
74460	Legal Services
74470	Advertising Services
74480	Dues And Subscriptions
74484	Library EBooks
74485	Library Periodicals
74490	Other Professional And Admin Srvs

Account Code	Title
74500	Supplies
74510	Office Supplies
74520	Instruct Supplies
74530	Operational Supplies
74550	Sensitive Equipment Items
74550	Sensitive Equipment Items
74590	Other Supplies
74610	Operating Leases For Real Property
74620	Operating Leases Personal Property
74630	Rentals
74631	Rent Lease Bld Space
74632	Rent Lease Land
74633	Rent Lease D P Equip
74634	Rent Lease Oth Equip
74650	Insurance

Account Code	Title
74660	Capital Leases D P
74661	Capital Leases Other
74669	Other Rental Insur
74760	Awards To Employees
74790	Other Awards And Indemnities
74810	Grants And Subsidies To Orgs
74820	Grants And Subsidies To Individuals
74821	Grants And Subsidies Ind Recovery
74830	Training Costs For Employees
74880	Other Grants And Subsidies
74891	Stipends
74892	Laundry & Linens
74893	Room And Board
74894	Educational Material
74895	Cultural Activities
74910	Cash Short And Over

Account Code	Title
74920	Bad Debts
74930	Gain Loss On Disp Of Fixed Asset
74980	Miscellaneous Unclassified
74983	Catering Services
74984	Guarantees
74989	Payments to Foundation
74990	Late Payment Charges

2- Travel Account 73XXX

Account Code	Title
73100	Individual Instate Travel
73200	Individual Out Of State Or Country
73250	Travel Indiv Ot Country
73300	Teams And Groups Instate
73400	Teams Grps Out Of State Or Country
73450	Travel Grup Ot Cutry
73500	Visitors Instate
73600	Visitors Out Of State Or Country
73650	Travel Vstr Ot Cutry
73700	Moving Expenses
73800	Athletic Recruitment Travel
73810	Athletic Recruitment In State
73820	Athletic Recruitment Out State
73830	Travel-Vstr-In-State Ath Recruitmnt
73840	Travel-Vstr-Ot-State Ath Recruitmnt
73900	Other Travel

3- Utilities Account 75XXX

Account Code	Title
75110	Electricity
75120	Water And Sewage
75130	Natural Gas
75140	Coal
75150	Fuel Oil
75190	Other Utilities And Fuel
75210	Motor Fuel Oil Lubricants
75220	Tires And Tubes
75230	Accessories And Parts
75240	Repairs By Noninstitutional Agency
75290	Other Motor Vehicle Operation
75310	Prof And Admin Srvs By Instit Dept
75320	Data Processing Allocations
75330	Renewal And Replacement Charges
75340	Prorata Allocations
75350	Other Allocations
75410	Departmental Revenues

4- Capital Account 78XXX

Account Code	Title
78110	Office Equipment
78120	Operational Equipment
78130	Instructional Equipment
78190	Other Equipment
78210	Purchase Of Land
78220	Site Development And Improvement
78290	Other Land Costs
78310	Puchase Of Buildings
78310	Purchase Of Buildings
78320	Construction Of Buildings
78390	Other Building Costs
78410	Parking Lots Streets Walks Etc
78420	Utility System Maint Operation
78490	Other Improvements

Account Code	Title
78510	Books
78520	Periodicals
78520	Periodicals
78530	Binding
78530	Binding
78540	Films
78540	Films
78550	Microform
78550	Microform
78580	Other Library
78580	Other Library
78610	Capitalized Software

Procedure II-06.0: Allocation of Space

All facilities, spaces, and grounds belong to the University and not the individual or unit currently assigned to use space to conduct authorized University business. The following steps should be followed when requesting or reassigning buildings and rooms.

STEPS:

1. Discuss currently assigned space and request for new space first with the appropriate department chair/director, dean, then Vice President of Academic Affairs.

2. Send request or reallocation for new space for review and approval to the Facilities Management Office. ATTENTION: Mr. Albert Hill, Interim Associate Vice President for Facilities Management.

3. The Space Advisory Committee is a decision-making body regarding space issues. As such, it will provide a forum for the discussion and approval of individual space requests, campus-wide space plans, plans for new space, space utilization reports, policies and procedures regulating the use of facilities, and other critical planning issues that require policy-level deliberation.

Procedure II-07.0: Annual Employee Evaluation

Tennessee State University recognizes employees have a need and expectation to be continuously advised of how their performance is perceived by their supervisors. The performance review process is used for that purpose. The performance review process isn't a disciplinary process. It is a developmental process that is used to assist personnel in professional development. Although Tennessee State University's performance review process is designed to measure an employee's overall job performance during the performance year, the evaluation should be directed towards goal planning and goal attainment. It is a time to review progress on goals, identify accomplishments and achievements, as well as, identify areas of improvement, create goals and develop plans for the coming year. The information presented during the annual evaluation should never be a surprise to the employee or supervisor. Employee evaluation is an ongoing process for which both the employee and his/her supervisor should prepare.

STEPS:

1. To prepare for the annual evaluation, the employee uses the **Self-Evaluation Questionnaire** and the **Annual Goal Setting Form** and evaluates him/herself with the sections on behavior standards and job performance on the Performance Evaluation Form.
2. The supervisor completes the performance evaluation form for each employee, based on objective measures, rather than subjective measures. If an employee is also a supervisor of paid employees, complete Part III, Supervisory Factors of the Employee Performance Evaluation form.
3. Next, a meeting will be scheduled with the employee's direct supervisor.
4. After the meeting, the supervisor is to write the final evaluation document incorporating useful information from the employee's self-evaluation. Both the supervisor and employee must sign the final document. A copy of the final document is given to the employee, and the original copy goes in the personnel file.
5. At this point, if an employee disagrees with the final version of the evaluation, he or she may indicate so by ***attaching an explanation of differing opinion*** and any documents supporting that opinion.
6. Finally, once the evaluation has been completed, it should be signed by the employee, immediate supervisor, and next level supervisor, and sent to Human Resources to be placed in the employee's personnel file.
7. The performance evaluation is used:
    - By the supervisor, to evaluate the employee's job performance.
    - By the employee, to show adherence to specific behavioral standards.

The forms to be used for the performance evaluation process can be downloaded from the Human Resources website by clicking on *Manager's Toolkit* or clicking on the links **BELOW**:

Annual Goal Setting Form

Non-Faculty Evaluation Form

Employee Self Evaluation

Note: Please locate all forms under the Manager's Toolkit.

Procedure II-08.0: Cellular Telephone/Stipend Request

Tennessee State University does not provide employees with individual cellular telephones or PDAs. Tennessee State University offers a taxable stipend for cellular telephone service to employees whose duties and responsibilities require them to carry cellular telephones. This policy allows the University to meet IRS regulations regarding business versus personal use of cellular telephones. Such requests must be initiated by the department chair and approved by the appropriate vice president or President.

STEPS:

Except as stated below, Tennessee State University will not provide cellular telephones, cellular telephone-enabled personal digital assistants (PDAs), or similar devices to employees. Tennessee State University will also not provide compensation or reimbursement for cellular telephone charges incurred by any employee, student, volunteer, or any other person. The use of personal cellular telephones for business use other than as provided for below is not reimbursable. The University may continue to provide radio service (through cellular telephone carriers) to employees for business use.

A. Pooled telephones for short-term checkout

Under certain unusual circumstances and where it is necessary to share a cellular telephone within a group of faculty, staff, and/or students, cellular telephones may be obtained by departments. Personal use of these telephones is expressly prohibited. These phones cannot be assigned to one individual. Circumstances under which a telephone may be checked out are:

1. For events where the safety of students, faculty, staff, or visitors may be in question, such as Homecoming activities.

2. When a faculty member or staff member is traveling on University business and must be contacted while traveling. Personal calls on pooled telephones are expressly prohibited. A pooled telephone must be checked out (or approved for check-out) by an employee with signature authority for the FOAP that will be charged for its use. All incurred charges will be billed to the department that checked out the telephone.

B. University stipend for use of personal cellular service

Tennessee State University recognizes that some employees may be able to perform their duties and responsibilities more efficiently if they have a cellular telephone. For this limited category of employees, the University will provide a monthly stipend for the use of personal cellular service as follows:

1. Stipend payment for use of personal cellular service. For a limited number of employees, the University may pay an allowance that contributes monetarily to an employee's personal cellular telephone plan by means of a cellular telephone stipend.

2. Qualifications:

To qualify for a cellular telephone stipend, an employee must complete a *Cellular Telephone/Stipend Request Form* (Attachment A) clearly stating why a cellular telephone is required to perform his/her job duties. The form must be approved by the appropriate department chair and division head.

II. PERSONNEL APPROVED FOR STIPENDS

In addition to those above, the following five (5) key employees are provided PDA stipends because the performance of their jobs requires them to be available for communication at all times, including routinely while off campus, after hours, on weekends, and while routinely traveling or working off-campus on University business and due to being required to respond to situations most appropriately addressed by email, required to have *immediate* communications capability to perform their job duties and to protect the safety of students, staff, or the general public.

Key personnel

1. President
2. Vice Presidents
3. Athletics Director
4. University Counsel
5. Executive Assistant to the President

The following services employees are eligible for radios, telephones, pooled telephones, or PDAs:

Service Personnel

1. Media Relations representative (*telephone or PDA*)

2. Facilities and Campus Police Services employees *(radios or pooled telephones*)

3. Moveable Property manager (*telephone*)

4. Telecommuting employees for whom the University does not provide a land line *(telephone)* or computer access *(LAN or T1)* and whose job requires them to be available for communication at all times

5. CIT staff as needed (*telephones or radios*)

The following emergency responders are eligible for radios, telephones, or PDAs as follows:

Emergency Responders

1. Chief of Campus Police Services (*telephone or PDA*)

2. Facilities employees at the level of Assistant Director or above (*radios or telephones*)

Examples of justification for a stipend are:

a. Being an emergency responder for law enforcement with communications needs that cannot be met with other available alternatives, such as pagers or radios.

b. Being required to respond to critical system failures or service disruptions.

c. Being required to have immediate communications capability to protect the safety of students, employees or the general public.

d. Routinely traveling off-campus on University business and needing to communicate with the University while enroute.

e. Being unable to meet communications needs with other available alternatives, such as pagers or radios.

III. STIPEND

A. Amount:

If authorized, employees required to carry a cellular telephone for University business will receive compensation in the form of a cellular telephone stipend. The stipend amount for a cellular telephone will be $50 per month or $100 per month for a data device. This amount is intended to approximate average basic local plan costs and makes periodic equipment replacement and all payroll tax consequences the responsibility of the employee. This amount is subject to annual review and adjustment. TSU Telecommunications will publish any changes in stipend amounts each July. The University reserves the right to increase or decrease the amount or the availability of the stipend at any time.

B. Payment:

The stipend will be paid from departmental funds through the regular payroll process and charged against each department budget. The stipend will be paid monthly. Such stipends are taxable income subject to required tax withholdings. The stipend is not an entitlement and is not part of the employee base salary.

C. Appropriate Use:

All telephone services must be used in compliance with all appropriate laws and regulations of the State of Tennessee.

D. Termination of Telephone Service:

Any employee who receives a stipend must immediately notify his/her supervisor if the employee terminates or reduces business usage of his/her cellular telephone service or if he/she cancels cellular telephone service. The employee is also responsible for verifying with the Payroll Office when and if the phone the employee receives a stipend for has been terminated. Failure on the part of an employee to notify his/her supervisor of termination or reduction of cellular telephone use/service constitutes a terminable offense if the employee continues to receive a stipend.

IV. DISCONTINUATION OF CELLULAR TELEPHONE SERVICE

On January 31, 2010, Tennessee State University will terminate all cellular telephone accounts with the exception of department-pool telephones. Any employee needing to avoid disruption in his/her current service is required to request a stipend.

Adopted: January 4, 2010.

Authority: IRC Section 280F (d)(4)(A)(v).

IRS Section 274(d) (4).

Policy #5:01:01:20, *Telecommuting*

References: Attachment A, Cellular Telephone/Stipend or Data Service Request Form

Budget Revision form, required for stipend payment budget revision

Extra Service Pay Request form, required for stipend payment through Payroll

Procedure II-09.0: Contract Routing Form

The **Contract Routing Form** must be attached to each grant, contract, dual service agreements, memorandum of understanding, maintenance or licensure agreement, letter of intent, or other contracting document obligating the University. The form must have all required signatures prior to submission to the Office of the Vice President of Academic Affairs. Sponsored Research approval process must be followed if applicable prior to submission to the Vice President of Academic Affairs for review. No form is to be taken directly to the President or Legal Office prior to review and approval by the Office of the Vice President of Academic Affairs.

STEPS:

1) Attach the form signed by the President (or designee).

2) Make sure the contract start date is not prior to the Preapproval signed date and allow ample time for contract processing through the TSU system.

3) If a grant, attach Sponsored Research Proposal Routing Form, and follow procedure established by that Office.

4) Acquire signatures of department/unit head and dean.

5) Bring hard copy of form and contract to the Office of the Vice President of Academic Affairs for review and consideration.

6) If denied, form will be returned to dean/director office.

7) If approved, form will be scanned and forwarded to the Office of the University Counsel for review.

8) If denied by the Office of the University Counsel, the form will be returned to Office of the Vice President of Academic Affairs, then returned to originator.

9) If Office of the University Counsel approves form, it will be forwarded to the President's Office for action.

10) If approved, the signed form will be returned to dean/direct report for submission to the external agency and, if applicable, entering into Tiger$hoppe for purchase order.

11) While it is the intent of the Office of the Vice President of Academic Affairs to review and submit Contract Routing Forms to the next area of review within a 48 hours period, the processing time of the other units maybe longer.

12) No contract should be written that violates proper internal controls or segregation of duties.

All contracts should indicate funds are to be remitted to the Vice President for Business Office and Finance Division and not the department/college unless a process has been established and documented with the TSU Bursar's Office in accordance with Internal Audit procedures. It is the responsibility of the department/college to insure information is provided to insure proper receipting of funds and timely billing working with Grants Accounting. Reporting and financial reconciliations working with the Grants Accounting Office is the responsibility of the originating department.

Procedure II-10.0: Departmental Review of Student Records

A student may request the opportunity to review his/her departmental records. The request should be in writing and made to the administrator in charge of the office in which the records are on file.

STEPS:

1. A student's request to inspect and review a record will be granted within a reasonable period of time.

2. The record must be inspected and reviewed by the student or his/her designee, upon receipt of the Family Educational Rights and Privacy Act Form - completed, in advance, in the presence of the administrator in charge or a designee. The record may not be changed or portions deleted during inspection and review.

3. Upon written request, the student shall be provided with a copy of any portion(s) of the departmental record, subject to a fee.

4. The form must also be completed in advance, if the student would like a third party designee to review his/her departmental records.

Student Consent to Release Confidential Information Form
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Please visit the following website for more information:
http://www.tnstate.edu/records/documents/Release%20of%20Confidential%20Info.pdf

Tennessee State University
Student Consent to Release Confidential Information
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act (FERPA) and Tennessee State University's policy on the Disclosure of Educational Records, a student may grant the University the right to release confidential information such as grades, academic progress reports, class attendance records, financial aid, disciplinary actions, and financial account information, to parent(s)/guardians(s)/spouse by completing the "Student Release of Confidential Information Form" provided.

The release does not apply to information such as counseling and health records protected by the Family Educational Rights and Privacy Act (FERPA). Authorization is valid as long as the student is enrolled at Tennessee State University or until receipt of a written statement from the student cancelling consent.

Disclosure of Educational Records

Tennessee State University will disclose information from a student's educational records only with the written consent of the student, except to school officials who have a legitimate educational interest in the records, certain government or other public officials, and parents of an eligible student who claim the student as a dependent for income tax purposes. However, directory information so designated by the University or the results of any disciplinary proceeding conducted by the University alleging a sexual offense may be released without the student's consent. Records of both the accused and accuser are subject to this policy.

Directory Information

Tennessee State University designates the following items as Directory Information: student name, address, telephone listing, institutional electronic mail address, photograph(s), videotape/digital image(s), date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree(s), honors and academic awards received, and the most recent previous educational agency or institution attended by the student. The University may disclose any of these items without prior written consent, unless the student completes and submits to the Records Office the "Request to Prevent Disclosure of Directory Information Form" within the first two weeks of classes each semester.

Parental Disclosure without Written Consent

Under FERPA, when a student turns 18 years of age or enrolls at a postsecondary institution at any age, all parental FERPA rights are transferred to the student. However, FERPA does provide for some information to be shared by schools with parents or legal guardians without the student's consent. Examples are: (1) disclosure of educational records if the student is a dependent for income tax purposes. This would apply to a student who was a dependent for the most recent tax year; (2) disclosure of educational records if a health or safety emergency involves their student; or (3) if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or controlled substance.

Parents should discuss their intentions to obtain confidential information with their student and complete the **"Student Release of Confidential Information Form"** and submit it to the Records Office. The student may cancel consent after it is given by submitting a signed request to cancel the release in person at the Records Office.

Tennessee State University

STUDENT RELEASE OF CONFIDENTIAL INFORMATION FORM

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This form allows students to authorize the release of confidential academic, financial aid, discipline, and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons. These designated persons will have access to the student's grades and progress reports, certain disciplinary records, and other information related to academic progress, financial aid, and student financial accounts.

AUTHORIZATION – THIS MUST BE SIGNED IN ORDER FOR INFORMATION TO BE RELEASED:

I, _____ (the student), do hereby authorize Tennessee State University ("University") and/or its employees to release my confidential academic, financial aid, discipline and any student financial account information, including academic progress reports and grades when available, to the person(s) named in the following information. This release does not apply to other information (counseling and health) protected by the Family Educational Rights and Privacy Act (FERPA). Authorization is valid as long as I am enrolled at Tennessee State University or until cancelled in writing by me. I understand I have the right to receive a copy of such records upon request. I acknowledge that I may revoke this "Student Release of Confidential Information" ***in writing*** at any time by presenting such authorization ***in person*** to the Records Office. I also acknowledge and agree that any disclosure of records and/or information made prior to my written revocation shall not constitute a violation of my right to privacy under federal and state law. To cancel this release, the student must submit the ***written*** cancellation request ***in person*** to the Records Office—3rd Floor of Floyd-Payne Campus Center, Room 305.

_____ _____

Student's Signature Date

IMPORTANT: The following information must be completed to assist University staff in identifying the non-student recipient of information when he/she calls to request information by telephone.

Student Information

Student's Name (please print): _____

Student's Banner ID#: T _____ Student's Last 4 Digits of SSN: _____

Recipient Information

Name of persons, other than self, authorized to receive or request my confidential information. Please include the last 4 digits of the individual's SSN (to be used as their Personal Identification Number* when requesting your confidential information).

Name	Last 4 Digits of SSN
_____	_____
_____	_____
_____	_____

Primary Recipient Address:

_____

Street

_____

City State Zip

(_____)_____ (_____) _____

Home Telephone Cell or Work Telephone

**This 4-digit PIN will be used only to verify that the person requesting information is an authorize recipient.*

Please scan and email to records@tnstate.edu or fax to (615) 963-5108

Procedure II-11.0: Emergency Evacuation Plan

To anticipate possible emergencies and disasters and implement measures to reduce any indecisions should such conditions occur. To ensure the safety of people first and reduce the amount of damage to the library facilities and materials should such conditions occur.

STEPS:

TSU Emergency Response Procedures based on Emergency Type.

1. Evacuation Maps are located near stairwells, elevators, and throughout each floor of every building or on the building on TSU Main & Avon Williams Campuses.

2. ON-CAMPUS EMERGENCIES, DIAL EXT. 5171

3. OFF-CAMPUS EMERGENCIES, DIAL 9-911 (9-911 if using campus telephone system)

4. IN ALL CASES OF FIRE, CAMPUS POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

FIRE

When the building evacuation alarm is sounded

STEPS:

1. Walk to the nearest marked exit and ask others to do the same.
2. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING**!
3. *** Remember that elevators are reserved for handicapped persons.
4. **DO NOT USE THE ELEVATOR IN CASE OF FIRE**.
5. Stay near the floor where the air is less toxic from smoke (it is the greatest danger in a fire).
6. **DO NOT PANIC!**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the disaster site.
10. Keep clear of the Command Post unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

IMPORTANT: After any evacuation, report to your college or department's designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

EARTHQUAKE

During an earthquake, remain CALM and QUICKLY follow the steps outlined below:

STEPS:

1. If INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment. **"DUCK, COVER, AND HOLD."**

2. If OUTDOORS, move quickly away from buildings, utility poles, and other structures. **CAUTION:** Always avoid power or utility lines, as they may be energized. Know your assembly points.

3. If in an AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

4. After the initial shock, evaluate the situation and, if emergency help is necessary, call Campus Police at ext. 5171 (on campus); be prepared for aftershocks.

5. Damaged facilities should be reported to the Facilities Management at 963-5671 or Campus Police at 963-5171.

6. If necessary, or when directed to do so, ACTIVATE the building alarm. CAUTION: The building alarm only rings in some buildings. You must ALSO report the emergency by telephone.

7. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

8. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!

9. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.

10. If requested, assist emergency crews as necessary.

11. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

12. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your College or Department's designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

TORNADO PREPAREDNESS AND RESPONSE

STEPS:

1. **During a "watch," (when weather conditions are such that a tornado may develop):**
    a. Do not open any doors or windows; close them all to provide more protection.
    b. Store portable equipment, breakable items, etc., inside building away from shelter areas.
    c. Generally, buses may continue to operate, but drivers should be watchful.

2. **During a "warning," (when a tornado has been sighted and/or has touched down):**
    b. Secure or store articles, which may act as missiles indoors.
    c. Buses should not operate.
    d. Transportation personnel should be instructed in tornado procedures.
    e. If a driver sees a tornado approaching, he/she should:
        i. Drive away from the tornado's path at right angles, if possible.
        ii. Evacuate the bus and take shelter in a pre-designated building or other substantial buildings along the route.
        iii. Evacuate the bus and direct students to a ditch or hollow and have them lie down, hands over head. Keep students far enough from the bus so it cannot be turned over on them. (Be careful of flooding.)
    f. If there is sufficient time to take shelter:
        i. Evacuate room quickly, quietly, and orderly.
        ii. Check restrooms or nearby vacant rooms for students, staff, or visitors.
        iii. Take personal belongings only if they are at a desk and will provide extra protection (large books, notebooks, or coats may be held over head and shoulders).
        iv. Professors should take roll book and take attendance.
        v. Once in a shelter, report missing students. (Directors and principal administrators should take a similar accounting of staff members.)
        Take position for greatest safety by crouching on knees, head down with hands locked at back of neck.
        All staff, faculty, administrators, and students should know the "symptoms" of severe thunderstorms and tornadoes.
        vi. Selected University employees and responsible students should be trained as "severe weather watchers" or tornado spotters. These people should also be trained in the use of the University's warning and communication system.
        vii. With the assistance of authorities, determine and designate the best tornado shelter areas in each building.
        viii. In multi-storied buildings:
            - Use identified fallout shelters.
            - Use basement.
            - Use first floor interior hallways.
            - Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
            - If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.
        i. In one-story buildings:
            - Use identified fallout shelters.
            - Use basement.

- Use first floor interior hallways.
- Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
- If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.
- **END ROOMS GENERALLY SHOULD NOT BE USED.**

x. In either one, or multi-storied buildings, restrooms are usually suitable for small groups, especially if the room is centrally located.

MEDICAL AND FIRST AID

CALL THE CAMPUS POLICE OFFICE IF YOU NEED ASSISTANCE

Campus Health Center – ext. 5291 **Campus Police** – ext. 5171
Emergency Medical Service (EMS) – 9-911 (if using a University phone)

STEPS:

1. *If serious injury or illness occurs on campus, dial ext. 5171 IMMEDIATELY.
    a. Give your name;
    b. Describe the nature and severity of the medical problem;
    c. Identify the campus location of the victim.

2. **In case of injury or illness, provide first aid care. Use ONLY sterile first aid materials.

3. In case of injury or illness, Red Cross trained personnel should quickly perform the following steps:

    DO NOT MOVE THE VICTIM.

    a. Keep the victim still and comfortable.
    b. Ask the victim, “Are you okay?” and “What is wrong?”
    c. Check breathing and give artificial respiration, if necessary.
    d. Control serious bleeding by direct pressure on the wound.
    e. Continue to assist the victim until help arrives.
    f. Look for emergency medical I.D.; question witness(es); and give all information to the paramedics.

4. Every office should have a person trained in first aid and CPR. Training is available through the local Red Cross.

IMPORTANT:

- The procedures above should be implemented after calling 911 for EMS to handle.
- Campus Police will advise as to what approach should be taken until the EMS arrives.
- Only Red Cross trained personnel should provide first aid treatment, i.e., first aid and CPR.

After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

CHEMICAL OR RADIATION SPILL

STEPS:

1. Any spillage of a hazardous chemical or radioactive material is to be reported IMMEDIATELY to the Campus Police at ext. 5171 and the Facilities Management Department at ext. 5671.

2. When reporting the incident, be specific about the nature of the involved material and the exact location. Campus Police will contact 911 who will then notify and dispatch appropriate personnel.

3. The key person on-site should evacuate the affected area AT ONCE and seal it off to prevent further contamination of other areas until the arrival of the Campus Police and/or official personnel.

4. Anyone who may be contaminated by the spills is to avoid contact with others as much as possible. Remain in the vicinity and give names to Campus Police. Required first aid and clean up by specialized authorities should be started at once.

5. If an emergency exists, ACTIVATE the building alarm. **CAUTION: The building alarm rings only in some buildings; you must ALSO report the emergency by telephone.**

6. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

7. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!

8. Once outside, move to a clear area that is at least 500 feet away from the affected building(s).

9. Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.

10. If requested, assist emergency crews as necessary.

11. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official. **IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or the person could be a hospital walk-away. If a psychological crisis occurs:

STEPS:

1. NEVER try to handle a situation you feel is dangerous on your own.

2. Notify the Campus Police Department at 963-5171.
    a. CLEARLY state that you need immediate assistance.
    b. Give your name, location, and the area involved.

VIOLENT OR CRIMINAL BEHAVIOR

IN AN EMERGENCY, DIAL EXT. 5171 Campus Police is located in the Queen Washington Building and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis.

ON-CAMPUS EMERGENCIES, DIAL EXT. 5171; OFF-CAMPUS EMERGENCIES DIAL 911

STEPS:

(To report off-campus emergencies using our phone system, dial 9-911)

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them promptly.

2. If you are a witness to any on campus offense, AVOID RISKS!

3. Promptly notify Campus Police at 963-5171 as soon as possible and report the incident, including the following information:

    a. Nature of the incident,
    b. Location of the incident,
    c. Description of the person(s) involved, and
    d. Description of property involved.

5. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.

6. Assist the officers when they arrive by supplying them with additional information and ask others to cooperate.

7. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

8. What to do if taken hostage:

    a. Be patient. Time is on your side. Avoid drastic action.
    b. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally unbalanced. Don't make mistakes, which could hazard your well-being.
    c. Don't speak unless spoken to, and then only when necessary. Don't talk down to the captor who may be in an agitated state.
    d. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.

e. Try to rest. Avoid speculations. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
f. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
g. Be prepared to answer the police on the phone. Be patient. Wait. Attempt to establish rapport with the captor. If medication, first aid, or restroom privileges are needed by anyone – say so. The captor, in all probability, does not want to harm persons held by him. Such direct action further implicates the captor in additional offenses.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

STEPS:

1. INTERFERENCE with the normal operation of the University.
2. PREVENTION of access to offices, buildings, or other University facilities.
3. THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, Campus Police should be notified and will be responsible for and informing the President and deans. Depending on the nature of the contracting demonstration, the appropriate procedures listed below should be followed:

PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

a. Generally, demonstrations of this kind should not be interrupted.
b. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.

c. If demonstrators are asked to leave but refuse to leave by regular facility closing time:
    I. Arrangements will be made by the Director of Campus Police to monitor the situation during non-business hours; or
    II. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.

NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or his designee.

STEPS:

a. The Office of Student Affairs will consider having a photographer available.

b. Key University personnel and student leaders will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to cease.

c. The Vice President for Student Affairs or his designee will go to the area and ask the demonstrators to leave or discontinue the disruptive activities.

d. If the demonstrators persist in the disruptive activity, they will be apprised that the failure to discontinue the specified action within a determined length of time may result in disciplinary action including a suspension or expulsion or possible intervention by civil authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.

e. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

f. After consultation with the President and Director of Campus Police, a need for an injunction and intervention of civil authorities will be determined.

g. If determination is made to seek intervention of civil authorities, the demonstrators should so be informed. Upon arrival of the Police Department, the remaining demonstrators will be warned of the intention to arrest.

UTILITY FAILURE

STEPS:

1. In the event of a major utility failure during regular work hours (8:00 a.m. through 4:30 p.m., Monday through Friday) IMMEDIATELY notify Facilities Management at 963-5671.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Campus Police at 963-5171.

3. If an emergency exists, ACTIVATE the building alarm. CAUTION: The building alarm rings only in some buildings; you must ALSO report the emergency by telephone.

4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.

5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. Smoke is the greatest danger in fire,

so stay near the floor where the air is less toxic. DO NOT PANIC!

6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.

7. If requested, assist emergency crews as necessary.

8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps "1" and "2" above, whenever the following utility emergencies arise:

ELECTRICAL/LIGHT FAILURE:

At present, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radio available for emergencies.

ELEVATOR FAILURE:

If you are trapped in an elevator, telephone to notify the Campus Police. If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the front panel) which will signal for help.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify the Facilities Management Department at 963-5671. If necessary, evacuate the area. After regular business hours, contact Campus Police at extension 5171.

SERIOUS GAS LEAK:

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER electrical arcing can trigger an explosion! Notify Campus Police at ext. 5171 and/or Facilities Management at ext. 5671.

STEAM LINE FAILURE:

IMMEDIATELY notify the Campus Police at ext. 5171 or Facilities Management at ext. 5671 and, if necessary, evacuate the area.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, IMMEDIATELY notify the Campus Police at ext. 5171 or Facilities Management at ext. 5671 and, if necessary, cease all operations and evacuate the area.

IMPORTANT: After any evacuation, report to your designated campus area assembly point.

Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

BOMB THREAT If you observe a suspicious object or potential bomb on campus: DO NOT HANDLE THE OBJECT! Clear the area immediately and call Campus Police at 963-5171.

STEPS:

1. Any person receiving a bomb threat over the telephone should ask the caller the following questions:
    a. When is the bomb going to explode?
    b. Where is the bomb located?
    c. What kind of bomb is it?
    d. What does it look like?
    e. Why did you place the bomb?
    f. Keep talking to the caller as long as possible and record the following information (see bomb threat report form)
        i. Time of call
        ii. Age and sex of the caller
        iii. Speech pattern: accent, possible nationality, etc.
        iv. Emotional state of caller
        v. Background noise

2. IMMEDIATELY notify the Campus Police at 963-5171 of the incident.

3. Campus police officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Public Safety. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.

4. If an emergency exists, ACTIVATE the building alarm. CAUTION: The building alarm rings only in some of the buildings; you must ALSO report the emergency by telephone.

5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. **DO NOT PANIC!**

7. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.

8. If requested, assist emergency crews as necessary.

9. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point.
Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

BOMB THREAT REPORT FORM Time call received:	
□Male: □Female:	
□Young: □Middle-aged: □Older:	
Tone of voice:	
Accent:	
Exact words of person placing call:	Background Noise
Questions to ask:	
When is the bomb going to explode?	Is the voice familiar:
Remarks:	
Where is the bomb right now?	
What kind of bomb is it?	
What does it look like?	
Why did you place the bomb?	
Person receiving/monitoring call:	
Department:	
Telephone Extension:	
Home Address:	

EXPLOSION, AIRCRAFT DOWN (CRASH)

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following actions

STEPS:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.

2. After the effects of the explosion and/or fire have subsided, notify the Campus Police at ext. 5171. Give your name and describe the location and nature of the emergency.

3. If necessary or when directed to do so, ACTIVATE the building alarm. CAUTION: The building alarm rings only in some buildings so you must ALSO report the emergency by telephone.

4. When the building evacuation alarm is sounded, or when you are told to leave by University officials, walk to the nearest marked exit, and ask others to do the same.

5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!!!

6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.

7. If requested, assist emergency crews as necessary.

8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

CAMPUS MEDIA RELATIONS

CALL THE OFFICE OF PUBLIC RELATIONS (EXT. 5331) IF YOU NEED ASSISTANCE

* ON-CAMPUS EMERGENCIES DIAL EXT. 5171.
* OFF-CAMPUS EMERGENCIES DIAL 963-5171.

The University has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons (University Public Relations Director) may provide information.

2. Only factual information is released; no speculation is to be offered.

OTHER GUIDELINES:

1. All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media on behalf of the University.

2. The President and other top administrators and the Public Relations Director are informed immediately of existing emergencies. Complete details are made available to them, including what the incident is, how it began, who is involved, what is happening now, and what help has been called for.

3. The President and the University Public Relations Director and any other person involved shall confer and decide on the appropriate action.

4. All calls from the media are referred to the Office of Public Relations at ext. 5331.

Procedure II-12.0: Employee Education Incentive Programs

Tennessee State University recognizes the need to provide an opportunity for continuous growth and development for employees. Support for educational assistance of personnel and their dependents is an important vehicle for addressing that need. All full-time employees including; faculty, administrators, and support staff of the institution are eligible to participate.

Policy: Please refer to TBR Policy P-130 for the most recent information.

Programs: The educational programs are listed below.

STEPS:

General Guidelines include completing a Request for Educational Assistance State Employee Fee Waiver (formerly PC-191) and/or Audit/Non Credit Program
Request for Educational Assistance and/or Audit/Non-Credit Form
(ALL form follows)

1. Full-time regular employees of the state of Tennessee systems are eligible to enroll in one credit course per term at any state of Tennessee public postsecondary institution (TBR or UT), with fees waived for the employee.
2. Part-time regular and part-time temporary employees, excluding adjuncts, of community colleges and TN Colleges of Applied Technology (TCAT's) are eligible to enroll in one credit course per term at the college in which they work, with fees waived for the employee.
3. The waiver is limited to one class, not to exceed 4 credit hours or 120 clock hours. It may apply for partial payment of classes of more than 4 credit hours or 120 clock hours.
4. An employee's status on the published first day of classes determines eligibility for educational assistance programs;
5. The employee must meet admission requirements and is subject to institutional regulations and academic procedures;
6. Requests must be submitted at least two weeks in advance of enrollment;
7. Regular part-time employees may receive a prorated portion of assistance based on the percentage of time to be worked per contractual agreement; and,
8. Course attendance may not disrupt the employee's work schedule. An employee must request annual leave to attend courses during work hours.

Employee Audit/Non-Credit Program

1. A program designed to provide maintenance or tuition fees for an employee who takes courses on an audit, or non-credit, basis at a Tennessee public institution while continuing work responsibilities;
2. Follow institutional procedures as they relate to audit admission status;
3. Complete the Request for Educational Assistance form and submit for approval to the immediate supervisor, Office of Human Resources;
4. Begin this process at least two weeks prior to the registration/enrollment period; and,
5. Upon approval, the original form and one copy should be presented to the fees cashier at registration.

6. Any regular part-time or full-time employee who has been employed by the institution for at least six months may, upon verification of service, be eligible to participate.

7. Employees with prior temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments.
8. Regular part-time employees may receive a pro rata portion of assistance based on percentage of employment.

Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program
(Request for Tuition Reimbursement Form)

The reimbursement program allows employees who have successfully completed six months of employment to take up to six (6) additional hours of courses on a fee reimbursement basis—up to a maximum of 24 hours per 12-month period at any TBR, UT, or State Foreign Language institution. The employee, unless retired, will be required to continue to be employed by the institution/technology center/central office for not less than one month of full-time employment for each month of the term of participation in the Faculty or Administrative Professional Staff Tuition Reimbursement Program, following completion of the course(s). No reimbursement will be required if the employee chooses to take the additional course(s) at Tennessee State University.

Payback Provisions

a. Unless retired, the recipient shall be required, after completion of the course or course, to be employed for not less than (1) one month of full-time employment for each month of the term of participation in the Staff Tuition Reimbursement Program.
   1. Early voluntary separation will, therefore, require the employee to reimburse the institution for the remaining balance of this commitment.

b. In order to receive future reimbursement, participants must satisfactorily complete all course requirements as defined by the academic program in which they enrolled. A grade of incomplete at the conclusion of the grading period or a withdrawal is not considered as satisfactory completion. The employee must pay for and satisfactorily complete the same number of hours before again being eligible for this program. Exceptions will be made only in cases (1) where a course is failed for health reasons or (2) where another substantial reason is recognized by the attending institution's academic guidelines.
   2. For employees taking courses at other than the home institution, reimbursement applications shall be conditionally approved and held by the office designated by the institution to process these requests until the employee requests reimbursements and documents satisfactory course completion. At that time, the employee will be reimbursed for the prior course (s) and subsequent applications may be conditionally approved.
   3. At the institution's discretion, fees may be waived for classes taken at the home institution, but employees will be subject to the provisions of this guideline regarding service time after the class and satisfactory course completion. Successful completion of courses must be documented before being granted approval to take subsequent classes under this program.

Getting Started

1. Receive notice of admission acceptance from the state college or university offering the course;
2. Complete the *Request for Educational Assistance* form and submit for signature approval to your immediate supervisor, at least two weeks prior to registration for classes;
3. The form will then be forwarded to the Director of Human Resources for processing.

STEPS:

Course(s) taken at TSU:

1. Meet admission standards and receive notice of admission for the given term;

2. Complete the Request for Tuition Reimbursement *form* and submit for approval to the supervisor and Office of Human Resources.
3. Begin this process at least two weeks prior to the registration/enrollment period;
4. Upon approval, the Bursar's Office will provide an award, up front, in an amount not to exceed the actual maintenance or tuition-related fees per semester for up to six (6) credit hours.

STEPS:

Course(s) taken at other TBR institutions, UT, State Foreign Language institutions

1. Meet admission standards and receive notice of admission for the given term;
2. Complete the Request for Tuition Reimbursement *form* and submit for approval to the supervisor and Office of Human Resources.
3. Begin this process at least two weeks prior to the registration/enrollment period;
4. Tuition and maintenance fees must be paid up front, by the employee;
5. Following course completion, and upon submission of grade reports and a paid receipt to the Office of Human Resources, the employee may be reimbursed tuition-related fees for undergraduate course(s) where a passing grade of "A," "B," or "C" was earned—for graduate course(s) a grade of "A" or "B" will be considered passing.
6. It is also recommended that the recipient provide the Office of Human Resources with affirmed grade reports for the course(s) taken along with a receipt of payment.

Degree/Certification Incentive Program
(Degree/Certification Guidelines)
(Degree/Certification Forms)

Beginning January 2007, Tennessee State University, launched its new degree/certification incentive program, it provides for recognition of regular employees who earn job related degrees beyond those required for the position. Payment will only be made for those degrees in the field that is related to the position held by the employee at the time of request for payment. Employees who earn job-related degrees and/or certifications (first time) will receive a lump sum payment based on the following incentive scale: Professional Certification - $500, Associate's Degree - $750, Bachelor's Degree - $1000, Master's Degree - $2000 (non-terminal), Master's Degree - $3000 (terminal), Doctorate Degree - $4000.

STEPS:

Degree Incentive Program

1. Must be classified as a regular employee who has successfully completed the six-month probationary period (temporary status will not count toward this incentive);
2. Within 30 days after degree is conferred, submit proof of degree and *Degree/Certification Incentive Request Form* to the department chair;
3. Department chair will initiate processing of the *Degree Incentive* personnel action request form (PARF); and,
4. Payment will be included in the next available pay period within the established guidelines for proper receipt of PARFs in the Human Resources Office.

STEPS:

Certification Incentive Program

1. Must be classified as a regular employee who has successfully completed the six-month probationary period (temporary status will not count toward this incentive);

2. Certification must be accredited by a national and/or state agency recognized by the various professions (usually requires passing an examination by the accrediting agency);
3. Within 30 days after earning job-related certification, submit proof and *Degree/Certification Incentive Request Form* to the department chair;
4. Department chair will initiate processing of the *Degree Incentive* personnel action request form (PARF); and,
5. Payment will be included in the next available pay period within the established guidelines for proper receipt of PARFs in the Human Resources Office.

TENNESSEE STATE UNIVERSITY
The Office of Human Resources

Request for Educational Assistance

Name: _____ Employee ID #:_____

Department: _____ Job Title: _____ Office phone: _____

Index/Account Number: _____

Alternate work scheduled requested: [ ] Yes [ ] No If yes, attach schedule

Audit/Non-Credit Program

Institution: _____ Term: _____

Course	Title	Hours/CEUs	Class period (time/days) (Ex: T TH 9-10)

Classes will be taken for: ( ) audit ( ) non-credit

Fee Waiver – One for-credit course per term

Institution: _____ Term: _____

Course	Title	Hours/CEUs	Class period (time/days) (Ex: T TH 9-10)

( ) Undergraduate ( ) Graduate

I have read and fully understand the requirements (as detailed in the appropriate section of TBR Guideline P-130) related to my above stated request for educational assistance, including stipulations related to future use of the program, proof of satisfactory course completion, provision of receipts for reimbursement requests, and stipulations related to payback provisions.

_____ _____
Applicant's signature Date

I approve the above request and have addressed scheduling issues related to the employee's attendance in the classes detailed in the above request.

_____ _____
Supervisor's signature Date

I attest that the employee meets the program requirements for the above stated request

_____ _____
Office of Human Resources Date

TENNESSEE STATE UNIVERSITY
The Office of Human Resources

Request for Tuition Reimbursement

Name: _____ **Employee ID #**:_____

Department: _____ **Job Title**: _____ **Office phone**: _____

FOAP #: _____ **Monthly Employee**: ( ) **Semi-Monthly Employee**: ( )

Alternate work scheduled requested: [ ] Yes [ ] No If yes, attach schedule

Tuition Reimbursement Program – up to 6 additional credit hours per term

Institution: _____ **Term**: _____

Course	Title	Hours/CEUs	Class period (time/days) (Ex: T TH 9-10)

Employee's current degree status: _____ Degree/Area: _____
This course of study enhances the employee's value to the home institution as defined below (check one):

( ) Support for the pursuit of a terminal degree
( ) Support for an employee pursuing a non-terminal degree in a professional or technical area
( ) Support for an employee training or retraining to enhance expertise needed by the institution
( ) Other (explain):_____

_____

_____

Total reimbursement requested: _____ Reimbursement may not exceed eligible fees for a maximum of six credit hours per term.

By requesting support for tuition reimbursement, I agree with the stipulations listed in a-d below:

a. The recipient, unless retired, shall be required to be employed by the institution for not less than one month of full-time employment for each month of the term of participation in the reimbursement program.
b. Satisfactory completion of coursework must be demonstrated to receive reimbursement and to remain eligible for continued participation in the reimbursement program. Institutions may provide reimbursement at the time fees are due.
c. Courses should be scheduled in counsel with supervisors to assure maintenance of optimum job performance. Courses should be scheduled at times other than during regularly scheduled work hours unless use of leave or other arrangements have been approved by the supervisor prior to enrolling in the course.
d. I will notify Student Financial Aid Services of this financial assistance.

P-130 Exhibit 2

Name: _____ **Employee ID #**:_____

I have read and fully understand the requirements (as detailed in the appropriate section of TBR Guideline P-130) related to my above stated request for educational assistance, including stipulations related to future use of the program, proof of satisfactory course completion, provision of receipts for reimbursement requests, and stipulations related to payback provisions.

_____ _____

Applicant's signature **Date**

I approve the above request and have addressed scheduling issues related to the employee's attendance in the classes detailed in the above request.

_____ _____

Supervisor's signature **Date**

I attest that the employee meets the program requirements for the above stated request

_____ _____

Office of Human Resources **Date**

2007 APPROVED COMPENSATION PLAN PROVISIONS

CERTIFICATION AND DEGREE INCENTIVE

Professional Certification	$500
Associate's Degree	$750
Bachelor's Degree	$1,000
Master's Degree (non-terminal degree)	$2,000
Master's Degree (terminal degree)	$3,000
Doctorate Degree	$4,000

Please find attached the instructions and forms to receive your incentive for obtaining a job related degree and/or professional certification.

Submit forms within 30 days of receiving your degree or certification.

For more information contact the Human Resources Department at ext. 5281.

Degree/Certification Incentive Effective 01/01/2007
Degree/Certification Request Form Revised 02/01/2016

GUIDELINES FOR DEGREE/CERTIFICATION INCENTIVE

Effective January 1, 2007, Tennessee State University launched its new compensation plan. As part of the new plan, it provides for recognition of regular employees who earn job related degrees beyond those required for the position. Those employees who earn job related national and/or certifications (first time) will also be recognized with a lump sum payment.

To receive the lump sum payment employees must provide written proof to the department head who will then initiate a personnel action request form (PARF). Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARFs in the Office of Human Resources.

The Director of Human Resources will be the final authority, in consultation with the dean and or/vice president, to grant the payment for either of these incentives. The decision will be based on the information provided by the employee and confirmation by the department head and/or dean as being an appropriate degree or certification for the employee's position.

DEGREES

1. Employees eligible for payment must be classified as a regular employee who has successfully completed the initial six months probationary period. Temporary status will not count toward this incentive.
2. Eligible employees must submit proof within 30 days after conferring of the degree to the department head who will then initiate a personnel action request form (PARF).
3. Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARFs in the Office of Human Resources.
4. Payment will be made to eligible employees who earn degrees beyond that which is required for the position. Payment will only be made for those degrees in the field that is related to the position held by the employee at the time of request for payment. Payments will be prorated for part time employees. An administrative assistant II who work in biology will not be compensated for earning a degree in music. On the other hand a mechanic who earns an associate degree in automotive mechanics will receive the lump sum payment for earning a degree in a job related field.

CERTIFICATIONS

1. Employees eligible for payment must be classified as a regular employee who has successfully completed the initial six months probationary period. Temporary status will not count toward this incentive.
2. Eligible employees must submit proof within 30 days after notification of earning the job related certification to the department head who will then initiate a personnel action request form (PARF).
3. Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARFs in the Office of Human Resources.
4. Payment will be made to eligible employees who earn certifications that are accredited by national and/or state agencies that are recognized by the various professions. The certification generally requires passing of an examination by the accrediting agency. Payment will only be made for those certifications that are related to the position currently held by the employee at the time of request for payment. Payments will be prorated for part time employees.

Degree/Certification Incentive Effective 01/01/2007
Degree/Certification Request Form Revised 02/01/2016

DEGREE/CERTIFICATION INCENTIVE REQUEST FORM

Employee Name: _____ Date of Hire: _____

Position Title: _____ Department: _____

Type Degree/Certification Earned: _____

Date Degree/Certification Granted: _____

Agency/University/College Granting Degree/Certification: _____

Location of Same: _____
City State

Category	**Incentive Amount**	***Amount You Are Requesting**
Professional Certification	$ 500	
Associate's Degree	$ 750	
Bachelor's Degree	$ 1,000	
Master's Degree/Ed. S (non-terminal degree)	$ 2,000	
Master's Degree (terminal degree)	$ 3,000	
Doctorate Degree	$ 4,000	

*Employee may request payment for only one certification/degree per category listed above.

Describe how degree/certification is related to or enhances your position: _____
_____
_____
_____
_____

I request payment for earning the above referenced degree/certification in accordance with the university's compensation plan. I attest that the information contained in this request is true and accurate to the best of my knowledge. I have attached the appropriate proof to validate my request. I further understand that any misrepresentation to this request may be cause for disciplinary action, up to and including discharge.

_____ _____
Employee Signature Date

I have reviewed the request and documents submitted by the employee and concur with the request by signing the attached Personnel Action Request Form.

Signatures:	
Department Head	Date
Dean/Vice President	Date

For Human Resources Use Only	
Dir of HR Signature	Date
Comments:	
Amount Approved: $	

Degree/Certification Incentive Effective 01/01/2007
Degree/Certification Request Form Revised 02/01/2016

TENNESSEE STATE UNIVERSITY	Degree Incentive	Office of Human Resources Personnel Action Request

NOTE: After attaching this PARF in the PeopleAdmin system, please attach the *Guidelines for Degree or Certification* form, as well as official verification of degree conferment or certification completion under the *Supplemental Documentation* area.

ID Number: T _____
Last Name: _____
First Name: _____
Middle: _____
Title: _____
ESP Position #: _____ **Contact Budget Office if you do not have an Extra Service Pay (ESP) Position number.*
Department _____

Current Status:

Check one: ☐ full-time ☐ part-time _____%

Annual Salary: _____

Fund _____ Org _____ Acct _____ Program _____
Fund _____ Org _____ Acct _____ Program _____
Fund _____ Org _____ Acct _____ Program _____
Fund _____ Org _____ Acct _____ Program _____
Fund _____ Org _____ Acct _____ Program _____
Fund _____ Org _____ Acct _____ Program _____

Degree Earned: _____

Institution: _____ **State:** ___

Effective Date: _____

Special Conditions:

Name of person initiating request: _____

PEOPLEADMIN ROUTING

Requestor to **Department Head** to **Dean** to **VP/Provost** to **Title III*** to **Grants*** to **Budget** to **Human Resources** to **EDC**

1. Complete form and save to your drive/network folder.
2. Begin new PARF action in PeopleAdmin
3. Attach completed form to PARF action.
4. Track action to make sure routing does not stall.

Procedure II-13.0: Geier Consent Decree Funds

The Geier Consent Decree requires compliance with employment goals set in the institutional Affirmative Action Plan. Certain additional efforts to recruit and hire other-race individuals must be demonstrated. Other-race is defined as White at Tennessee State University.

In order to recruit and hire other-race individuals, TSU will follow the minimum requirements outlined above in Section D plus make these additional efforts:

STEPS:

1. Solicit nominations from institutions, discipline-related groups, organizations devoted to leadership training in the field, and/or individuals likely to generate other-race applicants;

2. Provide documented evidence that direct contacts (telephone conversations, electronic messages, facsimile messages, meetings, correspondence, etc., with potential applicants) have been made with qualified other-race individuals to encourage their application for the vacancy; and,

3. Provide assurance by the Affirmative Action Officer that an approved process has been followed and that qualified other-race applicants have been contacted and fully considered is mandatory.

Procedure II-14.0: Identification Cards

The Tennessee State University ID card is issued to all students, faculty, staff, guests, and contractors. The ID card is used in dining services, the library, and to access various events on campus for students. The ID card should be on your person at all times while on campus. The TSU ID Card is the property of Tennessee State University and must be surrendered upon request of any authorized party.

Your TSU ID Card provides access to the following services:

1. Library
2. Wellness Center
3. Cafeteria
4. Parking Decal
5. Residence Hall Access
6. Encoded with meal plans
7. Access to athletic events

STEPS:

1. To receive a TSU ID card, go to the ID Center, which is now located on the basement floor of the McCord Hall Room 20.

2. The requirements for issuance of a TSU ID include:

- Photo identification - a valid driver's license or other form of government photo ID (state ID card, military ID, passport, or residence alien card).
- Students must first register and confirm their courses
- Faculty/staff must have an assigned role in Human Resources

3. The photo ID is issued immediately after being photographed.

4. Visit the ID Center to report the card as lost or stolen. A card cannot be marked lost over the phone. Once a card **is marked lost, it cannot be reversed.** A new ID card and account number will be generated for you twenty minutes after reporting the card lost. Lost, stolen, and damaged ID cards are replaced for a $10 fee payable in the Bursar's office.

The fee is payable at the bursar's office located in the Administration Building. The cashier window closes at 3:30 pm Monday through Friday. Bring your receipt to the ID Center to receive your new card.

5. Do not punch holes in your ID card, bend it excessively, or use it for unintended purposes

6. Do not allow the magnetic stripe on your ID card to be scratched by keys, change, or other objects

7. Do not put your ID card on stereo equipment, computers, or near any magnetic fields

9. Keep your card on a lanyard, in a protective card sleeve or in your wallet

10. Keep your ID card out of direct sunlight and away from other heat sources such as a clothes dryer.

11. The card may be confiscated from the Cardholder as a result of inappropriate or illegal use.

Please note that it is illegal to lend your card someone else, even if it is a good friend or family member.

12. To have funds secured on your ID card for the dining meal plans or purchases at the **Produce on Demand** (POD) store, you must contact Aramark Food Services:

Mr. Stacey Clevenger | Controller ARAMARK HIGHER EDUCATION
TENNESSEE STATE UNIVERSITY
3500 John Merritt Blvd Keane Hall Room 131 Nashville TN 37209
Office 615.963.5486
clevenger-stacey@aramark.com

Procedure II-15.0: Inclement Weather Plan

In the event of inclement weather, TSU will disseminate the closing plans. The purpose of this section procedure is to outline the plan, decision making, and procedure related to opening late, dismissing early, or closing the University completely due to inclement weather. The emergency hotline is (615) 963-5171.

If TSU classes are canceled, the announcement will apply to all classes, credit and non-credit. Offices at TSU will be considered open unless the announcement specifically says all offices will be closed. If such a decision is made overnight, it should be announced by 6 a.m. the following morning via the following area radio and television stations:

RADIO STATIONS	***TELEVISION***
WQQK-FM 92.1	*WKRN Ch. 2*
WKDF-FM 103.3	*WSMV Ch. 4*
WGFX-FM 104.5	*WTVF Ch. 5*
WNPL-FM 106.7	*WZTV Ch. 17*
WLAC-AM 1510	

STEPS:

1. The final decision related to emergency closings will be made by the President or, in his/her absence, the Vice President of Academic Affairs and Executive Vice President (PEVP). The PEVP will be assisted by the Director of Media Relations (DMR), the Vice President for Student Affairs (VPSA), and the Associate Vice President of Facilities Management (AVPFM), and the four of them shall be considered the Inclement Weather Team.

2. Information related to class and work schedules will be submitted to local television and radio stations and be distributed inside the University as follows:
   the intranet (University Communications and myTSU),
   the homepage (www.tnstate.edu),
   the weather line (extension 5059),
   telephone operators (963-5000), and
   the Tennessee State University Police Department (TSUPD) 963-5171.
   Texting as well as social media applications will also be used to disseminate information.

3. Because of the limited number of incoming lines and the potential for congestion that could cause delays in service, TSU employees should obtain information regarding closings from the media, social media, the texting system, and/or online, and should use the weather line, operators, and TSUPD only as last resorts.

4. In the event that Metropolitan Davidson County schools are closed, but the University is open, notification will be disseminated by the DMR via TSU's internal communications systems and social media networks. The DMR will also share this information with media outlets. The VPSA will implement the University's text messaging system.

5. Inclement weather decisions related to University sites outside of Davidson County will be made by the University directors/coordinators for those sites, based on local conditions and/or in accordance with

local governments, school districts, etc. Those administrators will develop procedures to communicate information through local media and will inform the PEVP of all decisions. If the non-Davidson County site is a non-University-owned teaching location, the closure will be determined by the non-University administers/directors at those sites, and the faculty members should communicate those closures to their department chairs, who will in turn will report them to deans and the PEVP.

6. At no later than 4:30 a.m., TSUPD will begin gathering the latest available weather information from local media sources and will consult with other local institutions (such as Nashville State Community College, Fisk University, Meharry Medical College, Metro Nashville Public School System, etc.) to determine their plans. The Chief of TSUPD will then contact the VPSA with this information as well as information on campus conditions no later than 5:00 a.m. The VPSA will contact the three other Inclement Weather Team members, and the Team will develop two recommendations based on all information available – one related to classes convening and the other related to staff reporting to work. The PEVP will brief the President via telephone by 5:30 a.m. of the Team's recommendations for morning classes/staff.

7. Decisions regarding cancellation of afternoon or evening classes and staff reporting will be identical to the morning process. The VPSA will gather information from the Chief of TSUPD no later than 1:00 p.m. and convene the Team within thirty minutes after the weather crisis has developed. The PEVP will contact the President with recommendations.

8. Early dismissal due to inclement weather will be decided on a case-by-case basis, and the Inclement Weather Team will evaluate conditions and make recommendations as far in advance as possible.

THE FOLLOWING ACTIONS WILL BE TAKEN AFTER THE PRESIDENT HAS MADE HIS/HER DECISIONS:

9. The **PEVP** will communicate the President's decisions to the DMR as well as to deans and to the Associate Vice President responsible for the Avon Williams Campus.

10. The **DMR** will communicate the President's decisions electronically to the local media, post information on various social media networks, update the message on the University's weather line, and contact the Associate Vice President for Communications and Information Technology (AVPCIT) with information to post on Exchange, myTSU, and the University's homepage. The AVPCIT will also notify the University's telephone operators so that they can relay current information. The DMR will contact neighboring institutions to offer support/assistance, as appropriate.

11. **Deans and the Associate Vice President responsible for the Avon Williams Campus** will disseminate information provided by the PEVP to department chairs, faculty, staff, and students.

12. The **Vice President for Business and Finance** will ensure that food services are available to residential students on an uninterrupted basis, the bookstore is operating if the University is open, and that the Director of Human Resources posts administrative leave information (see TBR Policy 5-01-01-11 and TSU Personnel Policy 6.42) on Exchange as early as possible.

13. The **VPSA** will communicate the decisions to the Chief of TSUPD, the AVPFM, the Dean of Students, and Director of Health Services. He/she will authorize the Chief of TSUPD to disseminate the decisions via the University's text messaging system.

14. The **Chief of TSUPD** will open and/or close facilities as needed and update the person answering the TSUPD telephone so that correct information is relayed to callers. He/she will disseminate the President's decisions via the University's text messaging system.

15. The **Dean of Students** will communicate to the Chief of TSUPD, the AVPFM, etc., what space is available in residence halls for essential staff or staff unable to leave campus.

16. The **AVPFM** will activate the inclement weather/emergency operation plan as needed and give priority to: clearing (1) pathways between residence halls and dining facilities, (2) key areas, such as the steps to Hale Hall, and (3) parking and roads

Procedure II-16.0: Independent Contractors (Using a Professional Services Agreement)

An agreement made by and between Tennessee State University and an independent contractor for professional services to be rendered.

STEPS:

1. Using the attached Professional Services Agreement, indicate detailed description, including type, scope, duration, form, quality, quantity, place, time, and purpose of services as agreed upon.
2. Provide as much details (attach a second sheet if necessary) on the nature, scope, and other important information needed for consideration as to whether the agreement should be entered into by the University with the desired agency.
3. Acquire signatures of department/unit head and dean.
4. Bring hard copy of form (without a contract) to the Office of the Vice President of Academic Affairs for review and approval.
5. If denied by Office of the Vice President of Academic Affairs, form will be returned to dean/director office within 48 hours.
6. If approved, form will be forwarded to the President's Office for action.
7. If denied by President's Office, the form will be returned to originator by the Office of the Vice President of Academic Affairs.
8. If approved, the signed form will be returned to dean's/direct report's office granting approval to begin the contract negotiation with the external party.
9. Preplanning must be performed to allow reasonable processing time for the approving units.
10. While it is the intent of the Office of the Vice President of Academic Affairs to review and submit Preapproval Forms to the next area of review within a 48-hour period, the processing time of the other units maybe longer.
11. Approval of the form does not grant authority for any services to be performed nor is it intended to be a legally binding instrument. Its purpose is only to give approval to begin the negotiation for development of a potential contractual arrangement.
12. Upon completion of the negotiation with the external party, the Contract Routing Procedure is to be followed to execute a legally binding obligation between the University and the external party.

AGREEMENT

BETWEEN

TENNESSEE STATE UNIVERSITY

AND

_____

This Agreement is made this _____ day of _____, 20____, by and between Tennessee State University, a Tennessee Board of Regents System institution, located at 3500 John A. Merritt Boulevard, Nashville, Tennessee 37209-1561, hereinafter referred to as the "Institution" and ***(Name of Contractor)***, having its principle office located at ***(complete address)***, hereinafter referred to as the "Contractor".

WITNESSETH

In consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this Agreement according to the provisions set out herein:

A. The Contractor agrees to perform the following services:

(Please provide detailed description, including type, scope, duration, form, quality, quantity, place, time, and purpose.)

B. The Institution agrees to compensate the Contractor as follows:

1. Rate of Compensation: (hourly, daily, lump sum payment, etc.)

2. Timetable for Payment: (monthly, quarterly, upon completion of work or performance)

3. Payments to the Contractor shall be made according to the schedule set out above, provided that payments shall be made only upon submittal of invoices by the Contractor, and after performance of the portion of the services which the invoiced amount represents. The final payment shall be made only after the Contractor has completely performed its duties under this Agreement.

If the Contractor is a non-resident alien, payment of any portion of the contract from any source will not be made by the Institution until an individual Taxpayer Identification Number or Social Security Numbers has been assigned to the Contractor by the Internal Revenue Service and Immigration Naturalization Service and presented to the Institution.

4. In not event shall the liability of the Institution under this contract exceed $_____.

C. The parties further agree that the following shall be essential terms and conditions of this Agreement.

1. The Contractor warrants that no part of the total contract amount provided herein shall be paid, directly or indirectly, to any officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as

officer, agent, employee, sub-contractor, or consultant to the contractor in connection with any work contemplated or performed relative to this agreement.

If the Contractor is an individual, the Contractor warrants that within the past six (6) months, he/she has not been and during the term of this Contract will not become an employee of the State of Tennessee.

2. The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities of 1990 and the related regulations of each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

   The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, age, disability, veteran status or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

3. Prohibition on Hiring Illegal Immigrants. Tennessee Public Chapter No. 878 of 2006, TCA §12-4-124, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by reference as Attachment I.

   If Contractor is discovered to have breached the Attestation, the Commissioner of Finance and Administration shall declare that the Contractor shall be prohibited from contracting or submitting a bid to any Tennessee Board of Regents institution or any other state entity for a period of one (1) year from the date of discovery of the breach. Contractor may appeal the one (1) year by utilizing an appeals process in the Rules of Finance and Administration, Chapter 0620.

4. The Contractor, being an independent contractor and not an employee of this institution, agrees to carry adequate public liability and other appropriate forms of insurance, to pay all taxes incidental hereunto, and otherwise protect and hold the institution harmless from any and all liability not specifically provided for in this agreement.

5. The effective date and term of the contract shall be from _____ to _____.

6. This Agreement may be terminated by either party by giving written notice to other, at least ___ days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.

7. If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the terms of this Agreement, the University shall have the right to immediately terminate this Agreement and withhold payment in excess of fair compensation for work completed.

   Notwithstanding the above, the Contractor shall not be relieved of liability to the University for damages sustained by virtue of any breach of this Agreement by the Contractor.

8. This Agreement may be modified only by written amendment executed by all parties hereto.

9. The Contractor shall maintain documentation for all charges against the University under this Agreement. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under this Agreement, shall be maintained for a period of three (3) full years from the date of the final payment, and shall be subject to audit, at any reasonable time and upon reasonable notice, by the University or the State Comptroller of the Treasury or their duly authorized representatives.

10. The Contractor shall not assign this Agreement or enter into sub-contracts for any of the work described herein without obtaining the prior written approval of the Institution or Tennessee Board of Regents, as appropriate. Approval shall not be given if the proposed subcontractor was or is currently ineligible to bid on the contract.

11. The Contractor shall submit to the University progress reports if requested by the Institution.

12. Payment to the Contractor for travel, meals or lodging shall be in the amount of actual cost or per diem, subject to maximum amounts and limitations specified in the Tennessee Board of Regents policies, as they may be from time to time amended.

13. The Contractor agrees that no work shall commence until this Agreement is fully executed by both parties and that a Minority Ethnicity and W-9 forms are completed and returned with this Agreement.

14. _____ is the Contract Monitor for this Agreement and can be reached at tel: _____, fax: _____ or email: _____.

15. _____ is the Contractor's Coordinator for this Agreement and can be reached at tel: _____, fax: _____ or email: _____.

16. This Agreement shall not be binding upon the parties until it is approved by the President or, when required, by the Chancellor, Tennessee Board of Regents, or his designee.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set forth their signatures:

(CONTRACTOR)

By: _____ _____ _____

Print name here) Title Date

TENNESSEE STATE UNIVERSITY

By: _____ President _____

Title Date

Procedure II-17.0: Institutional Memberships

The memberships on the Official University Membership list as approved and listed below by the President will be paid from the University's Institutional Membership Account. Memberships/Subscriptions that are not listed below must be defrayed using the college/department's operating accounts.

STEPS:

1. If an institutional membership is listed below, the original invoice is to be delivered to the Office of the Vice President of Academic Affairs within 24 hours of receipt and an email copy forwarded to Ms. Davidson with a copy to Dr. Crook for processing in Tiger$hoppe in accordance with established procedures.

   American Association of State Colleges and Universities (AACU)
   American Council of Education
   Association of Public and Land Grant Universities (APLU)
   APLU- Academic Program Section
   Board of Human Sciences
   Campus Compact
   Coalition of Urban Servicing Universities (USU)
   College Portrait (Voluntary System of Accountability)
   Council on Social Work Education (CSWE) Baccalaureate Graduates
   Council on Social Work Education (CSWE) Graduate Candidacy
   National Association for Equal Opportunity in Higher Education (NAFEO)
   Nashville Area Chamber of Commerce
   National Collegiate Athletic Association (NCAA)
   Ohio Valley Conference (OVC)
   Southern Association of Colleges and Universities (SACS)
   Tennessee College Association (TCA)
   Women in Higher Education in Tennessee

2. The original invoice is to be delivered to the Vice President of Academic Affairs' Office within 24 hours of receipt, if an institutional member is listed above. An email copy should be forwarded to Ms. Davidson as well as Dr. Crook for processing in Tiger$hoppe in accordance with established procedures.

Procedure II-18.0: Key Requests

Keys to rooms, office suites, and buildings must be officially requested and approved based on established University protocol. Keys to buildings are usually limited to the executive and top administrative level personnel. Distribution to lower personnel levels requires special approval.

STEPS:

- Go to the facilities management page http://www.tnstate.edu/facilities.
- Once on the web page, scroll to the left of the page and click on Key Request.
- When clicking the link Key Request, an excel document will appear.
- Fill out the document with the required information.
- Once document is completed, forward an e-mail with the attached document to your supervisor requesting approval.
- Once your supervisor inserts an electronic signature, have him/her forward the request to your dean.
- The dean will then approve and forward on to the next chain of command.
    - If requesting for a master key, the dean will forward to the President
    - If requesting for sub master(s) key the dean will forward to the Vice President.
    - Building entry keys require approval of the Vice President.
- Employees requesting keys to any building or room on campus must have his/her supervisor request approval. The request must be submitted to and approved by the Facilities Management Department.
- The requesting department will be notified when a key is ready for the employee to pick up.
- Loss of a key must be immediately reported to the TSU Police Department and the supervisor.

11. All TSU-issued keys must be turned in to the Human Resources Office upon termination of employment.

TENNESSEE STATE UNIVERSITY
KEY REQUEST FORM

PLEASE PRINT OR TYPE

REQUESTOR: **EMPLOYEE ID#:**

DEPARTMENT: **FOAP#**

NOTE: ALL KEYS ARE CHARGED TO THE APPROPRIATE ACCOUNT NUMBER.
BUILDING:

SELECT KEY TYPE: **THE CHARGES ARE AS FOLLOWS: REGULAR KEYS ARE $3.00 EACH, KEYLESS ENTRY (FOB) KEYS ARE $10.00 EACH.**

TITLE	MASTER KEY		
ADMIN.			**(FOB KEY ONLY)**
FACULTY		**BROKEN**	**MONTHS AND HOURS OF ACCESS**
STAFF			
STUDENT			
GRAD. ASSIST.			
OTHER - (WRITE IN TITLE)			

I HAVE READ THE KEY CONTROL POLICY AND AGREE TO COMPLY WITH ALL PROVISIONS. I ALSO UNDERSTAND THAT A VIOLATION OF ANY PART OF THE KEY CONTROL POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION AND MAY LEAD TO TERMINATION. I FURTHER UNDERSTAND ALL KEYS ASSIGNED TO ME MUST BE RETURNED UPON RESIGNATION/TERMINATION BEFORE RECEIVING MY FINAL CHECK. IF I DO NOT RETURN THE ASSIGNED KEY (S). I AUTHORIZE THE COST OF THE KEY (S) AND CORE TO BE DEDUCTED FROM MY TERMINAL BENEFITS.

SIGNATURES:

REQUESTOR

APPROVAL:

SUPERVISOR EXTENSION DATE

APPROVAL:

DIRECTOR / DEPARTMENT CHAIR EXTENSION DATE

APPROVAL:

VICE PRESIDENT EXTENSION DATE

PRESIDENT EXTENSION DATE

SIGNATURE** ***REQUIRED FOR MASTER KEYS ONLY

NOTE: BUILDING ENTRY KEYS REQUIRE VICE PRESIDENT APPROVAL AND MASTER KEYS REQUIRE PRESIDENTIAL APPROVAL.
VICE PRESIDENT/DESIGNEE MUST SIGN BEFORE KEY CAN BE CUT.

EXTENSION DATE

APPROVAL:

$

FACILITIES MANAGEMENT DIRECTOR TOTAL COST

NUMBER OF KEYS RECEIVED:

KEY NUMBERS:

FOB KEY NUMBERS:

RECIPIENT OF KEY(S): **SIGNATURE**

Procedure II-19.0: Letter of Intent-Collaboration Agreement

The purpose of the Letter of Intent-Collaboration Agreement process is to provide cooperation between two or more parties. It promotes mutual understanding; establishes ties of friendship to work towards more formal, complex, and binding commitments. The Letter of Intent-Collaboration Agreement provides a clear statement of work, including the names of key personnel, signature of person(s) authorized to make commitments, a detailed budget, and start dates and end dates.

STEPS:

1. Contract Initiator discusses details and requirements (Scope of Work) with potential contractor. Make it perfectly clear that the conversations are not and should not be construed as creating a contract.
2. Contract initiator submits "Office of the President's Pre-Approval Form for Contracts and Agreements" to the President's office for approval.
3. Contract initiator will complete the **Contract Routing and Approval Form**, assuring that all spaces of the form are completed.
4. Contract initiator submits TBR standard Agreement to the contractor and request two (2) original copies be signed and returned to the contract initiator.
5. Contract initiator delivers **Contract Routing and Approval Form**, The Office of the President **Pre-Approval Form for Contracts and Agreements** along with the other required documents to their Vice President for signature.
6. The Vice President of Academic Affairs/Vice President's office will deliver the contract and supporting documents to the University Counsel's office for review and processing.
7. The University Counsel's office will review the contract for compliance with TBR policy (standard contracts) and impermissible clauses (vender generated contract).
8. Once the corrections have been made and the addendum signed, the contract initiator will need to re-submit the contract and all associated documents for review.
9. The contract initiator is notified by email to pick up the contract from University Counsel's office. The initiator will need to forward the fully executed original contract to the Contractor and keep a copy on file.
10. For **Dual Service Contracts**, route four (4) signed originals with the Contract Routing and Approval Form and Purchase Requisition (if required) only. The Minority/Ethnicity Form and IRS W-9 Form are not needed for this type of contract.
    - In conformance with Tennessee Board of Regents Guideline G-030. (www.tbr.edu/Policies)
    - Initiated by their respective areas
    - With proposed contracts of $10,000.00 or more, and must be competitively bid unless adequate non-competitive procurement justification is provided.
    - With contracts totaling $250,000.00 or more in annual revenue or expenditures require the signature of the President and the Chancellor.
    - With prior approval of the Fiscal Review Committee for non-competitive contracts of $250,000.00 (value of total contract term) or more and for which the term is greater than (1) year. This process requires at least 90 calendar days lead time prior to the effective date of the contract.

Procedure II-20.0: Media Relations (Speaking on behalf of the University to Outside Entities)

The preparation and release of all information and publicity concerning the University, intended for distribution to the media, is coordinated by/through the Department of Media Relations, unless otherwise authorized by the President.

The Director of Media Relations serves as the official University spokesperson and conveys the official University position on issues of general University-wide impact or significance, or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should initially be referred to the Director of Media Relations.

In cases of critical significance to the University, the Director of Media Relations will work with other University officials to develop "talking points" to detail the known facts of the situation and summarize the University's position. Statements will be developed along with possible/anticipated questions and answers, and messaging.

In the event of a crisis or emergency situation, the Director of Media Relations will handle all contacts with the media and will coordinate the information flow from the University to the public. In such situations, all campus departments should refer calls from the media to the Department of Media Relations.

STEPS:

Contact with the Media

1. It is expected that direct contact between the University and the media will be initiated by or coordinated through the Department of Media Relations. Having a reliable one-stop office fosters media confidence in the institution and ensures that the University speaks with "one voice," especially on sensitive issues.
2. The University maintains an expert source guide online, and reporters are encouraged to utilize the expertise provided by faculty, staff, and administrators listed in the guide on non-sensitive issues. The Department of Media Relations is available to assist media with contacting other members of the University community.
3. If Tennessee State University faculty members, staff, or administrators are approached by the media for interviews, notify the Department of Media Relations prior to the interview.
4. In speaking with the media, an individual should answer a reporter's question as fully and openly as possible. If an individual is uncertain as to how much information should be provided, it is appropriate to redirect the inquiry to the next administrative level or to the Department of Media Relations.
5. Advance notice of a topic that may provoke media interest is extremely helpful. If you become aware of such subject matter, please pass it along to the media relations staff so that the groundwork for a response can be laid. The University's chances of being portrayed favorably are much greater if there is time for adequate preparation.

Media Referral Policy

(What to do if / when a reporter calls)

The media contact Tennessee State University for a number of reasons. All reporters requesting information about the University by telephone, letter, fax, e-mail, or personal visit must begin their inquiry with the Department of Media Relations. The Department will refer the reporter to the appropriate University representative if questions cannot be

completely answered. In such cases, Media Relations will telephone the designated University representative immediately if a reporter is referred.

1. If the area of inquiry involves an ***administrative topic***, an executive-level spokesperson will likely be the appropriate contact.

2. If the inquiry involves a specific ***academic*** discipline, the Vice President of Academic Affairs or a faculty member will often be the best contact point.

3. If approached by a reporter and the subject matter involves an ***administrative or University-wide issue****,* refer the reporter to the Department of Media Relations.

4. Any staff or faculty member receiving a media inquiry related to athletic competitions should refer the inquiry to the Sports Information Director (SID). Sports Information will handle the query unless it involves an administrative or athletic policy in which case the Director of Media Relations will address the query in conjunction with the Athletic Director and SID.

5. If the inquiry involves your personal area of expertise or "expert" opinion, you are free to set a tentative time to be interviewed (at least one hour away unless deadlines prohibit) and then call media relations to inform the office of the inquiry. For "expert" inquiries, the office will confirm that the subject should be addressed, and will brief the person on media interviews, possible talking points and potential pitfalls. If necessary, the Department of Media Relations will coordinate a time and place for the reporter to interview the University representative.

6. For University-wide issues, the Media Relations staff will determine the appropriate campus person to address the subject, and will work with the resource to gather information and create "talking points" on the topic.

7. The Department of Media Relations will answer queries from media outlets as soon as possible or within one hour unless deadlines dictate otherwise.

8. It is the responsibility of the Media Relations staff to find out the reporter's deadline to provide the best, timely response. Staff and faculty may not realize the consequences of a missed deadline. If a query cannot be answered by the deadline, the story probably will appear without a comment from Tennessee State University, and the University has missed an opportunity. If something delays response, call the Media Relations staff as soon as possible and before the deadline.

Designated Spokesperson for Media Issues

After receiving an interview request, the Department of Media Relations will determine the right spokesperson. Depending on the specific circumstances, another University administrator may be designated to serve as spokesperson on a particular issue.

The spokesperson must present a positive Tennessee State University image and be able to speak on the subject. Normally it is the ***Director of Media Relations*** who is the designated spokesperson on campus.

- Public Information Officer
- Assistant Director of Media Relations
- President of the University
- Vice President of Academic Affairs
- Chief, Police Department
- Athletic Director

For more information, click on the helpful links below, call x5331, or email Department of Media Relations

- **MEDIA RELATIONS**
- **TSU NEWS**
- **EXPERT LIST**
- **SPEAKERS BUREAU**
- **PHOTOGRAPHIC SERVICES REQUEST**
- **EMERGENCY NOTIFICATIONS**
- **SHARE YOUR NEWS**
- **POLICIES**
- **CONTACT US**
- **ASSIGNMENTS**
- **ADMINISTRATIVE OFFICES**

Procedure II-21.0: Movable Property Inventory

Movable Property (equipment) is defined by the University as any material manufactured or fabricated that serves a useful purpose with a normal expected life of more than five years and has cost or dollar value of at least $5,000 and above. These items may be purchased by the University or donated as gifts to the University with supported documentation from the Foundation. Materials that are designed to be expended or consumed within a relatively short period of time (usually within a year), regardless of cost, are not to be treated as equipment. Items with a dollar value of $1,500 – 4,999.99, are treated as sensitive equipment items; however, they are not included with assets that are considered capital equipment. The Assistant Vice President for Procurement Services is responsible for the correct classification of equipment. Tennessee State University is required to conduct property inventory inspection of property and equipment annually.

Tennessee State University depends on a range of equipment to support its mission of providing a quality education for its students. The University is required to conduct property inventory inspection of property and equipment annually. Department chairs and account holders are responsible for ensuring the proper use, security, maintenance, and disposition of all property, and to complete an annual inventory of property and equipment within their areas.

Annual Property Inventory

An inventory of University property is conducted annually at the end of each fiscal year. Inventory folders and printouts are distributed by Facilities Management and must be completed through Sharepoint by the established deadline (see Procedure IV-020).

STEPS:

1. Department chairs and account holders are responsible for ensuring the proper use, security, maintenance, and disposition of all property, and to complete an annual inventory of property and equipment within their areas. .
2. Property inventory will be conducted during the period of April through May. Inventory folders must be returned to the Facilities Management.
3. The Property Deletion, Transfer, Addition and Computer Inventory sheets are required and must be completed and returned.
4. Each sheet must be completed, signed, dated, and returned with each inventory printout folder.
5. If there are no deletions, additions or transfers, please indicate "NONE," sign, date, and return the form with each inventory printout.
6. All items listed on the inventory printout must show a building and room number for location. This is a very important part of maintaining property accountability. If there is no room number for an item(s) inside of a building, one must be assigned and placed on the inventory printout.
7. Property that must be kept on the outside of a building, due to operational necessity, such as a vehicle, is assigned the following room code: 999.
8. Property will not be deleted from the inventory unless supported by proper authenticated documents. Without the proper support documents, line-through items will remain as accountable property and will not be deleted until the proper document is submitted.

The following items are needed to support deletion of lined-through items on the inventory.

- **Theft: TSU Police Department Incident Report**
- **Trade-In: Copy of Purchase Order**
- **Turn-In: Copy of Moving and Service Work Request**

Note: The above documents must be signed by the authorized Account Holder.

1. **Inventory Printout Sheet**
   A. Place the letter "S" to the left of item(s) on hand.
   B. Place a line-through item(s) to be deleted or transferred to another account.
   C. Correct or change the room number of location of item(s) where required.
   D. Correct or change the building code location of item(s) where required.
   E. Add or correct tag number where required.

2. **Property Addition Sheet**

Property_Addition.doc

List all items costing $1,000 or more that have been received, tagged, and delivered which do not appear on the Inventory Printout. A completed copy of the Gifts and Donation Form must be completed and attached for any Item(s) received as gift/donation. Permission to receive any item(s) as a gift/donation must be requested, in advance, from the Office of Procurement. Enter the word "NONE" where there are no additions.

This sheet must be returned with Inventory Printout. Enter "NONE", sign and date if no items are listed.

TENNESSEE STATE UNIVERSITY

PROPERTY ADDITION SHEET

Function No. _____

Department _____

Date _____

1. List all items that have been received, tagged and delivered which do not appear on the inventory printout.
2. If item received as Gift/Donation - A completed copy of the Gifts and Donation form must be attached.

Item No.	Property Tag No.	Description	Model No.	Serial No.	Purchase Order No.	Building	Room No.	Cost	Comments

Please indicate which support document attached:

[ ] Gifts and Donation Acceptance Form
[ ] Other: _____

	Print or Type Name	Signature	Date	Tel. Ext.
Prepared by:				
Reviewed and Approved by:				

3. **Property Deletion Sheet**

Property_Deletion.doc

List only those items that have been lined-through on the Inventory Printout Sheet. Proper supporting documents (i.e., theft: TSU Police Department Incident Report; trade-in: copy of purchase order; turn-in: copy of moving and service work request; transfer: copy of inventory transfer sheet or computer hardware disposition form) must be attached. Computer Hardware Disposition Form. Part I and II must be completed by Account Holder. Part III must be completed, and signed, by a TSU Computer Service Technician. Enter the word "NONE" when there are no deletions

This sheet must be returned with Inventory Printout. Enter "NONE", sign and date if no items are listed for deletion.

TENNESSEE STATE UNIVERSITY

PROPERTY DELETION SHEET

Function No. _____

Department _____

Date _____

LIST ONLY THOSE ITEMS THAT HAVE BEEN LINED-THROUGH ON THE INVENTORY PRINTOUT

Property will not be deleted from the inventory unless supported by proper authenticated documents. Without the proper support documents, lined-through items shall remain as accountable property and will not be deleted until the proper document is submitted. **(THIS IS A MUST REQUIREMENT.)**

Item No.	Property Tag No.	Description	Model No.	Serial No.	Purchase Order No.	Condition Code	Property Disposition (Indicate Trade-in, or Theft)

Check below which support document is attached to support deletion on lined-through item(s) on the Inventory. (THIS IS A MUST REQUIREMENT.)

[ ] Theft – TSU Police Dept. Incident Report

[ ] Purchase Order (Trade-In)

[ ] Turn-In (Moving and Service Work Request)

Note: The above documents must be signed by the person authorized to do so.

	Print or Type Name	Signature	Date	Tel. Ext.
Prepared by:				

	Print or Type Name	Signature	Date	Tel. Ext.
Reviewed & Approved by:				

4. **Property Transfer Sheet**

Property_Transfer.doc

List gaining account number, building code, equipment condition code, and new room number. Enter the word “NONE” when there are no items to be transferred.

This sheet must be returned with Inventory Printout. Enter "NONE", sign and date if no items are listed.

TENNESSEE STATE UNIVERSITY

PROPERTY TRANSFER SHEET

TRANSFER FROM

Function No. _____

Department _____

Date _____

TRANSFER TO

Function No. _____

Department _____

Item No.	Property Tag No.	Description	Model No.	Serial No.	Property New Location		Condition Code
					Building No.	Room No.	

	Print or Type Name	Signature	Date	Tel. Ext.
Prepared by:				

	Print or Type Name	Signature	Date	Tel. Ext.
Reviewed & Approved by:				

5. **Special Computer Inventory**

Computer_Inventory
.doc

List all operative and inoperative computers currently in area of responsibility regardless whether purchased, transferred, or received as a gift to the University. Every computer must be recorded on this sheet to include those that are listed on the Inventory Printout Sheet.

TENNESSEE STATE UNIVERSITY

SPECIAL COMPUTER INVENTORY

This sheet must be completed and returned with Inventory Printout.

Account No. _____

Department _____

Date _____

List "ALL" operative and inoperative computers currently in your area of responsibility regardless whether purchased, transferred or received as a gift to the University. Every computer must be recorded on this sheet to include those that are listed on the Inventory Printout.

Completion of this sheet is a must requirement.

Item No.	Property Tag No.	Manufacturer	Model No.	Serial No.	Property New Location		Condition Code
					Building No.	Room No.	

I hereby certify that I have conducted a physical inventory (count) of all computers in my area and recorded the results to include those computers listed on the Inventory Printout on this sheet.

Signature **Date**

	Print or Type Name	Signature	Date	Tel. Ext.
Reviewed & Approved by:				

Procedure II-22.0: Naming of Buildings

Tennessee State University has adopted **TBR Policy No.** 4:02:05:01 in the naming of buildings, facilities, and building plaques which applies to read as follows:

> *The naming of buildings, facilities, grounds, and organizational units of institutions for individuals or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of such naming on the campuses of the Tennessee Board of Regents System are vested in the Board. Authority to name identifiable sub-units or components of buildings and facilities, however, is delegated to the institution president or technology center director, subject to the criteria and process set forth below.*

This policy applies to all buildings of the institutions governed by the Board. It also applies to other facilities, grounds, and organizational units which the institution wishes to dedicate in the name of an individual or group. Buildings designated by their general purpose or functions are not subject to this policy.

In general, individuals and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment. To preserve the integrity of all buildings named in the System, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony. With respect to the naming of buildings on a particular campus, special consideration shall be given to:

A. The historical significance of the contribution of the individual or group to the institution;

B. The association of the individual or group with the building to be named;

C. Any financial contribution of the individual or group to the institution; and

D. State, regional, national, or international recognition of the individual's or group's contributions and achievements.

A given surname may be assigned to only one building on a specific campus.

In all cases, naming rights are considered to be in effect for the duration of the effective and typical useful life of the physical building, space,

or object, and not in perpetuity. If necessary, the Board reserves the right to remove a name associated with any physical building, space, object, or project at any time if the naming gift pledge remains unfulfilled, it is in the best interests of the institution or of the donor to do so, or to protect the reputation of the institution and/or the donor.

STEPS:

Naming the Building

The institution president or technology center director shall charge a committee to consider and make recommendations for the naming of a building. The committee shall be comprised of students, faculty, and administrative representatives; other representatives of the campus community may serve on the committee, as deemed appropriate by the president or director.

a) The committee shall consider all suggested namings which satisfy the criteria cited above. Any individual or group associated with the institution may suggest a name for consideration by the committee.

b) The committee shall submit a report to the president or director, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.

c) For namings which require Board approval, the president or director shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the Board through the Chancellor.

d) No publicity shall be given to the recommendation for naming until it is considered by the Board. For naming not subject to Board approval, the president or director shall determine and make known the naming in the manner deemed most appropriate.

3. **Dedication Ceremony and Plaque**

a) Upon approval of the naming by the Board, an appropriate dedication ceremony may be planned and conducted by the institution.

b) The institution also may erect a dedication plaque or comparable marking upon approval of the naming by the Board. The plaque may be separate from the building plaque provided by State regulations. In addition to the individual or group for whom the building is named, the dedication plaque should identify the institution president or technology center director, the Chancellor, and the Chairman of the Board at the time the naming was approved.

4. **Building Plaques**

An institution may affix a building plaque to a new or newly renovated building or facility. All building plaques must comply with Tennessee Board of Regents guidelines adopted pursuant to this policy and State Building Commission policy on building plaques. This section shall apply to any new or newly renovated building or facility.

Source: TBR Meetings, April 13, 1973; September 30, 1983; June 28, 1985; March 21, 1986; September 18, 1992; March 30, 2007; June 24, 2011

Procedure II-23.0: Office and Telephone Etiquette

Telephone conversations are usually the first impression of the employer; therefore, remain professional at all times.

STEPS:

1) **Answering Calls**

1. Suspend all prior conversations or activities that may be a distraction to the current phone call.
2. Answer each call by the 3rd ring.
3. Take advantage of the "HOLD" button if more than one line is ringing.
4. Use greeting "**Good (morning, afternoon, evening**, as appropriate); **Tennessee State University**; next state your **department**; your **name**; and ask "**How may I help you?**" or "**How may I direct your call?"**
5. Be courteous and speak clearly.
6. When transferring calls, advise caller of the department and extension to which you are transferring them.

2) **Announcing Calls**

a. Always ask with whom you are speaking (this may be helpful later) and purpose of the call.
b. Place the caller on hold.
c. Inform other party who is calling and what it is regarding.
d. Transfer call or take a message.
e. Try to use the caller's name whenever possible.

3) Taking Messages

a. Keep a message book or paper and pencil next to the phone.
b. If the person the caller is trying to reach is unavailable, state, "Ms. X is unavailable. May I send your call to her voice mail or take a message?"
c. The following information is inappropriate, and should not be divulged:
  i. She has not arrived at work yet.
  ii. She is on sick leave.
  iii. She is eating lunch at her desk.
  iv. She is using the restroom.
d. Retrieve caller's name, number, purpose of call, and the time of call.
e. Keep a log of ALL incoming and outgoing messages.

4) Voice Mail Messaging

a. Check voicemail daily.
b. Log ALL messages that you receive and ALL messages that you leave (date/time/person/subject/brief notes).
c. When leaving a message, speak clearly and be right to the point.

5) Personal Telephone Calls

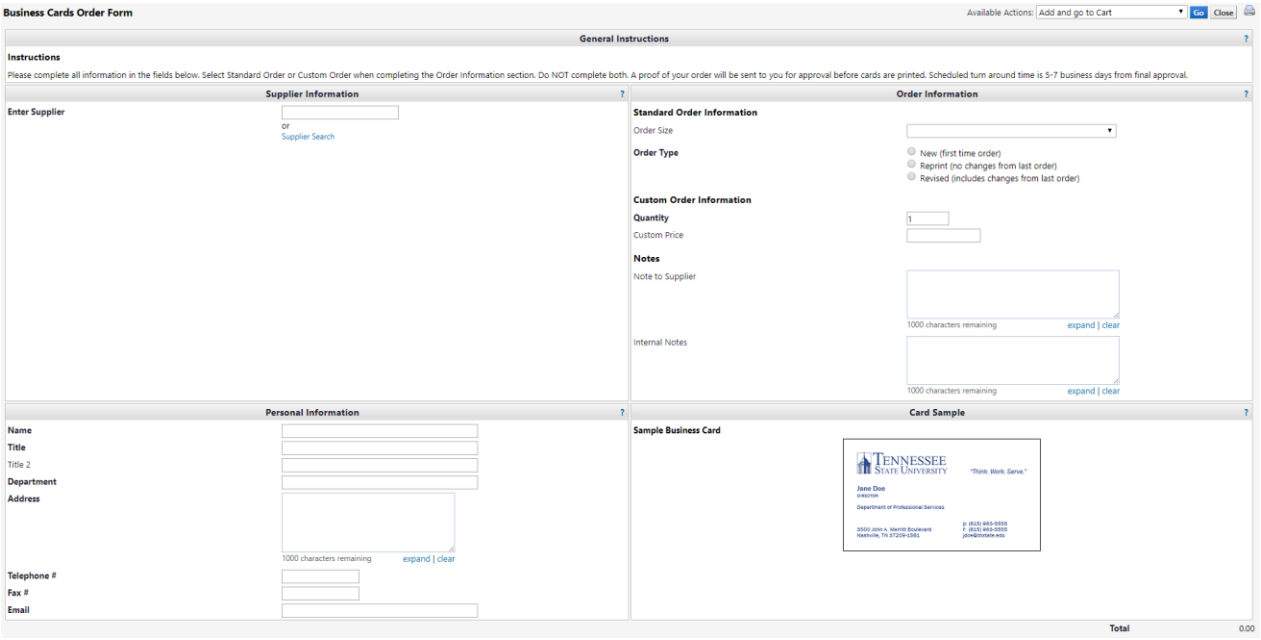
Personal calls take up valuable time that should be devoted to completing job assignments in a timely manner, take your mind off your work, tie up University telephone lines needed for business use, and add unfairly to University cost. If you must make occasional local personal calls, please limit them.

Procedure II-24.0: Purchasing Envelopes, Letterhead, Business Cards

Print Authority is the exclusive supplier for all University business cards, letterhead and envelopes.

STEPS FOR ORDERING BUSINESS CARDS:

1. Go to Tiger$hoppe and open the Business Cards Order Form.
2. In the Supplier Information section enter supplier, Print Authority, in the Enter Supplier field.
3. In the Order Information section, click the Order Size field and use the drop down box to pick the card style and order size. If this is a custom order, leave Order Size field blank.
4. Pick the Order Type. (If this is NOT a custom order, proceed to Step #6. If you are requesting a custom order proceed Step #5)
5. If this is a custom order complete the Custom Order Information section. Input Quantity, Custom Price, Notes (include description of custom item).
6. Complete Personal Information section to be input on the business card.
7. Go to Available Actions, click Add and go Cart for a single order. Click Add to Cart and Return for ordering multiple items. (Note: Proofs for all line items must be approved prior to production.)
8. Complete all necessary fields including the FOAP and Ship To information and click Place Order.
9. The requisition will proceed through the workflow approvers and processed into a purchase order by Procurement.
10. The supplier will provide a proof to Procurement within 1-2 business days. The proof is attached to the purchase order with a request to the requisitioner to sign and approve or make changes. Each change will result in an additional proof for review and approval.
11. Upon receipt of the final approval, the supplier will commence with production and will complete within 3-5 business days.
12. Orders are delivered to the University Copy Center. The Copy Center will notify the requisitioner that the order is ready for pickup.



STEPS FOR ORDERING LETTERHEAD & ENVELOPES:

1. Contact Procurement for letterhead and envelope pricing prior to placing your order.
2. Go to Tiger$hoppe and open the Non-Catalog Goods Form.
3. In the Supplier Information section enter click select different supplier and type Print Authority in the Enter Supplier field.
4. In the General Information section, enter “N/A” in the Catalog No. field. Enter the Product Description, Quantity, Unit of Measure, and Estimated Price.
5. Attach marked up letterhead and envelope.
6. Go to Available Actions, click Add and go to Cart for a single order. Click Add to Cart and Return for ordering multiple items. (Note: Proofs for all line items must be approved prior to production.)
7. Complete all necessary fields including the FOAP and Ship To information and click Place Order.
8. The requisition will proceed through the workflow approvers and processed into a purchase order by Procurement.
9. The supplier will provide a proof to Procurement within 1-2 business days. The proof is attached to the purchase order with a request to the requisitioner to sign and approve or make changes. Each change will result in an additional proof for review and approval.
10. Upon receipt of the final approval, the supplier will commence with production and will complete within 3-5 business days.
11. Orders are delivered to the University Copy Center. The Copy Center will notify the requisitioner that the order is ready for pickup.

Basic Printing Prices:

DESCRIPTION	QUANTITY							
	250	500	1,000	2,000	2,500	3,000	5,000	10,000
BUSINESS CARDS								
1/0 Reflex Blue Ink Thermography (Raised) on #80 Cougar Cover- White		$ 49.24	$ 59.24					
1/0 Reflex Blue Ink Thermography (Raised) on #80 Classic Laid Cover- Avon Brilliant White		$ 60.97	$ 73.79					
1/0 Reflex Blue Ink Thermography (Raised) Front/Back on #80 Cougar Cover- White		$ 111.52	$ 121.52					
President Business Cards- 2/0 Reflex Blue and Silver Ink, Thermography (Raised) on #80 Classic Laid Cover- Avon Brilliant White		$ 108.05						
LETTERHEAD								
Letterhead, 1/0 on #70 White Offset (FLAT)	$ 87.10	$ 95.13	$ 118.52		$ 157.96	$ 172.25	$ 231.16	$ 365.20
Presidents Office Letterhead, Printed 2/0 in Reflex Blue and Metallic Silver on Natural White Classic Laid, Thermography (Raised)		$ 235.44						
ENVELOPES								
#10 Regular Envelopes, printed 1/0 Reflex Blue (FLAT)	$ 82.10	$ 99.10	$ 130.26	$ 183.57	$ 210.07	$ 235.94	$ 329.57	
Presidents Office Envelopes, #10 Envelope, Printed 2/0 in Reflex Blue and Metallic Silver on Natural White Classic Laid, Thermography (Raised)		$ 235.44						

Procedure II-25.0: Purchase of Food with Unrestricted Funds

Business meals generally include at least one non-employee of the university and should not include any individual whose presence is not necessary to the business discussion. Meals associated with gatherings that are primarily social in nature do not qualify as business meals.

GUIDELINES:

- All purchases of food and beverages must be approved in advance. If a requisition is processed to reimburse an employee, there must be a memo or e-mail documenting advance approval of the purchase or the employee may be held personally liable for all related costs.
- Payments or reimbursement shall not exceed *twice* the allocated per meal allowance for that location. If, for example, the per diem schedules reflects a dinner rate of $x for Nashville, payment or reimbursement shall not exceed $2x.
- The university does not pay sales taxes, although an exception exists for some restaurant meals. Gratuities may be reimbursed up to 20% with documentation.
- Alcoholic beverages may only be purchased with Foundation funds and under no circumstance should be purchased using state or federal funds.
- Institutional funds may be used to purchase food and non-alcoholic beverages for recognition, appreciation and/or retirement events if the events are in accordance with institutional policies and are reasonable in number of events per fiscal year and amount spent.
- The approval of the President or his/her designee is required for all food and food-related purchases (e.g., meal tickets, credit cards from grocery stores for research participants, concession supplies, food preparation demonstrations, etc.).
- A purchase requisition for an event must have **at least** two attachments: A Banquet Event Order (BEO) form or some other type of special event form or quote.
- Prices from catering menus are acceptable.
- An On-Campus Catering Form *or* an Off-Campus Catering For
- If an off-campus caterer does not accept a university purchase order and requires a check at the time of service, a proforma invoice must also be attached to the requisition.
- The above-referenced **On-Campus Catering Form** should be used if the university's contracted food service provider is catering the event *or* if the event is being held off-campus and supplied by an off-campus caterer. An **Off-Campus Catering Form** is only used when an off-campus caterer is providing services on-campus.
- Aramark must decline to provide the service by signing the form, which connotes Aramark does not wish to meet the price, schedule, menu, or other requirement.
- On-Campus Catering Forms and Off-Campus Catering Forms should be filled out completely. For example, attendees should be numbered and the total should match the quantity on the BEO. Asterisks should be placed by the names of non-employees, including students.
- One purchase requisition may be submitted for multiple events only if quotes or proforma invoices are attached for each event, and the information related to time/date/place, topic/purpose and attendees is provided for each.

Events that are repetitive in nature (such as summer programs that provide a daily lunch to the same list of students at a standard price) require only one quote or proforma invoice.

- Requisitions require the approval of the appropriate Vice President before being submitted to the Office of the Vice President for Business and Finance for approval as designees of the President.

STEPS:

1. Log into Tiger Dining https://tnstate.campusdish.com.If you do not have an account, create one at https://tnstate.campusdish.com/Commerce/Profile/Login.aspx?returnUrl=/Commerce/MyAccount.aspx
2. Enter the required fields*, First Name, Last Name, Address, City, State, Zip, Email, Phone, Fax, Create Password-must be six characters, Click the Continue Button.
3. Under the Catering tab, click Order Now to open an order form. Choose menu, event date, number of guests, type special instructions- if needed.
4. Click order button. Next you may edit your selection, or if everything is correct, click the continue button. Then select month and day(s). After that, choose delivery/pickup location. Enter contact name, phone number, building, room number, room name, purpose of event.
5. Enter event details. Enter food delivery time, event start time, event end time, food clean-up time, guest count. Click the continue button.
6. Review your selection. Enter Order/Event Name. Click the continue button.
7. Check-out information. Enter the method of payment (cash, check, proposal quote, or credit card). At this point, you can add additional person(s) email addresses to cc: Supervisor, Department chair, dean, event coordinator, etc. Enter their email addresses if desired. If not, click the "I accept" the terms and conditions box and then enter your initials.
8. Click the process this order button. You will then receive a confirmation email that summarizes you order as well as the Banquet Order Number. Please note, if you need to make changes to your order, please use the link in the email confirmation which is the change/update request form.
9. Complete Request for On-Campus Catering form in detail. Request for **On-Campus Catering** and **Banquet Event Order** forms must be attached in Tiger$hoppe. If selecting an off-campus caterer, complete Request for Off-Campus Catering form in detail and attach quote from supplier in Tiger$hoppe.
10. In Tiger$hoppe click the Catering Request link. Next search for the event supplier, once found, click. Then, enter the catalog number, describe the event and enter the quantity and next enter the estimated price from the Banquet Event Order Form or receipt if using an off campus caterer; Add start date and end date.
11. In Tiger$hoppe click the internal attachment link and attach the Banquet Event Order Form and the On-Campus Catering Form. Be sure to also attach the agenda for meetings, flyer (if applicable) or email inviting participants to the event.
12. Finally assign the completed Food and Entertainment form and forward this form to your immediate supervisor, who then forwards it to the dean and the dean forwards it to the department's Vice President. Requisitions without proper approvals will be returned to the requisitioner.
13. Allow 7 days for approval process.

Tennessee State University ***PROCUREMENT SERVICES***

REQUEST FOR ON-CAMPUS CATERING

This form must be completed and submitted with the purchase requisition when requesting on-campus catering services.

ON-CAMPUS CATERING

This section must be completed by the requesting department.

Requesting Department:		Contact Person:		Tel: Fax:
Event:	Date:	Time:	Place:	No. of Attendees:
Purpose:	Discussion/Topic: (attach agenda if available)	*Non-Employee Guests? Yes ☐ No	P. R. No.:	Acct. No.:

LIST OF ATTENDEES

The following individuals will attend the event. Place an asterisk (*) beside the name(s) of all guests who are non-employees of the University, and add a statement that their presence is necessary to the business discussion. (Add additional sheet, if needed. If general groups invited, such as events open to all employees and/or students, attach copy of flyer, etc.)

REVIEW AND APPROVALS

	Vice President	

PBS Form 55-A 1/2006

REQUEST TO USE OFF-CAMPUS CATERERS

This form must be completed and submitted with the purchase requisition when requesting off-campus catering services.

OFF-CAMPUS CATERERS

(Caterers Hosting On-Campus Events)

This section must be completed by the requesting department.

Requesting Department:		Contact Person:		Tel: Fax:	
Event:	Date:	Time:	Place:	No. of Attendees:	
Purpose:	Discussion/Topic: (attach agenda if available)	Non-Employee Guests? Yes No	P. R. No.:	Acct. No.:	
Caterer:	Address:			Tel: Fax:	

LIST OF ATTENDEES

This section must be completed by the requesting department.

List the names of all attendees and attach to this form. Place an asterisk (*) beside the name(s) of all guests who are not employee of the University. THIS IS A MUST REQUIREMENT.

CAMPUS CATERING

(First Refusal)

This section must be completed by Food Management Services.

Caterer:	Address:	Tel: Fax:

APPROVAL

Approved	Signature:	Asst. VP for Procurement and	Date:

PBS Form 55-B 12/2005

Procedure II-25.1: (On-Campus Vendor-ARAMARK)

Affiliates/Non-Affiliates must use Aramark Catering or follow the procedures for requesting permission to utilize an outside caterer. Kitchen facilities and serving equipment are not available to outside caterers. The Affiliate/Non-Affiliate is responsible for all clean up and removal of all waste from the premises.

REFERENCES

TBR Policy 4-02-10-00

TBR Policy 4-07-00-00

TSU *Purchasing Policies and Procedures Manual*

STEPS:

1: Log into the Classic Fare Catering state at https://tsu.catertrax.com/ (Enter last name and password). If you do not have an account, create one at https://tsu.catertrax.com/shopcustadminlogin.asp?custstat=new&intOrderID=&intCustomerID=

Enter the required fields*, First Name, Last Name, Address, City, State, Zip, Email, Phone, Fax, Create Password-must be six characters, Click the Continue Button.

2: Under Cater Availability, choose month, day(s). Then click create new order. Choose menu, number of guests, type special instructions- if needed.

3: Click order button. Next you may edit your selection, or if everything is correct, click the continue button. Then select month and day(s). After that, choose delivery/pickup location. Enter contact name, phone number, building, room number, room name, purpose of event.

4: Enter event details. Enter food delivery time, event start time, event end time, food clean-up time, guest count. Click the continue button.

5: Review your selection. Enter Order/Event Name. Click the continue button.

6: Check-out information. Enter the method of payment (cash, check, proposal quote, or credit card). At this point, you can add additional person(s) email addresses to cc: Supervisor, Department chair, dean, event coordinator, etc. Enter their email addresses if desired. If not, click the "I accept" the terms and conditions box and then enter your initials.

7: Click the process this order button. You will then receive a confirmation email that summarizes you order as well as the Banquet Order Number. Please note, if you need to make changes to your order, please use the link in the email confirmation which is the change/update request form.

8: Complete the Request for On-Campus Catering form in detail. The Request for On-Campus Catering and the Banquet Event Order Form must be attached in Tiger$hoppe.

9: In Tiger$hoppe click the Food and Entertainment link. Next search for the event supplier, once found, click. Then, describe the event and enter 1 for the quantity and next enter the estimated price from the Banquet Event Order Form.

10: In Tiger$hoppe click the internal attachment link and attach the Banquet Event Order Form and the On-Campus Catering Form. Add start date and end date.

11: Finally assign the completed Food and Entertainment form and forward this form to your immediate supervisor. Who then forwards it to the dean and the dean forwards it to Dr. Pat Crook, Associate Vice President of Academic Affairs.

Procedure II-25.2: (Off-Campus Vendor)

Request - Off
Campus Caterers - 2(

Tennessee State University

PROCUREMENT AND BUSINESS SERVICES

REQUEST TO USE OFF-CAMPUS CATERERS

This form must be completed and submitted with the purchase requisition when requesting off-campus catering services.

OFF-CAMPUS CATERERS

(Caterers Hosting On-Campus Events)

This section must be completed by the requesting department.

Requesting Department:		Contact Person:		Tel: Fax:	
Event:	Date:	Time:	Place:		No. of Attendees:
Purpose:	Discussion/Topic: (attach agenda if available)	Non-Employee Guests? Yes No How Many? _____		P. R. No.:	Acct. No.:
Caterer:	Address:			Tel: Fax:	
Proposed Rebate to University: _____%	Date and rating of last Metro Health Sanitation Report: _____				
Proposed menu w/cost attached: _____ Yes _____ No					

LIST OF ATTENDEES

This section must be completed by the requesting department.

List the names of all attendees and attach to this form. Place an asterisk (*) beside the name(s) of all guests who are not employee of the University. THIS IS A MUST REQUIREMENT.

CAMPUS CATERING

(First Refusal)

This section must be completed by Food Management Services.

Caterer:	Address:	Tel: Fax:	
Can match cost:	Cannot match cost:	Proposed Rebate to University: _____%	
Signature:		Date:	

APPROVAL

☐ Approved ☐ Disapproved	Signature:	Asst. VP for Procurement and Business Services	Date:

Procedure II-26.0: Record Retention and Disposals

The TBR Guideline G-070 set forth the procedures for disposal of institutional records for all institutions and technology centers governed by the Tennessee Board of Regents. Disposal of institutional and center records must be approved by the State Public Records Commission. No records may be destroyed unless and until provided below. Unless specified otherwise, or otherwise required by law, records may be imaged, microfilmed, or electronically reproduced and the paper copy destroyed upon verification of an archival quality reproduction. The microfilm, image, or electronic record will then be retained for the balance of the indicated retention period.

The following record series have been approved for disposal by state-approved methods: shredding or burning. No record shall be destroyed, however, so long as it pertains to any pending legal case, claim or action or to any federal or state audit until such actions have been concluded. Records which reflect "Permanent" retention may be destroyed after verification of an archival quality electronic reproduction. Actions by the State Commission shall be communicated to all campus records officers through the Board staff.

Institutional or Center Records Officers have the authority and responsibility to dispose of records in accordance with approved records disposition authorizations. Prior to the destruction of any records, the Records Officer must determine if the action should be delayed due to audit or litigation requirements. Specific records pertaining to current or pending litigation or investigation must also be retained until all questions are resolved. These specific records can be retained in a suspense file, while all other records not under pending investigation should be disposed of in accordance with established RDAs (Records Destruction Authorizations).

The Public Records Commission has authorized the implementation and utilization of the Certificate of Destruction form (see Attachment A) in order to better track the volume of records destroyed and to insure that records have met the criteria necessary for destruction. Institutions and centers need to complete a Certificate of Destruction form when destroying public or confidential records that are not destroyed during the annual Operation Roundfile campaign – an initiative through Executive Order 38 to purge out-of-date documents on an annual basis.

Notwithstanding the retention period stated herein, should such periods conflict with federal law, the period of longer retention shall apply.

The following definitions are applicable to TBR Guideline 070:

RECORD: All books, papers, electronic mail messages, maps, photographs, films, microfilm, imaged copy, electronic data processing output, sound recordings or other materials regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

NON-RECORD: Those documents which do not document the activities of an agency: i.e. extra copies of documents kept for convenience or reference; stock supplies of publications; extra copies of circulated materials where follow-up copies are kept for the record; reading files; follow-up correspondence copies; identical or carbon copies kept in the same file; draft copies or work copies of documents when the final version is complete; letters of transmittal which add nothing to the transmitted information; inter-office

memoranda; shorthand notes, steno type tapes or sound recordings after they have been transcribed; and internal housekeeping materials such as intra-office memos, routing slips, telephone call slips, and computer edit error listings after the corrections are made; library or museum material which is for reference or exhibition; private materials neither made nor received by an institution or school staff member in connection with the transaction of official business. As non-records, the above-mentioned items are excluded from the record retention and disposal requirements.

PERMANENT RECORDS: Those records or materials which have permanent administrative, physical, historical or legal value.

WORKING PAPERS: Those records or materials created to serve as interim documents or inputs to final reporting documents, including electronic data processed records, computer output microfilm and records which become obsolete immediately after agency use or publication and are not classified as being a permanent record, or record of archival value.

I. BUSINESS RECORDS

NOTE: Business records must be retained the indicated number of years listed below. In addition, prior to disposal or destruction, these business records must have been subjected to the completion of an annual or bi-annual audit conducted by the State Audit Division of the Comptroller's Office as required in T.C.A. § 4-3-304. Internal audit reports and work papers must be retained either 5 years or through 2 audits. "Completion" includes the issuance of the final audit report and the resolution of any audit exceptions or questions arising from the audit.

TYPE OF RECORD	RETENTION PERIOD
Acceptance Letters	1 year after application term
Advanced Placement Records	1 year after application term
Applications for Admission	1 year after application term
Correspondence	1 year after application term
Entrance Exam Reports (ACT, CEEB)	1 year after application term
Letters of Recommendation	1 year after application term
Transcripts: High school, other colleges or universities	1 year after application term
Medical Records	1 year after application term
Readmission Forms	1 year after application term

The remainder of the retention guidelines for student records pertains to applicants who enter the institution.

TYPE OF RECORD	RETENTION PERIOD
Grade Reports (Registrar's copies)	1 year after date distributed
Registration Forms	1 year after date submitted
Social Security Certificates	1 year after certified
Teacher Certifications	1 year after certified
Transcript Requests (student)	1 year after date requested
Audit Authorizations	1 year after date submitted

Pass/Fail Requests	1 year after date submitted
Changes of Course (add/drop)	1 year after date submitted
Credit/No Credit Approvals	1 year after date submitted
Enrollment Verifications, Logs or Lists	1 year after date submitted
AAPP Scan Sheets and Essay Booklets (Hard Copy)	5 years after date of test
Applications for Graduation	1 year after graduation or 1 year after date of last attendance
Examination Papers and Answer Sheets	Must be retained one year after date of last attendance, or one year after date of graduation of student whose grade has been appealed.
Academic Advisor Files	1 year after graduation, or 3 years after end of advisor status, whichever occurs first
Class Schedules (Students)	1 year after graduation or 1 year after date of last attendance
Personal Data Information Forms	1 year after graduation or 1 year after date of last attendance
Judicial Board Cases/Student Disciplinary Files For matters resulting in expulsion or suspension For matters resulting in a finding of no violation(s)	Permanent At conclusion of disciplinary process
All other matters	1 year after graduation or 4 years after date of action
Veterans Administration Certifications/Individual Folders File includes recruitment material (for those who do not enter whether accepted or rejected); previous education (transcripts from other colleges); evidence of formal admission (acceptance letters); grade reports and/or statements of progress (academic records); change of course forms; transfer credit evaluations; degree audit reports; tuition and fees charged and collected.	3 years after graduation or date of last term attended
Withdrawal Authorizations	3 years after graduation or date of last attendance
Academic Action Authorizations (Dismissal, etc.)	5 years after graduation or date of last attendance
Acceptance Letters	5 years after graduation or date of last attendance
Name Change Authorizations	5 years after graduation or date of last attendance
Correspondence, Relevant	5 years after graduation or date of last attendance
Residence Classification Forms	5 years after graduation or date of last attendance

Curriculum Change Authorizations	5 years after graduation or date of last attendance
Degree Audit Records, Reports	5 years after graduation or date of last attendance
Entrance Examinations Reports-ACT CEEB	5 years after graduation or date of last attendance
Transcripts - High schools, other colleges	5 years after graduation or date of last attendance
Foreign Student Forms (I-20)	5 years after graduation or date of last attendance
Graduation Authorizations	5 years after graduation or date of last attendance
Advance Placement Records Information regarding students' high school advance placement scores	5 years after graduation or date of last attendance
Applications for Admission or Readmission (Re-entry)	5 years after graduation or date of last attendance
Credit by Examination Forms	5 years after graduation or date of last attendance
Placement Records: Records of job placement subsequent to attendance, graduation, receipt of certificate, etc.	5 years after graduation or date of last attendance
Letters of Recommendation	Upon admission of the student
Student Waivers for Right of Access to Review Letters of Recommendation for Admission	Retain until the admissions record and recommendation letters are disposed.
Transfer Credit Evaluations	5 years after graduation or date of last attendance
Academic Records Includes Narrative Evaluations, Competency Assessments, etc.	Permanently
Change of Grade Forms (Update Forms)	Permanently
Class Lists (Original Grade Sheets or Cards)	Permanently
Graduation Lists	Permanently
Permanent Student Cards	Permanently
Statistical Data – Enrollment, Grades, Racial/ Ethnic, Degree, Schedule of Classes (Institutional)	Permanently
Commencement Program	Retain 1 copy permanently

MISCELLANEOUS

TYPE OF RECORD	RETENTION PERIOD
Correspondence Files	1 year

Deeds	Permanently
Endowment and Living Trust Agreements	Permanently
Minutes of Board and Committees Documents relating to the holding of meetings and recording of proceedings of meetings of the Board of Regents and its official commissions, councils, sub-councils, and committees. Included are accounts (either verbatim or in summary) of proceedings; actions taken in such meetings, agenda; copies of reports; exhibits; announcements; retained in Office of General Counsel	Permanently
Printed Materials and Publications Items which have permanent administrative, physical, historical or legal value, such as: Class schedules (institutional), school catalogs, brochures, etc.	Retain 2 copies permanently in institution/center library archive
Medical X-Rays	4 years, provided the written and signed findings of a radiologist who has read such X-ray film shall be retained for 10 years after treatment of patient
Medical Case Records	Retain entire record for 10 years after student leaves institution. Retain 10 years after treatment of member of institution/center staff
Litigation Files Institutional Files - Supporting records utilized in litigation Central Office Files - Pleadings and other supporting documents	3 years after conclusion of litigation/final appeal 5 years after conclusion of litigation/final appeal
Interlibrary Loan Forms	Maintain by calendar year and hold for 1 additional year
Motor Vehicle Registration Registration forms for campus parking permits	Retain during current academic year; or, destroy once invalid
Reference Paper Files Records consist of documents used to facilitate, control, or supervise the performance of a specific function, process or action - not the official record copies necessary to document function, process or action. Do not use this number for working papers, investigations and similar working papers which are required by operating procedures, state or federal regulations and/or to be retained for a stipulated period of time. 1. Notes, drafts, feeder reports, news clippings, similar working papers and other materials accumulated for preparation of a communications, study, a survey, an inspection or other action. This definition does not include official and quasiofficial recommendations, coordinating	1. Terminate files upon completion of communication, study, survey, inspection or other action

actions and other documents which contribute or result from preparation of the communication or other record. 2. Cards, listings, indexes, and similar documents used for facilitating and controlling work. Do not destroy cards, listings, and indexes and similar documents which provide access to the original documents. 3. Technical documents, plans, and similar reproduced materials which do not fall in the description of reference or technical publications. This does not apply to the record copy generally maintained by the initiating office. 4. Documents received for general information purposes that require no action and are not required for documentation of specific functions. 5. Extra copies maintained by action office which reflect actions taken. Such files should not be established unless absolutely necessary. 6. Copies of documents maintained by supervisory offices, such as commissioners, chiefs of divisions, sections, etc. These records duplicate the records filed elsewhere within the organization.	2. Destroy when no longer needed to facilitate or control work 3. Destroy when superseded, obsolete or no longer needed for reference 4. Destroy after 1 year or when no longer needed for reference. 5. 1 year 6. 1 year
Copyrights and Patents Forms, documents and materials relating to applications for and granting of copyrights and patents	Permanently
JTPA Records All records concerning the Job Partnership Training Program including participant records	Retain 3 years following the date on which the annual expenditure report containing the final expenditures charged to such program year's allotment is submitted to the Department of Labor
Accreditation Records	Until superseded

I. OFFICE GENERAL ADMINISTRATIVE FILES

TYPE OF RECORD	RETENTION PERIOD
Suspense files, papers arranged in chronological order as a reminder that action is required on a given date. A note or reminder to submit a report or take some other action The file copy or extra copy of an outgoing communication An incoming communication filed by date on which action is expected.	Destroy when action is taken Remove from suspense file when reply is received. If extra copy, destroy; if record copy, file in proper file. Remove from file on date action is to be taken.
Office General Management Files. Included are: Correspondence concerning hours of work and additional duties Correspondence concerning participation in Public Relations/information activities, such as open house programs and special events. (This does not normally apply	Destroy after 1 year Destroy after 1 year Destroy after 1 year Destroy after 1 year Destroy after 1 year

to news releases, project files on conferences, seminars, open house programs, etc., accumulated by Agency Information directors or agency offices performing similar functions.) Correspondence pertaining to security within the office. Correspondence relating to office participation in charity drives and blood donations. Correspondence relating to parking, traffic, and related protective services. Documents relating to safety within the office. Other documents similar to the above categories that do not pertain to the official functional files of the office.	Destroy after 1 year Destroy after 1 year
Housekeeping Instruction Files. Documents relating to the preparation and issue of office memorandums, numbered and unnumbered, or comparable continuing instructions that apply only to internal administrative practices and housekeeping details within the preparing office. Included are copies of the instructions and communications related to them.	Destroy when superseded by new instructions or when obsolete
Office Organization Files. Documents relating to the organization and function of an office, such as copies of documents which are duplicated in other offices responsible for the organization and functions of state government. Included are: Copies of functional charts and functional statements, copies of documents relating to office staffing and personnel strength. Documents reflecting minor changes in the organization which are made by the head of the office and which do not require commissioner approval.	Destroy when superseded, obsolete, or no longer needed for reference.
Records Access File. Correspondence or listings received by or prepared by an office, giving name and other identification of individuals authorized access to office records, particularly confidential records.	Destroy when superseded, obsolete, or no longer needed for reference
Office Record Transmittal Files. Copies of records, transmittal forms showing files transferred to the State Records Center for State Archives.	Destroy when records listed thereon have been destroyed. For permanent records and records transferred to the State Archives retain indefinitely
Office Financial Files. Documents that relate to the participation of offices in matters that concern the expenditure of funds, such as cost estimates for travel, correspondence with budget offices, funds for long distance telephone calls, receipts for bonds and checks, or comparable documents affecting funds. This authorization does not apply to Finance and Budget Offices	Destroy after 1 year

that accumulate similar files in the performance of mission functions.	
Office Property Record Files Cards, lists, receipts, or comparable documents showing accountable property charged to an office.	Destroy when superseded, obsolete, or upon turn-in of property
Office Space Assignment Record Files Documents reflecting administrative space assigned to an office.	Destroy when superseded or obsolete
Office Service and Supply Files Documents relating to supply and equipment used by an office; office space and utilities, communications, transportation requests, custodial or other services required by an office; and to the general maintenance of an office. Included are: Requests for supplies, receipts for supplies and equipment, and similar matters Requests and other documents concerning issue of keys and/or locks to an office Requests for publications and blank forms and other papers relating to the supply and distribution of publications to the office Documents relating to local transportation Documents relating to custodial services required by an office Requests for installation of telephones, floor plans showing location of offices, telephone extensions, requests for changes to telephone directories, and similar papers Documents relating to modification repair, or change to office heating, lighting, ventilation, cooling, electrical, and plumbing systems. Documents relating to painting, partitioning, repairing, or other aspects of maintaining the office physical structure. Documents relating to other logistical services required by or provided to an office.	Destroy 1 year after completion of action
Office Management System Files. Documents related to the use and approval of a micromation system, an automated filing system, or similar systems.	Destroy when system is no longer in effect

II. OFFICE PERSONNEL FILES

TYPE OF RECORD	RETENTION PERIOD
Office General Personnel Files Documents that relate to the day-to-day administration of	Destroy after 1 year

personnel in individual offices. Included are notices of holidays and hours worked; notices about participation in athletic events and employee unions; notifications and lists of employees to receive State medical services, including X-rays and immunizations; notices and lists of individuals to receive training; and comparable or related papers.	
Office Personnel Locator Files Cards or sheets showing name, address, and telephone number and similar data for each office employee.	Destroy on transfer or separation of individual
Employee Record Files Printouts or cards that provide complete information on employees, positions, strength authorizations and actions in process.	Forward to gaining organization upon transfer within state government. Place in Supervisor/Agency Employee Personnel Folder upon separation
Job Description Files Supervisor's copies of official job descriptions	Destroy on abolishment of position, super-sessions of job description, or when no longer needed for reference
Supervisory/Agency Employee Information Files Documents pertaining to the administration of individual employees which are duplicated in, or which are not appropriate for inclusion in the official Personnel Folder filed in the Job Description File, or similar official personnel records. Included are: Copies of performance appraisals Approval for off-duty employment Papers relating to individual injuries Letters of commendation and appreciation Documents reflecting assigned responsibilities of individuals Records showing training received by individuals Copy of PNF 201 Forms	Review at end of each calendar year and destroy documents which have been superseded or are no longer applicable For separated employees, place in an active file and destroy 3 years after termination

OFFICE REFERENCE FILES

TYPE OF RECORD	RETENTION PERIOD
Reference Publication Files Copies of publications, such as catalogs, brochures, and manuals issued by any element of state government, other states, US Government agencies and private concerns maintained for reference within an office.	Destroy when superseded, obsolete, or no longer needed for reference. Books which are on property records will be returned to supply.
Technical Material Reference Files Copies of technical materials, such as transparencies, charts, sound recordings, motion picture, and still photographs maintained for reference purposes.	Destroy when superseded, obsolete, or maps, no longer needed for reference
Reading Files Extra copies of outgoing communications,	Destroy after 1 year

arranged chronologically, and maintained as a cross reference file or for periodic review by staff members.	
Policy and Precedent Files Extra copies of documents establishing policy or precedent for future and continuing action. (This does not include the official record copies of policy and precedent documents, which are usually filed in other subject or functional files in an office.)	Destroy when superseded, obsolete, or no longer needed for reference
Travel Authorization Files Copies of request and authorization for in-state and out-of-state travel and related correspondence	Destroy after 1 year

November 15, 1983 SBR Presidents Meeting; Revised July 1, 1984; Revised July 1, 1985; Revised September 1, 1986; Approved May 14, 1991, Presidents Meeting and implemented August 6, 1993 after approval by State Records Commission; May 5, 1998, Presidents Meeting; May 21, 2002 Presidents Meeting; May 16, 2006 Presidents Meeting

ATTACHMENT A

Tennessee Secretary of State

CERTIFICATE OF RECORDS DESTRUCTION

Agency/Division: _____

Address/Location: _____

_____

RECORDS DISPOSED

RECORD SERIES TITLE AND DESCRIPTION	RELATED RDA NUMBER	DATE RANGE OF RECORDS DESTROYED		VOLUME
		FROM (MM/YY)	THRU (MM/YY)	

CERTIFICATION OF DESTRUCTION

ON _____destruction of above records was made in accordance and authorized by the Tennessee Code Annotated Section 10-7-509 (a) and (b) by means of: ☐ PURGING ☐ SHREDDING ☐ RECYCLING ☐ OTHER (specify): _____

_____ _____ _____

Signature Title Date

GS-0989 (Rev. 6/11) RDA SW05

Procedure II-27.0: Requesting Information to Be Posted to University Communications

Announcements of interest to the entire campus community may be posted on "University Communications." This is a restricted account to which only specified individuals can send information. The current list of authorized senders includes the President, Vice Presidents, University Counsel, and their authorized designees. If a department has an announcement to be posted to University Communication, the steps below are to be followed.

STEPS:

- Prepare the announcement in 'pdf' format and send to your Department Chair/Director/Dean for approval.
- The Department Chair/Director/Dean will forward the announcement to an authorized sender.
- The authorized sender will submit the announcement to the University Communications account for posting as a mass e-mail.

If you frequently send mass e-mails, you may desire to get authorization to become an authorized designee/sender. Contact the President, your division Vice President, or the University Counsel for consideration for obtaining this approval.

Procedure II-28.0: Retirement and Resignation Gatherings (Parties)

The purpose of the Retirement and Resignation Gathering is to have a farewell gathering for an employee that is leaving the University.

STEPS:

1. When presenting this approval for food and decorations, be able to certify that:
   - Monies are available in a budget (other than state funds) to purchase the necessary items. A maximum of $1,500 is to be allocated per function.
   - Paperwork must be submitted not later than two weeks before the event;
   - An employee must have worked at the University for at least one year;

2. This is used where:
   - Paperwork for food and decorations (if viable) should be submitted via Tiger$hoppe to next level of management above the immediate supervisor. Final approval is needed by the appropriate Vice President's Office. An approved acceptance letter of resignation should be attached to the paperwork.

Procedure II-29.0: Solicitation of Money, Goods, and Services

The Tennessee State University Board of Trustees (Board) recognizes the vital importance of gifts to institutional development. Gifts of real and personal property from individuals and organizations often benefit institutions by making possible the accomplishment of objectives for which support from other sources is limited or unavailable. Gifts also often represent a means by which the donor may contribute to an aspect of postsecondary education that is of particular interest to the donor.

The Board authorizes and encourages the institutions to solicit and accept gifts for purposes that are consistent with their missions. All activities related to the solicitation and acceptance of gifts shall be implemented in a manner which serves the mutual interests of the donors and institutions.

Accountability the greatest issue in the acceptance of gifts, money and service, therefore, approval at each level is vital.

STEPS:

1. The president/director shall designate the campus official(s) authorized to approve and conduct activities for the purpose of soliciting gifts to the institution.

2. Criteria and procedures for soliciting gifts shall be established which clearly define appropriate activities and the campus approval process.

3. Solicitation of gifts which may require a commitment of institutional/school resources must be approved by the president/director.

Acceptance of Gifts

1. The president/director is authorized to accept gifts on behalf of the institution/school, subject to the following conditions:

a. Only the Board may accept a gift if Board acceptance is a condition set by the donor;

b. Only the President and Board may accept gifts of real property or any permanent interest in real property, and title must be conveyed to the Board on behalf of the institution; in the name of the Board or President for the use and benefit of the Institution.

c. Any acquisition of real property by gift or devise which obligates the institution, the Board, or State of Tennessee to expend state of Tennessee funds for capital improvements or continuing operating expenditures shall be approved by the State Building Commission in accordance with TCA 4-15-102(d)(2) prior to acceptance by the Board. Any such Deed transferring title to the Board or President shall not be recorded until the State Building Commission has approved the acceptance of the gift property.

d. Gifts with conditions that ultimately will require consideration by the Board must be approved by the Board prior to acceptance (e.g., gifts to support the initiation of a new academic program or capital improvement project); and

e. Gifts of property subject to an indebtedness must be approved by the Board or President prior to acceptance.

2. The president/director may recommend approval by the Board prior to acceptance of any gift.

3. The president/director may delegate to a campus official or officials his/her authority to accept gifts on behalf of the institution; however, institutional policies must identify the specific types of gifts that may be accepted by the designated official(s). The acceptance of all gifts is subject to confirmation by the president/director.

4. Corporate stock given to an institution/school may be sold by the institution through or in consultation with a registered security broker within 60 days of receipt of the stock certificate, and the sale may be executed by the president/director or a designated representative.

5. Appropriate procedures must be established for acknowledging acceptance of gifts and for ensuring compliance with conditions set by the donors and in compliance with IRS regulations.

6. Contact the University's Foundation office to be pointed in the general "correct" direction to begin this procedure. All gifts and solicitations are handled through the Foundation office, and the Foundation office has guidelines in addition to the Board guidelines.

Procedure II-30.0: Student Inappropriate Behavior

Procedure II-30.1: Institution Policy Statement

1. College and university students are citizens of the state, local, and national governments and of the academic community and are, therefore, expected to conduct themselves as law---abiding members of each Community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non--- students.

In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Board has authorized the Presidents of the institutions and Directors of the technology center under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

2. Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Tennessee State University ("TSU," "the university" or the "institution") has developed the following policy which is intended to govern student conduct on the campuses under its jurisdiction

3. For the purpose of this policy, a "student" shall mean any person who is admitted and/or registered for study at TSU for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policy governing student conduct. Students are responsible for compliance with Institutional policy at all times.

4. Disciplinary action may be taken against a student for violations of this policy which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution If a student's violation of applicable laws or ordinances adversely affects the University's pursuit of its educational objectives, it may enforce its policies, including this policy, regardless of any proceedings instituted by other civil or criminal authorities. Conversely, violation of any section of this policy may subject a student to disciplinary measures by the University whether or not such conduct is simultaneously in violation of state, local or national laws.

5. This policy, and related material incorporated herein by reference, is applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10---7---504(a)(4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts. *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240---02---03---.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

Procedure II-30.2: Disciplinary Offenses

1. Generally, through appropriate due process procedures, the University's disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objective, that violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institutional---controlled property.

2. Students and student organizations and its members while acting in their capacity as members of, or while attending or participating in any activity of the organization shall be subject to all rules and policy of the University and Tennessee Board of Regents. Individual or organizational misconduct that is subject to disciplinary sanction shall include, but is not limited to, the following examples:

a. Conduct dangerous to others --- Any conduct or attempted conduct which constitutes a serious danger to any person's health, safety or personal well---being, including, but not limited to the following:

1. physical and/or verbal abuse
2. threats and/or intimidation
3. harm inflicted on self

b. Hazing. Hazing, as defined in T.C.A. § 49---7- -123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;

c. Disorderly conduct – Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or which unreasonably disturbs institutional function, operations, classrooms and other groups or individuals.

d. Obstruction of or interference with institutional activities or facilities --- Any intentional interference with or obstruction of any institutional activity, program, event, or facilities including the following:

1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities.
2. Interference with the right of any institution member or other authorized person to gain access to any institutional or institutional controlled activity, program, event, or facility sponsored by the institution.
3. Any obstruction or delay of a campus police officer, fireman, campus security officer, public safety officer, EMT or failure to comply with any emergency directive issued by such person in the performance of his or her duty or any institutional official in the performance of his/her duty.

e. Misuse of or damage to property --- Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials or unwarranted destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution or another, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials, and/or safety devices; and any such act against a member of the institution community or a guest of the institution.

f. Theft, misappropriation, or unauthorized sale of property--- Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.

g. Misuse of documents or identification cards---Any forgery, alteration of or unauthorized use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.

h. Firearms and other dangerous weapons --- Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons.

i. Explosives, fireworks, and flammable materials – The unauthorized possession, ignition, or detonation of any object or article that causes damaged by fired or other means or property or possession of any substance which could be considered to be and used as fireworks.

j. Alcoholic beverages –The use and/or possession of alcoholic beverages on institution owned

or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.

k. Drugs –The unlawful possession or use of any drug or controlled substance (including, but limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana) sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property.

l. Drug paraphernalia – The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property.

m. Public intoxication – Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.

n. Gambling – Unlawful gambling in any form.

o. Misuse of computers or computing resources and facilities – Misusing and/or abusing campus computer resources including, but not limited to the following:

1. Use of another person's identification to gain access to institutional computer resources;
2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems;
3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file;
4. Unauthorized transfer of a computer or network file;
5. Use of computing resources and facilities to send abusive or obscene correspondence;
6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official;
8. Violation of any published information technology resources policy;
9. Unauthorized peer---to---peer file-sharing.

p. Financial irresponsibility – Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the

institution or to a member of the institution community acting in an official capacity, or failure to pay outstanding bills.

q. Unacceptable conduct in disciplinary proceedings -- Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.

r. Failure to cooperate with university officials – Failure to comply with directions of institutional acting in the performance of their duties.

s. Violation of general rules and policies-- Any violation of the general rules and policies of the institution as published in an official institutional publication, such as Student Handbook or Residence Life Campus Living Brochure, including the intentional failure to respond to any required action or the intentional performance of any prohibited action.

t. Attempts at and aiding and abetting the commission of offense -- Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;

u. violations of state or federal laws -- Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

v. Failure to notify -- Failure of students certified to receive educational benefits for veterans to notify the Office of Veteran Affairs of any changes in their program that will affect their certification status.

w. Violation of imposed disciplinary sanctions -- Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution.

x. Discrimination, Harassment or Retaliation -- Any act by an individual or group against another person or group in violation of University or TBR policy, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policy 5:01 :02:00, (F), 5:01:02:00, 2:02:10:01 and TSR Guideline P--080.

y. Sexual Violence and Sexual Harassment – Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Acts falling into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion are forms of sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances; requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature.

z. Academic Misconduct. Plagiarism, Cheating, Fabrication – For purposes of this section, the following definitions apply.

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own proper attribution.
2. Cheating. Shall mean, but is not limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit hours.
3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

aa. Classroom Misconduct – Disruptive behavior in the classroom.

bb. Unauthorized duplication of possession of keys – Making, causing to be made or the possession of any key for an institutional facility without proper authorization.

cc. Litter – Dispersing litter in any for onto the grounds or facilities of the campus.

dd. Pornography – Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find,

(1) taken as a whole, appeals to the prurient interest,
(2) depicts or describes sexual conduct in a patently offensive way, and
(3) taken as a whole, lacks serious literary, artistic, political or scientific value.

ee. Unauthorized occupancy of institutional facilities and grounds - prohibited, including, but not limited to, gaining access to facilities and ground that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being presenting buildings when the student has not legitimate reason to be present.

ff. Providing false information – Providing any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution.

gg. Unauthorized surveillance -- Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minors parent or guardian. This includes, but is not limited to taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means.

hh. Smoking violations -- Violation of any TBR and/or institutional smoking or other tobacco use of rules or policy. *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240---02---03---.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

Procedure II-30.3: Academic and Classroom Misconduct

1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

2. Plagiarism, eating, and other forms of academic misconduct are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the institutional disciplinary procedures set forth below, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct, including an "F" for the assignment/test or an "F" in the course. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.

3. Students may appeal a finding of academic misconduct and any associated sanction through the University's Academic Misconduct procedures described in the Academic misconduct section of the Student Disciplinary procedures policy. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

4. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting devices which disturbs others (e.g., disturbing noises from computer games, beepers, cell phones, palm pilots, lap---top computers, games, etc.).

5. Class attendance and punctuality requirements are established by the faculty through specific expectations for attendance and punctuality and specific consequences that are outlined in the printed syllabus for each course. Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the division of student affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements. *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240---02---03---.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

Procedure II-30.4: Disciplinary Sanctions

1. Upon a determination that a student or student organization has violated any of the rules, policies or disciplinary offenses set forth in this Code of Student Conduct, disciplinary sanctions that may be imposed, either singularly or in combination, by the appropriate university officials include but are not limited to the sanctions referenced below.

a. Restitution. A student who has committed an offense against property may be required to reimburse the university or other owner for damage to or misappropriation of such property or unreimbursed medical expenses resulting from physical injury. Any such payment in restitution shall be defined by the university.

b. Fine – Fine of not more than $200. This sanction shall apply to violations of the following disciplinary offenses: misuse of documents or identification card and failure to cooperate with university officials. Failure to pay fines may result in further disciplinary action.

c. Warning – The appropriate university official may notify the student or student organization that continuation or repetition of specified conduct may because for further disciplinary action.

d. Reprimand -- A written or verbal reprimand, or censure, may be given any student or organization whose conduct violates part of the Code of Conduct. Such a reprimand does not restrict the student in any way, but it does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the university community but that any further violation may result in more serious penalties.

e. Apology -- A student or student organization may be encouraged to apologize to an affected party, either verbally or in writing, as an alternate to the imposition of other disciplinary sanctions, for the behavior related to a disciplinary offense.

f. Restriction – A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the university in any way, university or TBR sponsored travel, denial of the use of facilities, parking privileges, or participation in extra---curricular activities or restriction of organization privileges.

g. Referral to the University Counseling Center – The student is requested to visit the university--counseling center for an initial evaluation and follow---through on any prescribed treatment program.

h. Community or Educational Project–A project beneficial to the individual, campus, and/or community may be required. The project will be related to the offense the student is guilty of violating.

i. Assignment of work hours – A specified number of supervised hours of work to be completed on campus may be assigned. This work will be commensurate to the offense the student is guilty of violating.

j. Probation. Continued enrollment of a student or recognition of a student organization on probation may be dependent upon adherence to the Code of Student Conduct. Any student or organization placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities or any other appropriate special conditions. Any conduct in violation of this Code while on probationary status may result in the imposition of a more serious disciplinary sanction.

k. Suspension. If a student is suspended, he or she is deprived of student status and is separated from the university for a stated period of time with conditions of readmission stated in the notice of suspension. The suspension shall appear on the student's disciplinary record regardless of whether or not such student is successfully readmitted.

l. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission or student organization to the institution. Tennessee State University policy requires that any student or organization receiving a penalty of expulsion shall be restricted from the campus of Tennessee State University during the period of expulsion unless on official business with the university verified in writing by the judicial Officer/Dean Students.

m. Revocation of Admission, Degree or Credential

n. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to this policy as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s).

o. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record. A student may be immediately removed from campus or student housing for violations of the University's housing policy or residence agreement under the interim suspension standards set forth in paragraph (m.) above.

p. Grade Reduction in a course.

q. Interim Suspension. Though, as a general rule, the status of a student accused of violations of the Code of Student Conduct should not be altered until a final determination has been made in regard to the charges against him or her, an interim suspension may be imposed upon a finding by the Dean of Students/Chief Judicial Officer or designee that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well---being of the accused, an alleged victim or of any other member of the university community or its guests, destruction of property, or the orderly operation of classroom or other campus activities. In the case of an interim suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension. If the student contests the suspension, the Dean of Students or a designee shall articulate the findings associated with the interim suspension decision and the student shall be given an opportunity to further contest those findings by requesting a preliminary hearing on the Dean of Student's determination.

1. During an interim suspension, the student shall be denied access to campus facilities, classes, and/or all other university activities or privileges unless prior approval has been granted by the Dean of Students/Chief Judicial Officer.

2. If a student chooses to challenge the imposition of an interim suspension, a preliminary hearing will be conducted by the Student Affairs Disciplinary Committee, in consultation with university officials. The hearing will be scheduled within five (5) working days of the student's request for a hearing. The preliminary hearing committee's sole charge will be to determine whether the Dean of Students' (or designee) interim suspension decision was arbitrary and capricious or constituted an abuse of discretion. During this preliminary hearing, the student will be given notice of the allegations against him/her and provided a summary of the evidence that supports the interim suspension. The student will be afforded an opportunity to respond to the allegations. The preliminary hearing committee may, at its sole discretion, call witnesses or permit the Dean of Students

(or designee) and the student to call witnesses in support of their respective presentations. If the preliminary hearing committee upholds the Dean of Students' interim suspension decision, a formal hearing under the disciplinary procedures set forth in this policy shall be held as soon as practical, if applicable. If the preliminary hearing committee reverses the Dean of Students' (or designee) decision, the Vice President for Student Affairs may, in his or her sole discretion, review the decision and uphold, modify or reverse the preliminary hearing committee's decision if he or she determines that the evidence does not support the preliminary hearing committee's determination.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240---02---03---.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective:1/29/12.

Procedure II-30.5: Guidelines for the Enforcement of Student Discipline

STEPS:

1. A university has the responsibility and obligation to its students, faculty, and community to maintain an academic environment that promotes intellectual pursuits and harmonious interpersonal relationships between its various publics and constituents. Toward this end, TSU has established and published a uniform Code of Conduct, which spells out and informs students at the university the parameters of appropriate student conduct.

2. The following is a description of the procedures by which the university enforces its standards of student conduct. Inherent in these procedures is the university's recognition of it obligation to protect the rights and privileges of its students in accordance with the guarantees afforded all citizens under the Constitution of the United States and due process as interpreted by appropriate judicial authority.

3. The maintenance of order and the enforcement of the rules and policies of the university and the Tennessee Board of Regents are vested with the president of the university or his/her designee. This responsibility is delegated to the Vice President for Student Affairs who in turn delegates this authority to the Dean of Students/Chief Judicial Officer and the faculty and students appointed to participate in the administration of these procedures.

4. The university believes that the disciplinary procedures described below will serve the interests of students in obtaining full and fair hearings.

A. Pre-Hearing Procedures

   1. The Dean of Students/Chief Judicial Officer Student Affairs shall conduct an investigation of the alleged violation(s).

   2. All matters involving allegations of impermissible discrimination, harassment, or retaliation will be governed by the procedures outlined in TBR Guideline P-080 Subject: Discrimination and Harassment – Complaint and Investigation Procedure and/or an institutional policy that reflects the requirements of that Guideline.

3. At the conclusion of the investigation, the Dean of Students/Chief Judicial Officer for Student Affairs shall conduct a preliminary conference and shall advise the student of the charge(s) and proposed sanction(s), if any. The student may admit the violation(s) and accept sanction(s) or may elect to contest the charge. Admission of the violation(s) and sanction(s) shall constitute a waiver of hearing, and shall be in writing when possible. Such admission shall be binding and may not be subsequently revoked without concurrence of the Dean. At the conclusion of the preliminary conference, the Dean of Students/Chief Judicial Officer shall execute the "Preliminary Conference Form" reflecting the action taken or to be taken in the case. If the student fails to appear for the preliminary conference, the student shall be deemed to have waived his/her right to contest the charges and sanctions and said sanctions shall become final. A student has five (5) working days from the date of the preliminary conference to make an election.

4. For all cases where suspension or expulsion are not possible sanctions, if the student chooses to contest the charge, it shall be heard pursuant to the Institutional Hearing Procedures set forth in section D below.

B. Tennessee Uniform Administrative Procedures Act (TUAPA)

1. All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-301 *et seq*., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Tennessee Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure.

C. Function and Composition of the Student Affairs Disciplinary Committee

1. The Student Affairs Disciplinary Committee is the principle judicial body for hearing violations of the university's Code of Student Conduct, making relevant findings, and recommending sanctions, where appropriate.

2. The Student Affairs Disciplinary Committee shall be comprised of a total of eight (8) members and two (2) alternates. The Committee shall include four (4) students, with one (1) student alternate. Student members will be selected by the Vice President for Student Affairs from a group nominated by the Dean of Students/Chief Judicial Officer for Student Affairs, and shall serve a one (1) year term. An additional four (4) members shall be members of the faculty, with one (1) alternate. The faculty members of the Committee shall be selected for one (1) year terms by the Vice President for Student Affairs from a group nominated by the Vice President of Academic Affairs.

3. A Chairperson shall be appointed by the Vice President of Student Affairs. The Committee shall elect a Secretary by majority vote.

4. The Chairperson of the Student Affairs Disciplinary Committee is responsible for directing the conduct of any hearing, and shall make necessary procedural rulings including, but not limited to, rulings regarding the admissibility of evidence, and shall be responsible for drafting all written determinations by the Committee.

5. No less than four (4) members of the committee, including at least one faculty representative, must be present to constitute a quorum.

6. Meetings of the Committee are irregular and called by the Chairperson upon being informed that an alleged violation of the Code of Student Conduct exists and that a hearing is necessary.

D. Student Affairs Disciplinary Committee Hearing Procedures.

1. The following procedures shall govern conduct of an Institutional Hearing by the Student Affairs Disciplinary Committee:

a. The student shall be advised of the date, time, and place of the hearing.

b. The students shall be advised, in writing, of the breach of policy of which he or she is charged.

c. The student shall be advised of the following rights: (i) the right of the accused student to present or state his/her case; (ii) the right to be accompanied by an advisor (An advisor shall not be permitted to participate in the hearing and shall be limited to directly advising the student); (iii) the right to call witnesses in his/her behalf; (iv) the right to confront witnesses against him/her.

d. The date of the hearing shall be set no later than ten (10) calendar days but no sooner than two (2) days following the student's notice of intent to contest the charge.

e. The hearing notice should be delivered to student, in person, by an appropriate official of the university. The person making personal service on a party shall make a record as to the time and place of service. If the student is not available for service in person, the notice should be delivered by return receipt mail to the student's last known address.

f. The notice shall contain a description of the procedures under which the hearing will be conducted.

g. The Student Affairs Disciplinary Committee shall conduct a hearing providing for the receipt of evidence, including calling witnesses and the review of other evidence in rendering a decision.

h. The student at issue shall be permitted to call witnesses and submit documentation at the hearing in support of his/her defense. The student may also be accompanied by legal counsel or some other representative. However, legal counsel or a representative may not speak or present evidence on behalf of the student.

i. The Student Affairs Disciplinary Committee shall make a determination of the case based on the evidence presented at the hearing. The decision of the committee shall be by majority vote.

j. The hearing officer will vote only when needed to break a tie vote.

k. If the Committee finds that the student did engage in the offense (s) for which he/she is charged, it shall recall the Dean and the student for a review of the student's past record in determining the appropriate recommendation of sanction.

l. The Committee will issue a written decision within five (5) days following the conclusion of the hearing. The decision shall specify any violations found and recommend appropriate sanctions.

m. Record (Discipline) – A record which may consist of a taped or similar electronic recording, shall be made of the proceedings. Such record may be transcribed upon request by a party at the party's expense. If the university elects to transcribe the proceedings, any party shall be provided copies of the transcript upon payment of cost to the university. The record includes all evidence, statement, affidavits, or matters officially noticed.

2. Appeal to the Vice President for Student Affairs – A student may appeal the decision of the Student Affairs Disciplinary Committee to the Vice President for Student Affairs. The appeal must be submitted, in writing, to the Vice President for Student Affairs or designee within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. Petitions for appeal will be considered on the following grounds only:

    a. Some material error in procedure;
    b. Some material error in the committee's finding or fact or conclusions of law;

c. Discovery of new evidence, unavailable at the time of hearing, sufficiently strong to reverse or modify the decision which could not have been previously discovered by due diligence;

3. Review by the Vice President – Upon receipt of the appeals, the Vice President for Student Affairs will review the decision of the Committee and/or the sanction imposed. The Vice President's determination shall be based upon the contents of the student's appeal filing, the record made at the hearing, the written decision and recommendation of the Committee, and any other information the Vice President deems relevant. The Vice President shall issue a written decision within five (5) working days after the filing of the appeal.

4. Appeal to the President – The decision of the Vice President for Student Affairs or designee may be appealed to the President of the university within five (5) days of its filing. The President may affirm or overturn the decision of the Vice President for Student Affairs in whole or in part. The President may also reduce or set aside the sanctions imposed. The President's determination shall constitute the final decision at the institutional level.

E. Academic Misconduct Disciplinary Committee

1. The Academic Misconduct Disciplinary Committee is charged with the authority to hear cases where a student has been determined to be engaged in academic misconduct and has received a reduced grade. A student shall have the right to appeal that determination to the Academic Misconduct Disciplinary Committee. A course instructor may choose to forward the allegations of academic misconduct to the Academic Misconduct Committee for the committee to make the initial determination of academic misconduct. In cases involving an appeal by a student or when an instructor requests review by the committee, the Academic Misconduct Disciplinary Committee may also recommend the imposition of additional disciplinary action, including suspension or expulsion. That recommendation shall be forwarded to the Dean of Students for further action.

2. Academic Misconduct Disciplinary Committee Meetings, Members, Procedures, Decision and Record – The provisions governing meetings, members, procedures, decision and record of the Student Disciplinary Committee and all review/appeal there from, as set forth above, are hereby applicable to the Academic Misconduct Disciplinary Committee. Appeals from decisions of the Academic Misconduct Disciplinary Committee will be to University Vice President of Academic Affairs and will be governed by the same procedures applicable to an appeal to the Vice President for Student Affairs from a decision of the Student Affairs Disciplinary Committee.

3. Alternative Resolution Process – At all times during the disciplinary process, the Dean or other designated university official may pursue alternative measures to resolve disciplinary matters, including informal resolution meetings.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Procedure II-31.0: Telecommunications Work Orders

The purpose of the work order request form is to provide a procedure by which departments may gain approval from the Office of the Vice President of Academic Affairs/Academic Affairs to request telephone and voicemail support and maintenance services from the TSU Telecommunications Office. These services include:

- phone line (add/remove/delete/repair)
- phone (add/move/replace/repair)
- voicemail (add/reset/delete/other)
- cellular radio request & support

The work order request must be signed by the requester and the dean or Department chair prior to submission to the Office of the Vice President of Academic Affairs/Academic Affairs. The **Telecommunications Work Order Request Form** file (.doc) can be downloaded directly from the CIT website and saved to your computer to be completed. This form should be mailed to: Telecommunications, PO Box 9560 or faxed to: 963-2187, or emailed to **helpdesk@tnstate.edu** . Inquiries should be directed to 963-7611 for timely response and proper handling.

STEPS:

1. **When presenting this form, be able to certify that:**
   - The requester is a duly authorized employee of Tennessee State University;
   - The requester has been assigned office space by the unit head;
   - All jacks are accessible
2. **This form is used when:**
   - A new employee has been assigned office space and requires a new telephone with voicemail feature;
   - An employee has transferred to another office and requires a new telephone number or transfer of their current number to the new location and reset of voicemail;
   - Telephone line or telephone is in need of repair or replacement;
   - Additional telephone line is needed or existing line should be deleted;
   - To request cellular radio, upgrade, repair or cancellation
3. **This form is not used:**
   - To report computer problems to CIT;
   - To request a long distance pin number;
   - To request set-up of an email account

TSU TELECOMMUNICATIONS WORK ORDER REQUEST

Requester: (Please print name) **Department:**	**Date:** **FOAP #:**
Signature:	**Building**
Contact Phone:	**Room:**

Type of Service Requested (Mark all that apply)

☐ Add Phone line	☐ Add Phone (DLT/SLT)	☐ Add Voice Mail	☐ Request Cellular Radio
☐ Move Phone Line	☐ Replace Phone (DLT/SLT)	☐ Reset Voice Mail	☐ Request Radio Upgrade
☐ Delete Phone Line	☐ Remove Phone	☐ Delete Voice Mail	☐ Repair Cellular Radio
☐ Repair Phone Line	☐ Repair Phone	☐ Voice Mail Problem	☐ Cancel Cellular Radio
☐ Other			

Information Necessary for Service:

Notice: All Jacks Must be Accessible at Time of Service. Technicians will not move furnishings!

Current Location	New Location
Jack Number:	**Jack Number:**
Building: **Room Number:**	**Building:** **Room Number:**
Phone Number:	**Phone Number:**
Name:	**Name:**
ESTIMATE To Receive Estimate Send to Telecommunications Prior to Approval	**ACTUAL**
Labor (Hrs):	**Labor (Hrs):**
Labor ($):	**Labor ($):**
Equipment:	**Equipment:**
Outside Charges:	**Outside Charges:**

Signature: _____ **Date:** _____
Dean/Department Head

Approval: _____ **Date:** _____
Vice President

Approval: _____ **Date:** _____
CSUC

Work Order Number:

Completed by: _____ **Date:** _____

This form should be mailed to: Telecommunications, PO Box 9560 or Faxed to: 963-2187. Inquiries should be directed to 963-7611 for Timely response and proper handling. ***Incomplete or inaccurate forms may cause delays in service.***

Procedure II-32.0: Telephone Usage-Long Distance and PIN

In order to make long distance calls on the TSU phone system, an employee must have a Personal Identification Number (PIN). Once this PIN is given, it must not be given to anyone else. There are no Departmental PIN numbers.

STEPS:

1. Go to www.tnstate.edu/cit/telecom.aspx.

    - Scroll down until you get to long distance calls, and then click on ***PIN Request Form***.
    - Fill out the form in its entirety and collect all signatures. Temporary employees and students will need VP approval. Extension and account number must be on the form.
    - Once you have received all signatures, submit form to **Sheila Brown** at sbrown37@tnstate.edu.
    - Out of state and country calls must be approved by the supervisor in advance and must be for business purposes related to the employee's assigned duties and responsibilities.

Examples:

1. ***Out of State*** – Dial 9+1+Area Code+Number+PIN
2. ***Out of Country*** – Dial 9+1+011+Country Code+City Code+Number +PIN

Procedure II-33.0: Telephone Voicemail

The Telecommunications Office handles phone/voicemail requests and maintenance for the university. Please submit the Telecom Work Order Form to Sheila Brown at sbrown37@tnstate.edu

STEPS:

Instructions to access voice mail;

Dial 6245 (for old system)

Enter code (####)

To access voice mail off campus;

Dial 615 963-6245

Enter extension (####)

Enter code (####)

UNIVERGE® UM4730

Unified Messaging System

Centigram Conversation at a Glance

Welcome to UNIVERGE® UM4730 — a simple yet powerful messaging system that can greet your callers and record your messages. The messaging system is quick and easy to use.

The chart on the following page shows the menus available using the default telephone user interface on your phone.

NOTE: Some features might not be available in your organization.

Using the system

The messaging system plays a menu of options. Press the number associated with an option to perform the particular task.

For more detailed information about the messaging system see:

- *Mailbox Manager Help*, click ? to view the Help topics.
- The *User Guide*, available in Acrobat format.

To set up your mailbox by phone

Answer a few questions to set up your mailbox. The system asks you to record your name, record a personal greeting, and set your security code.

1. Call the system.
   From inside your organization **Press Message or Voicemail Button**
   From outside your organization **615-963-6245**
2. When the system greets you, enter:
   Personal ID/User ID **Internal: Your Extension External : 9 + Your Extension**
   Security code **0000**
3. Answer the system questions. Press 1 for Yes, 2 for No.
   When the system tells you that your mailbox is set up, press 1 to confirm.

Message Playback Options

For	Press
Slower	4
Softer/Louder	5
Faster	6
Backward	7
Pause	8
Forward	9
Exit	*

Main Menu

Task	Shortcut
Check for new message	7
Leave messages	6
Review messages	3
Change setup	8
Change call transfer and message delivery settings	8 6
Change security code and mailbox names	8 7
Switch personal greetings	8 4 5

Quick Message Shortcuts

Task	Shortcut
Repeat the message	3 7
Save message as new (new messages only)	3 #
Check the next message	3 8
Delete the message	3 3
Archive the message	3 5
Hear when the message was sent	3 9
Redirect the message	3 4
Exit Quickly (touchtone phones only)	*

Use These Keys Anytime

Task	Shortcut
Respond Yes	1
Respond No	2
Return to the Main Menu	*
Go back one level	4

NEC®

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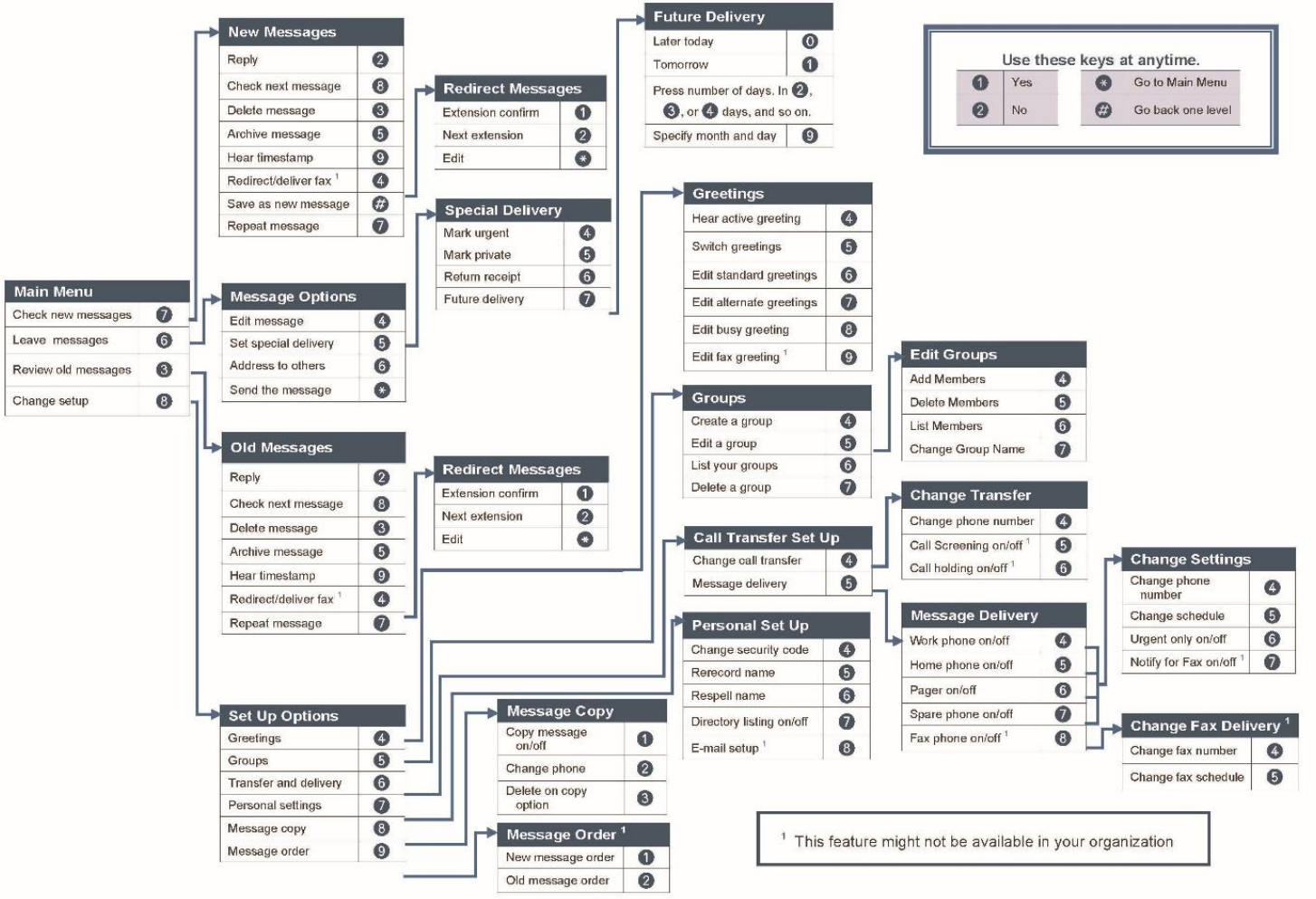
NEC Corporation of America

Centigram Conversation *Page 2*

Unified Messaging System



NEC Corporation of America 2010 (NDA-31070)

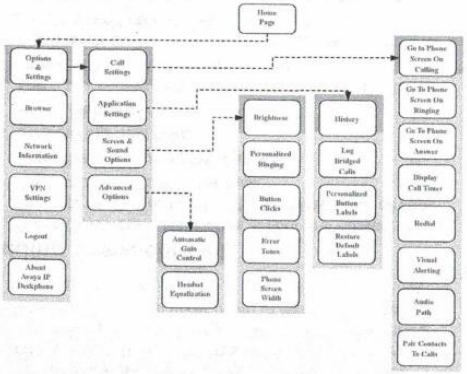
AVAYA

Avaya 9608 and 9611G IP Deskphone H.323 Quick Reference

Release 6.4
June 2014

Menu options

The following image shows the menu options that are available to you to view the current settings and configure the required parameters on the Avaya 9608 and 9611 IP deskphones.



Note:

Some of the options may not be displayed on your deskphone if your administrator has not configured the option for your extension.

Answering and making a call

Answering a call

Answer an incoming call in one of the following ways:

- If you are not on another call, lift the handset, or press **Speaker**, **OK**, or **Answer** to answer the call using the speakerphone, or press **Headset** to answer using the headset.
- If you are on another call, and the phone displays the incoming call, from the Phone screen scroll to the line with the incoming call and press **Answer** or **OK**. If you are on another call, you can also press **Ans Hold** to automatically put the first call on hold when you answer the new call. Also, you can press **Ans Drop** to automatically drop the first call when you answer the new call.
- To quickly move to the top of your call appearance list to answer an incoming call on your primary line, from the Phone screen press the **Phone** button. You can then press the line for the incoming call or scroll to it.
- To automatically display the Phone screen when you receive an incoming call, set the **Phone Screen on Ringing** option to **Yes**.

Making a call

1. Lift the handset, or press **Speaker** or **Headset** (if applicable) or a line button for an available line.
2. Dial the number you want to call.

Making a call using edit dialing

1. From the **Phone** screen, enter the number you want to call.
2. To edit the number, press **Bksp** to erase the previous character, one character at a time. To remove the entire number, press **Clear**.
3. Press **Call** or **OK**.

Putting a call on hold

1. Press **Phone** to view the main Phone screen, if necessary.
2. If you are not active on the line you want to put on hold, select that line.
3. Press **Hold**.

   Note:

   The phone might display a hold timer when you put a call on hold.
4. Press **Resume** or the line button of the held call to retrieve the call.

Transferring a call

1. From the Phone screen, if the call to be transferred is already not highlighted, press and select the call appearance on which the call appears.
2. Press **Transfer**.
3. Dial the number if you know the number or call the person from the contacts list or from the history list.
4. If your administrator configured unattended transfers for your deskphone, you can hang up without announcing the call.

Using the conference feature

Setting up a conference call

1. From the Phone screen, select your active call.
2. Press **Conf**.
3. Dial the telephone number, or call the person from the contacts list, or the History list.
4. Press **Join** when the person answers the call.
5. To add another person, press **Add** and repeat Steps 3 to 4.

   Note:

   If you have initiated the conference call and drop out, the conference is terminated.

Adding a person on hold to a conference call

1. From the Phone screen, select your active call.
2. Press **Conf**, or press **Add** if you are already in a conference.
3. Select the call on hold that you want to add to the conference.
4. Press **Resume** to take the call off hold.
5. Press **Join** to add the person to the conference call.

Dropping a person from a conference call

1. From the Phone screen, select your active call.
2. Press **Details**.
3. Select the person you want to drop.
4. Press **Drop**.

Contacts

Searching for a contact

1. Press **Contacts**.

2. Using the dialpad, start typing the name for which you want to search.
3. Press **Call** to call the person or press **More** then **Edit** to edit contact information.

Calling a person from the contacts list

1. Press **Contacts**.
2. Select the person or primary number that you want to call.

   To call a non-primary number, select the person, press **Details**, then select the desired number.
3. Find the contact that you want to call by typing the name of the person as listed.

   For example, if you added John Smith to your contacts List as "Smith, John", start typing the last name rather than his first name. Each time you press the dialpad, the list display shifts to match your input. You can also scroll up or down to locate the contact.
4. Press **Call** or **OK**.

Adding a new contact

1. Press **Contacts** > **New** if this is your first contact list entry, or press **Contacts** > **More** > **New** if you already have entries in your contact list.
2. Enter the name using the dialpad.
3. Scroll to the next field.
4. Enter the number.
5. Scroll to the next field and choose the type of number entered (General, Work, Mobile, Home)
6. If you have another number for this contact, select the next field and repeat Step 5 to Step 6.

   You can add up to two additional numbers for this contact, but you can designate only one number as primary.
7. Press **Save** or **OK**.

Editing a contact

1. Press **Contacts**.
2. Search for and select the contact you want to edit.
3. Press **More** > **Edit** or **Details** > **Edit**.
4. Choose the field you want to edit.
5. Use the dial pad and softkeys to change the contact information.
6. Press **Save** or **OK**.

Call History

Release 6.4 onwards, call history also includes missed calls when the phone was offline or the user was logged out. If you are using the deskphone in shared control mode or Road warrior and Telecommuter mode with One-x Communicator, the call logs for the deskphone are now synchronized with the call logs for the One-x Communicator.

Calling a person from the call history

1. Press the **History** button.
2. Scroll to the left or right to view a separate list of all calls, missed, or unanswered calls, answered calls, or outgoing calls.
3. Scroll up or down to select the person or number you want to call.
4. Select the person or number you want to call.
5. Press the **Call** softkey or the **OK** button.

   Depending on how your administrator has administered your phone, returning a missed call might result in the phone deleting the call history entry when the call goes through.

Adding an entry from the call history to your contacts list

1. Press **History**.
2. Select the number you want to add to your Contacts list.
3. Press **+Contact**.
4. If necessary, edit the name and telephone number.
5. Press **Save**.

Changing the display language

1. Press **Home**.
2. Select **Options & Settings** or **Phone Settings**.
3. Press **Select** or **OK**.
4. Select **Screen & Sound Options**.
5. Press **Select** or **OK**.
6. Select **Language**.

   Note:

   The language option is available only if the administrator has enabled the option for your phone.
7. Select a display language.
8. Press **Select** or **OK**.
9. Press **Yes** to confirm the selected language.

For more information

Go to www.avaya.com/support for latest support information, including the user guide, administrator guide, installation and maintenance guide, interactive document, and software downloads.

Procedure II-34.0: University Items Loaned to Employees

University items can be loaded to employee in three locations at Tennessee State University, Daniel E. Brown Library Media Center main campus, Avon Williams Library downtown campus and CIT (McCord Hall) main campus.

STEPS:

1. Show TSU ID.
2. Name, Department, & phone number
3. Loan period.
1. Account number.
2. Release/pick up date & return date.
3. Determine what type of equipment is needed
4. Purpose and use.
5. Address where equipment will be located.
6. Make sure all equipment is in good working condition before leaving the department, (show complete description including serial and tag numbers.)
7. Equipment/Property shall remain in the possession of the person to whom entrusted and who is responsible.
8. Must have T number written in space provided.
9. Equipment/Property shall be return on the date specified without exception unless a new loan authorization has been initiated and approved.

Loanee must care and take all reasonable precautions for safeguarding equipment on loan and be totally responsible.

T number must be on all forms.

Loanee's signature must be on form.

When loss of University equipment occurs through unauthorized removal or disposal, the person could be charged with misappropriation of state or Federal property. Individuals will not be relieved from responsibility for University equipment that becomes lost, stolen destroyed, damaged, or unserviceable unless it is clearly shown that all reasonable precautions were taken to care for and safeguard the equipment; that each condition was unavoidable not through the fault or neglect of the loanee & only equipment that is good operating condition will be place on loan. Service require on loan equipment, or damaged while in the possession of the loanee, will be performed by an authorized equipment service dealer, at no cost to the University. The University will be notified when either condition occurs.

THE UNIVERSITY RESERVES THE RIGHT TO RECALL ANY AND ALL ITEMS PLACED ON LOAN, PRIOR TO THE RETURN DATE DEEMED NECESSARY IN THE BEST INTEREST OF THE UNIVERSITY.

TENNESSEE STATE UNIVERSITY

EQUIPMENT LOAN AND AUTHORIZATION

(See reverse for information.)

LOANEE / REQUESTER

Loanee	Department	Telephone	Account No.
Loan Period	Release/Pick up Date	Home Telephone	Office Telephone
Purpose and Use	Address where equipment will be located.		

EQUIPMENT

ITEM(S)/DESCRIPTION (Show complete description including serial and tag numbers.)	
Condition: ❒ Excellent ❒ Good ❒ Fair	Status: ❒ Operative ❒ Inoperative

CONDITION OF ACCEPTANCE

I, the undersigned, agree and assume full accountability and responsibility for the above listed item(s) entrusted in my care, and further understand that I will be held pecuniary liable at my own expense, for any and all loss, damage and repairs that may become necessary as a result of my negligence and/or misappropriation. I also agree to return the above items on the date indicated, in the same condition in which received; not to use the item(s) for personal financial gain and have adequate insurance or personal funds to cover any and all loss, damage or other repairs.

Loanee Signature	SSN	Date	Full-time Employee Yes ❒ No ❒

RECOMMENDATION

Approval ❒	By:
Disapproval ❒	Department Head

Approval ❒	By:
Disapproval ❒	Dean/Director

Approved By:	Title: Vice President for Business and Finance	Date:

cc: Property Inventory File

TSU/PBS Form: 23 Revised 6/95

Procedure II-35.0: University Publications and Assigning a Publication Number

University Publication & Assigning Publication Number is defined as any printed matter which is produced for general distribution either on-campus or off-campus. By law, Tennessee State University requires a publication number when considering a publication.

STEPS:

1. Go to web address http://www.tnstate.edu/urd/pubinfo.aspx.

2. Contact the Office of University Publications when considering a publication.

3. Download the Publication Number Approval Form.

4. Complete the form in its entirety.

5. Send the form with either a hard copy or electronic copy of your publication (in .pdf) to the following web address publications@tnstate.edu.

6. Once you have submitted your publication, a number will be assigned and returned to you by way of email. All publications must have the Tennessee State University logo included and the non-discrimination statement. (Refer to AA/EEO Statement and Logo).

> ***Tennessee State University is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Ms. Stephanie Roth, Director of Equity and Inclusion, 3500 John Merritt Boulevard, Nashville, Tennessee 37209, (615) 963-7435.***

Please allow up to two (2) weeks or ten (10) business days for review and issuance of publication numbers. Examples of the types of publication required by law:

- Undergraduate and Graduate Catalogs
- Student Recruitment Publications
- Housing Applications
- Financial Aid Applications
- Brochures, Posters, Calendars, Pamphlets, Fliers, Programs, Etc.
- Alumni & Development Solicitation Materials
- Seminar & Workshops Registration Forms, Brochures, Etc.
- Research Project Reports (If Generally Distributed)
- Agricultural Brochures, Pamphlets, Etc.
- Treasurer's Reports & Other "Outside" Financial Reports
- Campus Telephone Directories
- Employee Benefits

See next page for additional pubilication code categories.

PUBLICATION CATEGORIES

On-Campus
Off-Campus

Catalog(s)
- Applications
- Admissions
- Housing
- Employment
- Athletic Ticket
- Graduation/Degree
- Scholarship

Brochures
- Publication with pagination

Posters
- Employee
- Recruitment
- Athletic
- Compliance
- Notices
- Culture
- Student

Calendars

Pamphlets
- Agriculture
- Recruitment
- Workshops
- Services
- Culture

Fliers
- Employee
- Athletic
- Recruitment
- Conferences and
- Workshops
- Services
- Culture
- Student

Programs
- Cultural
- Commencement
- Athletic
- Alumni/Community
- Student
- Department

Forms
- Seminar
- Workshops
- Purchase Orders
- Placement
- Purchasing
- Request for Bid
- Publications
- Drop and Add
- Forms
- Other

Reports
- (Treasurer and Financial Documents)
- Campus
- Community

Telephone Directory

Newsletters/Magazines
- Campus
- Department
- Alumni
- Athletic
- Development

Handbooks
- Employee

Publication Approval Form

Please allow 2 weeks for publication approval.
A draft of the document is to be provided to the
Director of University Publications for approval before printing.

Date:_____ Originating Department:_____ Name of Contact: _____

Ext. No: _____ Fax No. _____

Fund #: _____ Organization # _____ Program # _____ Source of Funding: _____

Title of Publication: _____

Target Audience: Campus _____ Community_____

Printing Location: On-campus:_____ TSU Printing Services: _____Name and address of printer (if off campus printing):
_____

Number being printed: _____ Date Needed: _____/_____/_____

Purpose and Description:_____
_____

Type of Publication: __Catalog __Brochure __Pamphlet __Flier __Program __Report
__Newsletter/Magazine __Handbook __Manual __Electronic Newsletter __Other (please describe:

____ New Publication ____Series ____Reprint ___Revision ___Other: _____

Frequency of Issue: Annually _____ Monthly_____ Weekly_____ One-time:_____ Other: _____

Intended Method of Distribution:_____

Design Cost:_____ Printing Cost: _____ Distribution Cost:_____ TOTAL Cost:_____

Projected Date of Publication (off the press): _____

Who Will:	Complete Date:
Write the Copy:_____	_____
Design the Publication:_____	_____
Supply Photos/Artwork:_____	_____
Edit the Copy:_____	_____

Specifications (dimensions, no. of pages, colors, photographs, etc.):
_____
_____

Office of University Publications Approval Signature:_____

Comments:
_____

For Office of University Publications use only:
Publication Number:

Procedure II-36.0: Use of University Logo, Seal, and Trade Marks

The use of TSU's University Logo, Seal, and Trade Marks is handled by the Office of Media Relations. The right to download and/or store or output the logo and/or seal is protected under the United States copyright laws. They may not be reproduced in any edited form. Any reproductions, transmission, performance, display, or editing of these materials by any means mechanical or electronic without written consent of Tennessee State University is strictly prohibited. Users wishing to obtain permission to reprint or reproduce either one of these must contact the Office of Media Relations.

STEPS:

1. Obtain permission to use the University Logo, Seal, or Trade Marks from the Office of Media Relation.

2. Contact the Office of Media Relations and give a detailed explanation of why you require use of the logo or seal.

3. Await a response from the Office of Media Relations, and they will notify prior to usage and the usage is restricted to the purpose officially requested.

4. University Logo:

5. Style Guide: publication/branding.asps

Procedure II-37.0: Use of University Property

When employees use University Property, the following steps must be followed prior to usage and every effort must be made to secure the property and initiate every precaution to protect damage or loss.

STEPS:

1. Go to Procurement Services
2. Once on the web page, you will find the areas to choose from to handle the issue at hand (i.e., moveable property, surplus, inventory and vendor information)

GENERAL PROCUREMENT FORMS	
Business Card/Letterhead Form	Fax Equipment Request
Copier Equipment Request	Job Completion & Release Order
Copier Supplies Request	Notice to Proceed Order
Copy Center Monthly Usage	Request for Outside Copying
Emergency Purchase	Sole Source or Proprietary
Request for On-Campus Catering	Request for Off-Campus Caterers

3. Fill out the document with the required information as reflected on the form.
4. Forward completed document in an e-mail to your supervisor requesting for approval.
5. Once your supervisor has approved the document, have your supervisor forward the request to your Dean.
6. Then the Dean will approve and forward to next chain of command.

Procedure II-38.0: Xerox Copy Center Requests

The Copy Center is a full-service copy/print shop conveniently located in the Floyd-Payne Campus Center. There is experienced staff and state-of-the-art equipment which allows it to provide customers with high quality services. Services are provided for students, faculty, staff, organizations, and guests. The mission is to provide great customer service and to meet the copy and printing needs of the University.

The staff can help create reports, booklets, brochures, certificates, color and black & white posters, banners, circulars, fliers, forms, labels, newsletters, announcements, pads, and manuals.

Services provided by the Copy Center include: black/white and color copies, single and double-sided copying, assortment of colored and textured papers, including cover stock, specialty papers such as punched paper, tab stock, etc. We also offer binding and finishing options that include cutting, lamination, folding, padding, stapling, tape binding (thermal binding), collating, comb binding, and coil binding.

Basic Printing Prices:

Black and White Copies	0.05
Color Copies	0.75
Stapling	0.03
Folding	0.03
Binding	1.00

STEPS:

1) Forms for copying & duplicating are located in the Copy Center in the Student Center on the first floor in front of Kean Hall (see sample form below).

2) Complete form and attach with material to be copied.

*NOTE: Materials to be copied can be sent via email to Xerox@tnstate.edu or Fax to x**5296***

TENNESSEE STATE UNIVERSITY
COPYING AND DUPLICATING CENTER
JOB REQUEST FORM

REQUESTER (FIRST AND LAST NAME PLEASE)	DEPARTMENT	ACCOUNT NUMBER

DATE IN:	TIME IN:	DATE DUE:	TIME DUE:	PHONE EXTENSION

INSTRUCTIONS: (Please Circle)

Quantity _____

Collated

Non - Collated

Single Sided (1:1) (2:1)

Double Sided (1:2) (2:2)

Copy As Is

PROOF SIGNATURE _____

Black and White ____

SIZE

8.5 x 11

8.5 x 14

11 x 17

Reduce / Enlarge _____%

Color Copy ____

PAPER / STOCK

White

Color _____

3 - Hole

Transparency

Card Stock _____

Tabs

FINISHING: (Please Circle)

Stapling

On Line Tape Binding: Black / Blue / Red / White

GBC Spiral Binding: Black / Blue

Folding

Lamination

Booklets

Padding #_____ of _____ea.

Cutting _____ x _____

Front Cover _____

Back Cover _____

SPECIAL INSTRUCTIONS: (Please Be Specific)

_____

_____

_____

SIGNATURE REQUIRED

_____

Call When Completed

COST BREAKDOWN:

	AMOUNT	PRICE	TOTAL
Black and White Copies		0.05	
Color Copies		0.75	
Stapling		0.03	
Folding		0.03	
Binding		1.00	
TOTAL:			

Tennessee State University Duplicating Center and Xerox Business Services will not reproduce copyrighted materials. It is the responsibility of the requester to identify and obtain permission to run copyrighted materials. A copy of the letter of approval must be attached to the job when it is submitted. XBS is not responsible for verifying information that is submitted for copying. That, too, is the responsibility of the requester.

Center Management Provided by XEROX BUSINESS SERVICES

TENNESSEE STATE UNIVERSITY
PROCUREMENT AND BUSINESS SERVICES

Business Cards, Letterheads and Envelopes Order Form

(Please complete all information in the fields below. A proof of your order will be sent to you for approval before printing. If the proof is okay, please sign and return to the Copy Center. Scheduled turn around time is 7-10 business days from final approval.)

Job Request Order No. _____ **Priority:** ☐ Normal ☐ Urgent

Chargeable FOAP:	

Submitted by:

Name:	
Department:	
E-mail: *(proof will be e-mailed to this address)*	
Telephone Number:	
Fax Number:	

Address Line 1:	
Address Line 2:	
City:	
State:	
Zip Code	

Printing Information: ☐ New Order ☐ Reorder

Name:	Address Line 1:
Title:	Address Line 2:
Department	City:
E-Mail Address:	State & Zip Code:
Telephone Number:	
Fax Number	

Itemized List:			**Available colors:**
Item	Description	Qty	
1	Standard Business Cards, 1-color		1-color = reflex blue
2	Executive Business Cards, raised, 1-color		2-color = reflex blue & gold
3	Executive Business Cards, raised, 2-color		
4	Standard Letterheads, 1-color		
5	Executive Letterheads, raised, 1-color		
6	Executive Letterheads, raised, 2-color		
7	Standard #10 Envelopes, 1-color		
8	Executive #10 Envelopes, raised, 1-color		
9	Executive #10 Envelopes, raised, 2-color		

Comment(s):

Approvals:

_____ _____
Employee Signature Date:

_____ _____
Approval Signature: Date:

Procedure II-39.0: Work Orders:
The Facilities Management work order process is coordinated through a computerized maintenance management system (CMMS) called TMA.

Delivery of Services:

As work requests are received, task are calculated, scheduled, assigned, and executed in terms of Priority:

Priority 1:
Emergencies are events which hinder operation or are life
threatening. An emergency will be answered within a 24 hour time frame. Such events may include, but not limited to, disruption in utility services, overflowing commode/sink, clogged drain. Call extension 5671 Monday to Friday, between the hours of 8:00 a.m. and 4:30 p.m. Outside normal business hours, including weekends and holidays, call TSU Police at extension 5171.

Priority 2:
Work consists of failures that impair but do not hinder operation and will be answered within a 24-72 hour time frame. Such task might include a light bulb outage or defective drinking fountain.

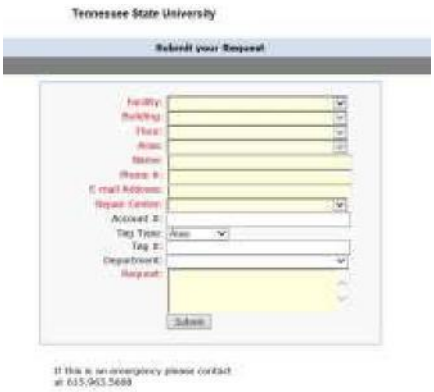
Entering Work Request Steps:

Go to Facilities Management webpage http://www.tnstate.edu/facilities/

After opening the Facilities Webpage, look to the bottom right and click the “ON CALL” icon.

Look to the upper left of the screen, click the “Submit a Request” link

When the electronic form appears, enter requested information. When you finished, click the “Submit” button.



1. An email will be received: informing you that your request has been received, informing your request has been accepted as a work order, and informing you that your work order is complete.

2. Keep a copy of your work request/work order for future reference.

SECTION III: BUDGET-RELATED PROCESSES

Procedure III-01.0: Agency Funds PI

- Agency funds are used to account for resources held by the University as custodian or fiscal agent for student, faculty, or staff member organizations and activities.

- Agency accounts are established for student clubs, student organizations, or workshops sponsored by student groups. Funds deposited in these accounts should represent funds earned or raised by the student organization. Funds allocated to the student organization from institutional funds shall not be placed in an agency account.

- An agency account will only be provided for bona fide student activities and institution-affiliated student organizations, with approval of the appropriate campus administrative offices such as the Vice President for Student Affairs Office.

Complete the **Agency Fund Request Form** and send it to the **Accounting and Payroll Department. Attn: Cynthia Stewart, Ned McWherter Adm. Building, P.O. Box 9623, Suite 106**

TENNESSEE STATE UNIVERSITY

AGENCY FUND REQUEST FORM

Agency funds are used to account for resources held by the University as custodian or fiscal agent for student, faculty, or staff member organizations and activities.

Student Organizations and Activities

Agency accounts are established for student clubs, student organizations, or workshops sponsored by student groups. Funds deposited in these accounts should represent funds earned or raised by the student organization. Funds allocated to the student organization from institutional funds shall *not* be placed in an agency account.

An agency account will only be provided for bona fide student activities and institution-affiliated student organizations, with approval of the appropriate campus administrative offices such as the Vice President for Student Affairs Office.

Name of Organization: _____

Type of Organization/Activity: _____

Purpose of Organization/Activity: _____

_____

Approved By Vice President, Dean or Dept. Head: _____ **Phone** _____

Designee Title: _____ **Campus Address** _____ **Phone** _____

Faculty/Staff Organizations and Activities

Agency accounts are established for faculty and/or staff organizations and activities such as professional organizations in which faculty and/or staff are members and conferences and workshops sponsored by faculty or staff groups. Agency accounts should not be established for grants or contracts awarded to faculty members as individuals where the research would normally be handle as a departmental research grant or contract.

An account for faculty/staff organizations and activities will only be provided with approval from Academic Affairs for faculty activities or the appropriate administrative office for staff organizations.

Name of Organization: _____

Type of Organization/Activity: _____

Purpose of Organization/Activity: _____

_____

Approved By Vice President, Dean or Dept. Head: _____ **Date** _____

Designee Title: _____ **Campus Address** _____ **Phone** _____

Please describe what should be done with any funds in this account once the funds becomes inactive or is no longer needed.

_____

_____ _____ _____

Requestor's Name (Please Print) **Requestor's Signature** **Date**

FINANCE OFFICE USE ONLY

ACCOUNT NUMBER: 29300 **Approved by:** _____ **Date** _____

PLEASE COMPLETE, PRINT, SIGN AND RETURN THIS FORM TO: Accounting and Payroll Department
Attn: Cynthia Stewart, Ned McWherter Adm. Building, P.O. Box 9623, Suite 106

Procedure III-02.0: Budget Contract Forms for Restricted Funds

Budget forms and budget revisions are processed in compliance with funding agency guidelines. These forms are reviewed and approved by the Grants Accounting Office prior to being entered in the university accounting system (Tiger$hoppe).

STEPS:

When an award agreement is received, the Principal Investigator or Project Director must prepare the Restricted Project Summary/Budget Form to establish the project's budget in the accounting system and forward it to the Grants Accounting Office for processing.

The Principal Investigator, or designee, must prepare and submit a budget revision form to the Grants Accounting Office when there is a need to change or deviate from the sponsor's approved budget. Although the Principal Investigator has ultimate responsibility for compliance with agency guidelines and should only make requests consistent with those guidelines, the Financial Analyst III will also review those guidelines in order to minimize the possibility of an unauthorized budget revision being processed. Upon receipt of approval from the agency, where applicable, or determination that the proposed revision is allowable, the Financial Analyst III will approve the revision and enter it in the university accounting system.

REFERENCES

5.11.03 - Establishment of Restricted Fund Numbers
Restricted Project Summary/Budget Form
Request for Budget Revision Form

Procedure III-03.0: Budget Revision

A Budget Revision Form is required when transferring funds from various FOAP or accounts within a FOAP. A budget revision cannot be used to transfer funds from state funds (110001) to Restricted Grant (200000), Agency (800000) or Foundation (700000) funds.

GUIDELINES:

1. A budget revision when transferring funds to the personnel accounts (i.e., 61100, 61200, 61300) to support a transaction in PeopleAdmin must be attached to the transaction in People Admin. Budget revisions for salary must always have an entry of 35% (50% for temporary employees) of the salary figure for benefits.

2. Non-personnel budget revisions (attach a copy of the Banner Finance* Org balance) will be submitted manually to the Office of the Vice President of Academic Affairs for review and manual submission to the Budget or Grants Offices, as applicable.

3. Budget revision figures should be rounded to the nearest $10.00.

4. A **Transfer Voucher Form** should be used when transferring expenditures from restricted or unrestricted funds to agency or foundation FOAP (see Procedure III-08).

5.

***Note:** **See "Using Self Service Banner Finance Guide" for tutorial assistance.**

STEPS:

TENNESSEE STATE UNIVERSITY

REQUEST FOR BUDGET REVISION

Temporary Budget Revision_____ Permanent Budget Revision_____

	FTVFUND	FTVORGN	FTVACCT	FTVPROGN	BIPORG	
Org. Title	**Fund #**	**Org. #**	**Acct. #**	**Prog. #**	**Pos. #**	**Amount**
Total of "Amount" column regardless of + or - signs: $_____					**TOTAL**	**$0.00**

Explanation for budget revision:

APPROVAL

Principal Investigator/Dept.	**Date**	**Budget Office/Grants Offi**	**Date**
Dean	**Date**	**President (or designee)**	**Date**
Vice President	**Date**		

(1) Type or print in ink. Round all amounts to the nearest

2)ON BUDGET REVISIONS, USE ONLY THE FOLLOWING AS 'ACCOUNT' NUMBERS: 61100 executive level salaries, 61200 academic salaries, 61300 clerical/support salaries,61400 student salaries (work study and work aid), 61600 admin. & professional salaries, 62000 benefits, 73000 travel, 74000 operating, 78000 equipment, and 79000 scholarships.

(3) Position numbers must be six digits. Put an asterisk (*) in this field if requesting a position number be created.

(4) Put parentheses around amounts to be DECREASED. All increases and decreases must net to $0.

(5) Permanent transfers are increases/decreases that will become a part of the new base budget for the accounts involved. Temporary transfers are increases/decreases effective for the current fiscal year only. By default, all transfers will be regarded as Temporary unless indicated as Permanent. USE SEPARATE BUDGET REVISION FORMS FOR TEMPORARY AND PERMANENT BUDGET TRANSFERS. Permanent transfers require attached justification.

BUDGET OFFICE/GRANTS OFFICE USE ONLY:			
Batch number:		**Date entered in HRS:**	
Date entered in FRS:			
Initials:		**Initials:**	**9/25/2007**

TENNESSEE STATE UNIVERSITY

BUDGET OFFICE

Completing a Budget Revision

Using *Self Service* or *Internet Native Banner Finance*, you can check account numbers 73000 through 79000 to see your available balance. Balances for salary savings in vacant positions are checked by specific position numbers. Inquiries for the balance in vacant positions should be directed to the Budget Office, preferably by email.

Quick Tips

- When contacting the Budget Office regarding salary savings in vacant positions, please be ready to provide the specific position number upon request.

- When checking the available balance in accounts 73000 through 79000, always use *'Uncommitted'* as the Commitment Type.

- What is the **FOAP**? → Fund-**O**rg-**A**ccount-**P**rogram

EXAMPLE 110001-12345-74000-200

Fund Org Account Program

Organization Title

The Org Title should be the specific name of the Organization. Please do not use '*Administration*' as the title, as this could be a partial title belonging to one of many Orgs. Don't use *Operating* or *Travel* as the Org title, as this is the name of the account being used. See below as a correct example of an Org Title.

EXAMPLE

TENNESSEE STATE UNIVERSITY

REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
Dept of TSU	110001	10000	73000	200		
Dept of TSU	110001	10000	74000	200		

Account Codes

Below are the **only** account codes allowed for use on budget revisions

Quick Tip: All account codes beginning with 61XXX are for salaries

61100 – Administrative Salaries	**61200** – Faculty/Academic Salaries	**61300** – Supporting Salaries
***61310** – Overtime	**61400** – Student Salaries	**61600** – Professional Support
62000 – Benefits	**73000** – Travel	**74000** – Operating
75100 – Utilities and Fuel	**76100** – Stores for Resale	**78000** – Capital Expenses
79000 – Scholarships		

- Any entry using a salary account code **MUST** have a position number on the revision

EXAMPLE

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	61200	200	012345	
TSU	110001	10000	62000	200		
TSU	110001	10000	74000	200		

- Specific account codes should not be used on Budget Revisions

EXAMPLE 1

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	**73000**	200		$100
TSU	110001	10000	**73200**	200		($100)

X **WRONG!** – Same account; 73200 is a specific account code and is already included in the 73000 budget pool total

EXAMPLE 2

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	**73000**	200		$100
TSU	110001	10000	**74000**	200		($100)

✓ **CORRECT!** – From one account code to another

Benefits

- The account code for Benefits is **62000**. Benefits for permanent positions are **35%** of any salary amount used. Benefits **MUST** follow any salary amount wherever the salary goes, but using the 62000 account code.
- Benefits must take the same action as the salary being used. If salaries are being DECREASED, then the benefits for those salaries must also be DECREASED, and vice versa.
- Student salaries (61400 account code) **DO NOT** require benefits. All other salaries **MUST** have benefits on budget revisions.
- Benefits for temporary employees are **50%**.

EXAMPLE 1

To put $100 into temporary position #012345 for salary:

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	61600	200	012345	$100.00
TSU	110001	10000	62000	200		**$50.00**
TSU	110001	10000	74000	200		($150.00)

Calculation:			
61200	Salary		$100.00
62000	Benefits	($100 x 50%) =	+ $50.00
74000	Operating	($100+$50) =	$150.00

EXAMPLE 2

Use $100 in salary savings (from a permanent vacant position) to increase Operating account. Notice that benefits follow the salary savings into Operating.

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	61300	200	012345	($100.00)
TSU	110001	10000	62000	200		($35.00)
TSU	110001	10000	74000	200		$135.00

Calculation:

Calculation: 61300 **Salary** $100.00
62000 **Benefits** ($100 x 35%) = + $35.00
74000 **Operating** ($100 + $35) = $135.00

EXAMPLE 3

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	**61400**	200	012345	$100.00
TSU	110001	10000	74000	200		($100.00)

Student salary; No benefits needed

- Besides student salaries, the only other exception to the rule on benefits is when one position is being used to fund another position, **and** they belong to the **same** Org.

EXAMPLE 4

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____ DATE 6/19/2013

Temporary Budget Revision_____ **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	61300	200	012345	($100.00)
TSU	110001	10000	61300	200	098765	$100.00

Same Org; No benefits needed

After completion of a budget revision, the amount in the **TOTAL** box should equal $0.00. This is how you will know that the totals from your entries balance.

Quick Tip: ( ) ←Parenthesis around the dollar amount means to decrease by that amount.

No parenthesis means to increase by the dollar amount.

When to Complete a Budget Revision

- If ***after*** checking your balance, you need additional funds added to:
  - 62000 – Graduate Assistant Credit Awards
  - 73000 – Travel
  - 74000 – Operating
  - 75100 – Utilities and Fuel
  - 76100 – Stores for Resale
  - 78000 – Capital Expenses
  - 79000 – Scholarships (Credit Awards, etc)

- Completing paperwork for employee related matters such as:
  - Extra Compensation / Extra Service Pay
  - *Overtime - Balance can be checked using account code 61310
  - Temporary Employees
  - Graduate Assistants
  - Student Work-Aid

- Credit Award Authorizations for Students:
  - Scholarship Account (79000; As shown above)

Procedure III-04.0: Department Personnel Budget

The personnel budget is the official University document listing all employees assigned to be charged to a specific FOAP. Each employee will have a unique position number listed by their T-number and name. The salary budgeted for the position will also be listed for each employee. Vacant positions are generally budgeted at the lesser of the minimum of the position range or $40,000.

STEPS:

1. At the beginning of each fiscal year (July 1), the Vice President of Academic Affairs will email a copy of each personnel budget for departments/units in the college/unit to each dean or direct report. It will be the responsibility of the dean/direct report to distribute the respective personnel budget to departments/units in their area.

2. If across the board increases are made after the beginning of the fiscal year (i.e., 2% increase), updated personnel budgets will be emailed based on step 1 above.

3. The names and position numbers on the Personnel Budget should be reconciled with the unit/department's organization chart.

4. Changes (new hires, vacant positions, cut positions, change in title, change in department FOAP of position, etc.) should be corrected on the organizational chart and forwarded to the Office of the Vice President of Academic Affairs (Ms. Tamica Davidson/Dr. Crook) for update consistent with Procedure 17 "Organizational Chart-Developing and Updating"

5. Missing or incorrect information on the Personnel Budget should be brought to the immediate attention of the Associate Vice President (Dr. Crook) for follow-up.

6. When filling unrestricted (state funded) positions, the position number must be on the organization chart which validates its existence. If the position number is not on the chart, as the case with new approved positions by the University Budget Office, notification must be sent to the Office of the Vice President of Academic Affairs for verification, prior to the beginning of the hiring process.

7. Positions reassigned to other departments must be supported by approval of the Office of the Vice President of Academic Affairs and a budget revision to move the position to a new unit (FOAP) and an account.

8. Change Form processed in PeopleAdmin, prior to the employee being allowed to work in the different unit. The position number and FOAP should always be consistent with where the employee is allowed to work and the job description should be consistent with the actual work to be performed.

9. If the duties and responsibilities of a position change significantly, a job reclassification form is to be completed, approved by the supervisor and next two supervisors and submitted to Human Resources for review and approval prior to allowing an employee to perform work over an extended period that is outside the scope of the job and pay grade.

10. Changes in the distribution of salary of an employee among different FOAPs require completion of a Personnel Action Form (Account Change) executed via PeopleAdmin effective the date of the change.

11. Permanent positions may only have one employee assigned to them, and have an undetermined end date. Requests for new permanent positions on State funds must be requested prior to April 1st for the Proposed budget; The new position will be effective July 1st. Or be requested prior to September 1st for the Revised budget; The new position will be effective January 1st.

1) Part-time positions on State funds may be requested at any point during the year, but department is required to fund them with a permanent reduction in its operating budget
2) Positions on restricted funds may be requested at any time during the year

12. Group positions may have multiple employees assigned to the same position number, and should have a predetermined end date. These are not permanent assignments. Examples: Temporary, Extra Service Pay, Graduate Assistant, Adjuncts, Student Work-Aid. (All of the positions noted above are different positions, thus requiring different position numbers). **Note:** Extra Service Pay position number is NOT your primary/regular position number

13. All actions submitted through People Admin must have a position number included. Position numbers are tied to FOAPs. If any part of the FOAP changes, the position number may change.

14. All assignments to group positions must be funded by the department by budget revision. This excludes department chair stipends and degree incentives.

15. Salary Savings are funds budgeted for a position that is not currently being used for an employee assignment; it may be used to increase other accounts. Position must be vacant before funds can be removed.

16. Need a position? Send a request by email to the Budget Office explaining the type of position, the FOAP, and the FSLA status (hourly-non-exempt, monthly-exempt). Send requests to Ms. Noor Latif at nlatif@tnstate.edu.

17. Most Commonly Used PARFs (All PARFs are found on HR Website)

A: Account Change - It's only used for account changes, no change in the position number. Position number remains the same, but the FOAP (Fund-Org-Acct-Prog) is changing. If the position splits between two or more FOAPs, the percent total should be equal 100%.

B: Extra Service Pay – The form is used to pay Exempt employees extra money for additional duties beside their normal working responsibilities. Non-Exempt employees cannot get ESP.

- An ESP position number needs to be used. Do not use the regular position number of the employee.
- Add Begin & End dates to the form.
- ESP under State funds cannot cross our fiscal year
- ESP under Grant funds can cross our fiscal year
- A budget revision is needed if the ESP under State Funds (110001). **Exceptions:** the Department Chair stipends and Degree Incentive will be funded by Budget Office, no budget revision is needed.

C: Transfer/Promotion – The form is used to transfer a person from one position to another, or to provide promotion information for the employee.

- For Transfer: the employee will require two different position numbers.
- For Promotion: the employee may or may not need two different position numbers on the form.
- An approval from Human Resources is needed for any change in the title or salary amount before submitting the PARF in PeopleAdmin.

D: Temporary Appointment - For temporary assignments only. The information needed on this PARF is:

1. Title: HR determines the FLSA status, but based off the title, it gives Budget and HR an idea of what type of work the temp employee will be completing and how they should be classified.
2. FOAP (Fund-Org-Acct-Prog) & Position number.
3. Begin & End dates:
   - Contract under State Funds (110001) cannot cross our fiscal year 6/30/20xx. Fiscal Year starts 7/1/20xx and ends 6/30/20xx
   - Contract under Grant Funds (2xxxxx) can cross the fiscal year.
4. Average Hours Per Week, 37.5 hr. for Full-Time.
5. Total Salary amount:
   a. For monthly: Pay rate per month X Number of months
   b. For hourly: Number of weeks X Number of hours worked per week X Pay rate per hour.

Procedure III-05.0: Decentralization of Summer School Budget

The summer school budget is decentralized at the college level. Deans working with department chairs in their respective college will allocate funds to departments based at minimum on descriptive factors indicated below or a process established for the respective college. The budget will be based on the July Budget Summary (adjusted for any applicable reductions or increases, via administrative decision of Vice President) reduced by a predefined contingency amount.

Department chairs should be assigned six (6) hours of teaching (lecture courses, exception to teach less than 6 hours must be approved by the Associate Vice President/Director of Summer School) during the summer which may be all or a combination of teaching during MayMester, Summer I, Summer II, and full-term. To maximize the allocation, department chairs should be assigned to teach MayMester and other summer term courses prior to assigning courses to other faculty or adjuncts. A department chair can buy release time with non-state appropriated funds to teach less than 6 hours (lecture courses). The savings from the aforementioned buy-out will be added to the respective college's decentralized summer school budget to hire a replacement of either permanent or adjunct faculty. A department chair may earn extra compensation during the year, including the summer. However, the extra compensation cannot exceed 25% of the annual year's salary. A non-department chair faculty cannot be paid more than 25% of the previous academic year's base salary for teaching assignments charged to the decentralized or other state budgets. However, a non-department chair faculty may earn up to 33 1/3% of the previous academic year's base salary during the summer if teaching and conducting externally funded research or externally funded research only. Nonteaching work assignments (excluding clinical assignment) cannot be charged to the summer school decentralized budget without the approval of the Vice President for Academic Affairs

A separate FOAP is established for each college with position numbers for faculty, adjuncts, retirements, and extra service pay for staff teaching during summer terms, via budget revision. Funds allocated for summer school will be used to support summer school expenditures crossing two fiscal years (Summer II and ½ of full summer and Summer 1 and ½ of full summer of next fiscal year).

Processing Summer School Faculty Appointments and Contracts

STEPS:

1. Check decentralized budget to insure funds are available.
2. Complete Summer School Contract (Dual Service, Adjunct, Extra Service Pay Form as applicable).
3. Use the following FOAP based on the type of summer school employee being hired.
4. Record transaction on College decentralize log.
5. Enter transaction in People Admin with attached supplemental document from step 2.
6. Forward to Office of the Vice President of Academic Affairs for review and action.

Summer School Salaries	Fund-Org-Acct-Prog	TSU Faculty (Summer Only) (Acct 61200)	Non-TSU Faculty (Summer Only) (Acct 61200)	Adjunct Post-Retire Contracts (Summer Only) (Acct 61200)
Vice President of Academic Affairs (Budget Control)	110001-12504-6xxxx-200	#004310	#067430	#091490
CPSUA	110001-13094-6xxxx-200	#004311	#067431	#091491
Liberal Arts	110001-13194-6xxxx-200	#004312	#067432	#091492
(Reserved)	xxxxxx-xxxxx-xxxxx-xxx	#004313	#067433	#091493
Education	110001-13394-6xxxx-200	#004314	#067434	#091494
Engineering	110001-13494-6xxxx-200	#004315	#067435	#091495
Agr., Human, Natural	110001-13594-6xxxx-200	#004316	#067436	#091496
Health Sciences	110001-13694-6xxxx-200	#004317	#067437	#091497
Business	110001-13794-6xxxx-200	#004318	#067438	#091498
Life and Physical Sciences	110001-14094-6xxxx-200	#004319	#067439	#091499

Summer School Salaries	Fund-Org-Acct-Prog	ESP (Summer Only) (Acct 61200)	ESP (Summer Only) (Acct 61600)	Temp Help Exempt (Summer Only) (Acct 61600)
Vice President of Academic Affairs (Budget Control)	110001-12504-6xxxx-200	#071480	#077300	#094220
CPSUA	110001-13094-6xxxx-200	#071481	#077301	#094221
Liberal Arts	110001-13194-6xxxx-200	#071482	#077302	#094222
(Reserved)	xxxxxx-xxxxx-xxxxx-xxx	#071483	#077303	#094223
Education	110001-13394-6xxxx-200	#071484	#077304	#094224
Engineering	110001-13494-6xxxx-200	#071485	#077305	#094225
Agr., Human, Natural	110001-13594-6xxxx-200	#071486	#077306	#094226
Health Sciences	110001-13694-6xxxx-200	#071487	#077307	#094227
Business	110001-13794-6xxxx-200	#071488	#077308	#094228
Life and Physical Sciences	110001-14094-6xxxx-200	#071489	#077309	#094229

Position Numbers		Temp Help Non-Exempt (Summer Only)	TSU Faculty Research (Summer Only)	Temp Faculty One-Semester (Summer Only)
Summer School Salaries	Fund-Org-Acct-Prog	(Acct 61300)	(Acct 61200)	(Acct 61200)
Vice President of Academic Affairs (Budget Control)	110001-12504-6xxxx-200	#003100	#080640	#098460
CPSUA	110001-13094-6xxxx-200	#003101	#080641	#098461
Liberal Arts	110001-13194-6xxxx-200	#003102	#080642	#098462
(Reserved)	xxxxxx-xxxxx-xxxxx-xxx	#003103	#080643	#098463
Education	110001-13394-6xxxx-200	#003104	#080644	#098464
Engineering	110001-13494-6xxxx-200	#003105	#080645	#098465
Agriculture	110001-13594-6xxxx-200	#003106	#080646	#098466
Health Sciences	110001-13694-6xxxx-200	#003107	#080647	#098467
Business	110001-13794-6xxxx-200	#003108	#080648	#098468
Life and Physical Sciences	110001-14094-6xxxx-200	#003109	#080648	#098469

Procedure III-06.0: Faculty Overload – Decentralized Overload Budget Fall / Spring

Faculty may receive extra compensation for teaching up to 6 hours above the approved workload requirement per semester. The Faculty Overload form can be retrieved from the Office of Human Resources website under "Forms" must be completed, via PeopleAdmin for overload payment based on in load classes meeting minimum class size which should be consistent with the preliminary workloads for the semester as approved by the department chair and dean. They should then be forwarded to the Interim Vice President for Academic Affairs, Dr. Alisa Mosley.

Faculty Overload payments will be paid per credit hour based on the faculty's academic rank as follows:

Rank	Per Credit Hour Rate	Engineering & Computer Sciences*
Professor	$700	$1,500*
Associate Professor	$650	$1,250*
Assistant Professor	$600	$1,250*
Instructor	$550	$1,000*

STEPS:

1. Office of the Vice President of Academic Affairst transfers funds based on request from the Dean of each College for Overload payments to faculty in an (fall & spring) overload position number assigned to each college as follows.

College	FOAP	Position Number
CPS	110001-13092-61200-200	003711
Liberal Arts	110001-13192-61200-200	003712
Education	110001-13392-61200-200	003714
Engineering	110001-13492-61200-200	003715
Agriculture	110001-13592-61200-200	003716
Health Sciences	110001-13692-61200-200	003717
Business	110001-13792-61200-200	003718
Life & Physical Sci	110001-14092-61200-200	003719

The FOAP is 110001-College Org-61200-200, as indicated in step one above as assigned by the Finance and Accounting and Budget Offices.

2. Office of the Vice President of Academic Affairs prepares a budget revision to allocate funding consistent with the request ssumitted by each College.

3. Dean's Office controls, manages, and is responsible for distribution to applicable departments in the respective College.

4. Distribute funds such that allocation pays the salary and the benefits (approximately 15%).

5. Budget allocation to cover the Fall 2018 and Spring 2019 semesters.

6. Insure allocation is used to pay faculty approved to work overloads.

7. Attach copy of the signed workload form in PeopleAdmin with each overload request form. The forms should be submitted immediately after the final date for cancellation of classes and not before to insure class load does not change.

8. Deans are to insure the allocation is not used for nonteaching duties. The funds cannot be transferred to operating for travel or operating expenses.

9. Deans are to use the funds for all departments in the specific college.

10. Overload payments may not exceed the budget allocation.

11. Unused overload funds can be transferred and used to hire adjuncts and other categories of temporary instruction faculty and clinical staff.

12. A log of original budget, disbursements, and available balance should be maintained by each college.

13. The balance and entries on the financial log of disbursement and budget revision to increase or decrease funding should be reconciled with the data in Banner Finance weekly.

Procedure III-07.0: Service Level Agreements – Division of Business and Finance

In an attempt to provide timely services by support units, service level agreements have been established projecting time needed to process documents requiring action by departments in the Division of Business and Finance.

STEPS:

1. Determine action requiring Business and Finance review and processing.
2. Review applicable table below required action for processing time by the respective department.
3. Submit request or form to the applicable offices making sure appropriate signatures are obtained and appropriate system or process is followed.
4. If transaction is not processed based on turn-around-time reflected in the tables for the various departments and transaction, contact the respective office for an explanation.

Table 1: PROCUREMENT SERVICE LEVEL AGREEMENTS

ACTION	VP Office	FINANCE & ACCOUNTING	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITIES MGT	HUMAN RESOURCES
PURCHASE REQUISTIIONS (SCI-QUEST)						
University Operating/Equip-No Bid Required			10 days			
Foundation Operating/Equip-No Bid		2 days	10 days			
University Operating/Equip – Bid Required			45 days			
Foundation Operating/Equip-Bid Required		2 days	45 days			
University Business Meals	2 days		3 days			
Foundation Business Meals	2 days	2 days	3 days			
Requests for Proposals			45 days			
Training			1.5 hours			
Central Receiving Deliveries			5 days			

TABLE 2: EMPLOYMENT/PAYROLL/BENEFITS SERVICE LEVEL AGREEMENTS

ACTION	VP Office	FINANCE & ACCOUNTING	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITIES MGT	HUMAN RESOURCES
APPT. RECOMMENDATIONS (PEOPLEADMIN) UNRESTRICTED RESTRICTED		 2 days		 2 days 2 days		 3 days 3 days
PARFs PEOPLEADMIN) UNRESTRICTED RESTRICTED		 2 days		 2 days 2 days		 2 days 2 days
POSITION REQUISITION (PEOPLE ADMIN) UNRESTRICTED RESTRICTED		 2 days		 2 days 2 days		 2 days 2 days
STUDENT WORK AID/STUDY UNRESTRICTED RESTRICTED		 2 days		 2 days 2 days		 2 days 2 days
SUMMER SCHOOL (REGULAR FACLUTY) UNRESTRICTED RESTRICTED		 2 days		 2 days 2 days		 2 days 2 days
FACULTY OVERLOAD				2 DAYS		2 days
EXTRA SERVICE PAY UNRESTRICTED RESTRICTED		 2 days		 2 days 2 days		 3days 3 days
POST-RETIREMENT				2 days		1 week **
EDUCATIONAL ASSISTANCE (PC 191, etc)						2 days ***

JOB ANALYSIS QUESTIONNAIRS						**45 days**
APPLICATIONS FORWARDED TO DEPARTMENTS						**Day after close**
EMPLOYMENT CONTRACTS PREPARATION **CONTRACT DEPT/ CANDIDATE**						**3 days** **2 days**
EMPLOYMENT/ PAY VERIFICATION **FORM** **CERTIFIED BY STUB COPY**		**Next day**				**2 days**
PAYROLL DEDUCTIONS		**Next day**				**Next day**
OVERTIME AUTHORIZATIONS **UNRESTRICTED** **RESTRICTED**		**2 days**		**2 days** **2 days**		
DIRECT DEPOSIT CHANGES						**1 day**
BENEFITS						**3 days**
TRAINING **ROUTINE ORIENTATIONS**						**1.5 hours** **1.2 day**

TABLE 3: BUDGETS SERVICE LEVEL AGREEMENTS

ACTION	VP Office	FINANCE & ACCOUNTING	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITIES MGT	HUMAN RESOURCES
BUDGET REVISIONS **UNRESTRICTED** **RESTRICTED**	**1 day**	**2 days**		**2 days**		
SCHOLARSHIP AUTHORIZATIONS **UNRESTRICTED** **RESTRICTED/AGENCY/ FOUNDATION**		**2 days**		**2 days**		

BUDGETS **JULY** **OCTOBER**				**Due date** **Due date**		
APPROPRIATION REQUESTS				**Due date**		

TABLE 4: ACCOUNTING SERVICE LEVEL AGREEMENTS

ACTION	VP Office	FINANCE & ACCOUNTING	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITIES MGT	HUMAN RESOURCES
TRANSFER VOUCHERS **UNRESTRICTED** **RESTRICTED/AGENCY/ FOUNDATION**		**Monthly** **Monthly**		**2 days**		
JOURNAL VOUCHERS		**Monthly**				
INVOICES/ PAYMENTS PROCESSED **ROUTINE** **DIRECT (INVOICE ATTACHED TO "PO"**		 **25 days** **5 days**				
PAYMENTS/ CHECKS REVIEWED & RELEASED UP TO $250,000 **$25,000 +**	 **1 day**	**1 day** **1 day**				
MANUAL CHECKS PROCESSED/RELEASED **UP TO $250,000** **250,000 +**	 **Same day**	 **Same day** **Same day**				
BANK DEPOSTIS		**1 day**				
RECEIPTS		**Same day**				
FINANCIAL AID REFUNDS		**3 DAYS**				
AGENCY REPORTS		**Due date**				
PRESIDENT'S EXPENSE REPORT-TBR				**Quarterly**		
EDC REPORT-TBR				**Quarterly**		

FINANCIAL STATEMENTS		**Due Date**				
W-2s **ORIGINAL** **REPLACEMENT******		**Due date** **1 day**				
CHECK REPLACEMENT		**1 day**				
ESTABLISH ACCOUNT NUMBERS **UNRESTRICTED ACCOUNTS ESTABLISHED** **RESTRICTED ATTRIBUTION SHEET PREP** **RESTRICTED ACCOUNT ESTABLISHED**		 **1 day** **4 days** **2 days**				
DIRECT DEPOSTIS **ESTABLISH/CHANGE ACCOUNT (H/RESOURCES)** **ESTABLISH/CHANGE ACCOUNT (A/Payable)** **PROCESS TRANSACTIONS**		 **1 day** **1 day**				**1 day**
RECONCILATIONS (BANK/LOAN ACCOUNTS)		**Monthly**				

TABLE 5: SECRUITY/ACCESS APPROVAL SERVICE LEVEL AGREEMENTS

ACTION	VP Office	FINANCE & ACCOUNTING	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITIES MGT	HUMAN RESOURCES
SCI-QUEST			**3 days**			
BANNER FINANCE		**3 days**				**3 days**
Banner HR						

TABLE 6: TRAVEL SERVICE LEVEL AGREEMENTS

ACTION	VP Office	FINANCE & ACCOUNTING	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITIES MGT	HUMAN RESOURCES
REQUISITIONS UNRESTRICTED RESTRICTED/ FOUNDATION/ AGENCY		 2 days		 4 days 4 days		
PA YMENTS ADVANCES CLAIMS		 5 days 15 days				
TRAINING				1.5 hours		

TABLE 7: FACILITIES SERVICE LEVEL AGREEMENTS

ACTION	VP Office	FINANCE & ACCOUNTING	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITIES MGT	HUMAN RESOURCES
WORK ORDERS ROUTINE EMERGENCY					 3 days 1 day	
KEYS/FORBS					3 days	
ELEVATORS					1 hour	
PEST CONTROL ROUTINE EMERGENCY					 Tue/Thursday Same Day	
CUSTODIAL SPECIAL REQUEST					24 hours	
LICENSE PLATE REQUESTS					Day after check received	
VENDOR JOB COMPLETION/ RELEASE					Day after completion	
VEHICLE MAINTENANCE ROUTINE EMERGENCY					 1 day 1 day (Parts available)	
SPECIAL MNTCE/ CONSTRUCTION REQUEST					As determined	

WASTE MANAGEMENT/ RECYCLING					**4 hours**	
GROUNDS SPECIAL REQUEST					**4 hours**	
REQUESTS FOR FUELMAN CARDS					**4 days**	
MOVABLE PROPERTY WORK ORDERS			**7 days**			
TRAINING					**1.5 hours**	

***For adjunct, reference Appointment Recommendations and Extra Service Pay sections**
****Includes TBR processing time**
*****Forms are signed beginning 30 days prior to the first day of classes for the applicable term**
******Copies also available on myTSU**

Procedure III-08.0: THEC Outcomes-Based Funding Formula

Outcomes-Based Funding Formula

The Complete College Tennessee Act (2010) requires Tennessee public community colleges and universities to be funded on outcomes like student progression and completion. The Tennessee Higher Education Commission and Formula Review Committee developed a formula that funds institutions through outcome metrics that reflect institutional priorities and mission. THEC uses a **three-year average** of the outcomes listed below to limit potential volatility in the formula year over year.

Outcomes

Community Colleges	Universities
Students Accumulating 12 hrs.	Students Accumulating 30 hrs.
Students Accumulating 24 hrs.	Students Accumulating 60 hrs.
Students Accumulating 36 hrs.	Students Accumulating 90 hrs.
Dual Enrollment	Bachelor's and Associate Degrees
Associate Degrees	Masters/Ed. Specialist Degrees
Long-Term Certificates	Doctoral/Law Degrees
Short-Term Certificates	Research, Service, and Sponsored Programs
Job Placements	Six-year Graduation Rate
Transfers out with 12 hrs.	Degrees per 100 FTE
Workforce Training/Contact Hours	
Awards per 100 FTE	

Outcomes are **weighted** to align with institutional priorities and mission, totaling 100 percent for each institution. At the recommendation of the Tennessee Board of Regents, the 2015-2020 model uses a common weight structure for progression and awards at community colleges. The formula also includes premiums for **focus populations** for student progression and undergraduate awards to encourage completion at public institutions.

Focus Populations

Community Colleges	Universities	Premiums
Adult	Adult	1 Focus Population = 80% = 1.8 Outcomes
Low-Income	Low-Income	2 Focus Populations = 100% = 2 Outcomes
Academically Underprepared		3 Focus Populations = 120% = 2.2 Outcomes

How It Works: Universities and community colleges compete for a **share** of available state appropriations each year. They do this through improvement in their outcomes relative to peers. Data are counted and **scaled** and compared to previous outcome levels. An institution's increase or decrease in outcome production is assessed compared to peer increases or decreases in outcome production. That movement influences that institution's share of state appropriations. For example, if all institutions experienced net improvement in outcomes, institutions that experienced the *greatest* improvements would increase their share of total funding, compared to institutions that lagged in performance, who could receive reduced funding.

The funding formula also includes an assessment of institutional quality and programmatic support via the **Quality Assurance** (QA) score. Institutions may earn up to an additional 5.45% of funding based upon metrics such as licensure pass rates, accreditation, and success with underrepresented populations. The formula also includes values for institutional **fixed costs** (e.g., rent, utilities, maintenance and operation), intended to ensure institutions receive adequate funds to maintain the operation of their infrastructure.

https://www.tn.gov/assets/entities/thec/attachments/1_-_Outcomes_Based_Funding_Formula_Overview_-_One_Page.pdf

Procedure III-08.1: THEC Quality Assurance Funding

The Tennessee Higher Education Commission (THEC) Quality Assurance Funding addresses the University's performance on the following six areas: (1) General Education Assessment; (2) Major Field Competencies; (3) Academic Programs: Accreditation and Evaluation; (4) Student, Alumni, and Employer Satisfaction; (5) Quality Enhancement Plan (QEP) Assessment Implementation; and (6) Student Access and Success. Quality Assurance Funding allows for a possibility of one hundred total points that can be earned for all of the six areas. For TSU, each point is roughly equivalent to $27,000 for a total of $2.7 million each year. Information concerning THEC quality assurance funding can be found at the following website http://www.tn.gov/thec/topic/quality-assurance-funding. A detailed review of the assessment process can be found within the 2015-20 Quality Assurance Funding Guidebook For more information concerning this process at TSU please contact the Office of Institutional Effectiveness and Research (OIER) at 615-963-7031 or Dr. Pamela Burch-Sims.

The Division of Academic Affairs is responsible for collecting, analyzing, and reporting the data to THEC in coordination with the Office of Institutional Research and Effectiveness (OIRE) in the Office of the President. The Division of Academic Affairs through the Office of Institutional Planning and Assessment takes a lead role in implementing the planning and improvement processes for addressing concerns regarding the University's Quality Assurance Funding results. The Division of Academic Affairs achieves this goal by assisting individual units in preparing their students for the Major Field Competencies and preparations for Academic Program Accreditation and Evaluations. The Office of Institutional Planning and Assessment in collaboration with the Office of Institutional Research and Effectiveness, and other relevant stakeholders are also responsible for developing, distributing, and reporting on all Satisfaction Surveys (e.g. NSSE, Alumni, and Employer).

I. General Education Assessment

The General Education component of Quality Assurance Funding is measured by the overall performance of an institution by comparing the university performance on the ETS Proficiency Profile to the average performance of other colleges and universities on this instrument. Based on the performance of TSU versus the national average, up to 15 points for General Education Assessment are awarded according to the scale found in the *2015-2020 Quality Assurance Funding Guidebook* (pg. 8), Table 1: Generalized Education Scoring Table.

II. Major Field Assessment

The Major Field Assessment component focuses on the performance of individual academic units. While certain units are evaluated annually, other units are only evaluated once every five years. For the Major Field Assessments, 15 points are possible and are calculated using the following formulas:

$$\frac{Institutional\ Score}{National\ Average\ Score} = Comparison\ Score$$

The institutional score is determined by dividing the number of students that passed by the total number of students that take the test or by determining the average score of the students on the exam.

$$\frac{\#\ of\ students\ that\ pass\ the\ test}{\#\ of\ students\ that\ take\ the\ test} = Institutional\ Score$$

III. Academic Programs: Accreditation and Evaluation

The Academic Programs: Accreditation and Evaluation component measures the University's ability to meet external accrediting and evaluation standards of academic units. Accreditation and Evaluation is divided into three sub-categories: Accredited programs, Non-Accredited Undergraduate programs, and Non-Accredited Graduate programs. A total of twenty-five points can be earned for this area. Quality Assurance Funding for accredited programs is determined by dividing the number of currently accredited programs by programs that are eligible for accreditation. For Non-accredited programs, there are two types of evaluation: a Program Review or an Academic Audit. A Program Review consists of an external review assessing program outcomes, curriculum, teaching and learning environment, faculty, and support. An Academic Audit utilizes a standard criteria checklist of 20 or 23 items.

The Academic Audit consists of a self-review followed by an onsite review by an external team. Units up for an academic audit will first prepare a report that reviews its own program. Then a team of auditors, comprised of faculty from other TBR institutions, reviews the report and conducts an onsite review of the program with input from faculty, administrators and students. Points are determined by the percentage of standards met divided by total standards in order to come up with an institutional percentage. The institutional percentage is then plugged into Table 5: Non-Accreditable Undergraduate Programs Program Review and Academic Audit (2015-2020 Quality Assurance Funding Guidebook, pg. 14). Non-accredited graduate programs also utilize either a Program review or Academic Audit.

IV. Satisfaction Surveys

Satisfaction surveys are designed to assess overall impressions of student services and the performance of TSU graduates in the world of work. To this end, TSU is expected to regularly assess its performance in three areas: Student Satisfaction (National Survey of Student Engagement-NSSE), Alumni Satisfaction, and Employer Satisfaction. Points are awarded based not only on TSU's performance on the satisfaction surveys, but also on the use of the survey results to make improvements. Ten points are possible for this section.

V. Assessment Implementation (QEP)

The WRITE Program coordinates and runs programs connected to the Quality Enhancement Plan (QEP). Assessment implementation points are determined by the quality and impact of the University's assessment process as it relates to QEP. QEP focuses on demonstrable improvements in the writing skills of TSU

students. Points are determined on the basis of a report provided to THEC that details University QEP goals, steps taken to meet those goals, including assessment of student learning, and the implementation of improvement plans based on the assessments. A total of ten points is possible in this section.

VI. Quality of Student Access and Success

Student Access and Success are determined by using three-year trend data on the enrollment, progression, and graduation of University identified sub-populations. Consistent with its Strategic Plan, *TSU 2015*, the University has identified the following five subpopulations to focus on for the *2010-2015 Performance Funding* cycle: Adults (25+), Low Income (Pell grant eligible), African Americans, Health Professions, and STEM (Science, Technology, Engineering, and Math) programs. The AY enrollment and progression of these subpopulations will be divided by the average of the previous three-year enrollment and progression to determine a percentage of attainment. This number will be used with the Table 11: Quality of Student Access and Success Student Sub-Populations (*2015-2020 Performance Funding Guidebook*, page 25) to determine a possible five points for each of the subpopulations with a total of 25 points being possible for this section.

Procedure III-09.0: Transfer Voucher

The purpose of the Transfer Voucher is to transfer funds between University departments. State funds may not be transferred to restricted accounts i.e. Foundation, Grants). However these funds can be transferred to state accounts.

STEPS:

1. The initiating department fills out the transfer voucher form, indicating the department, FOAP to be debited, and the purpose of the transaction.

2. Fill in the department to be credited, account number to be credited and the department phone number.

3. The form is to be signed by both the initiating department budget head and the crediting department budget head.

4. The form is then forwarded to the budget office for approval and execution.

5. Restricted accounts to be debited must be approved by the Foundation or Grants office before submitting to budget to ensure availability of funds.

TRANSFER VOUCHER

Date _____ TV No. _____

ACCOUNT NAME Phone No.	FUND	ORGANIZATION	ACCOUNT	PROGRAM	AMOUNT
FOAP CHARGED					
Phone No.	FUND	ORGANIZATION	ACCOUNT	PROGRAM	AMOUNT
FOAP CREDITED					

QUANTITY	DETAILS	UNIT PRICE	AMOUNT	NOTES
1				
2				

Balance From Last Requisition $ _____
Additional Funds Received $ _____
Total Available $ _____
This Voucher $ _____
Balance Carried Forward $ _____

APPROVALS

Deliver to _____

Building _____ Room _____

Received _____ Date _____

Department Charged

Department Credited

Budget Office

Procedure III-10.0: University and Department Operating Budgets

Tennessee State University Budget is a financial plan for gathering and spending money over a 12 month fiscal year starting on July 1 and ending June 30. It involves or impacts a large number of people (president, vice presidents, associate vice presidents, deans, department chairs, students, community, alumni, and other stakeholders). The process is political in nature. Steps in the budgetary process include preparation and formulation, submission and approval, execution or implementation, and audit or review.

University Budget is submitted twice a year, Proposed and Estimated Budget submitted in May (current and next fiscal year beginning in July) to the TBR and becomes a part of the consolidated budget presented to the Legislature by THEC for possible funding; Revised Budget (October submitted to TBR. The TSU entire budget is on the Business and Finance- Budget Office (forms) Web page. The University budget includes decentralized operating budgets for each cost center (department/unit).

Academic Affairs' major budget challenge is to strategically allocate limited and constantly diminishing resources to achieve the mission, goals, and objectives of the University for the Division of Academic Affairs as guided by the University's Strategic, Academic Master, Access and Diversity, and other planning documents in a constantly changing and competitive environment.

STEPS:

1. At the beginning of each fiscal year (July 1), the University Budget, inclusive of a decentralized operating budget for each college/department/unit Form VII, can be accessed by visiting the Business and Finance Office- Budget Office. (The following is the original budget for the 2018-19 academic year.)

Form I	Summary of Unrestricted Funds Available and Applied
Form II	Detail of Special Allocations
Form III	Unrestricted Education and General Expenditures by Budget Category
Form IV	Detail of Transfers
Form V	Unrestricted Expenditures and Transfers by Major Functional Area and Account
Form VI	Unrestricted Detailed Budget Proposals Current Fund Revenues
Form VII	Unrestricted Budget Proposals current Fund Expenditures
Form VIII	Summary of Restricted Current Funds, Revenues and Expenditures

2. The University's Proposed Budget is prepared in May of the current fiscal year for the succeeding year. The Office of the Vice President of Academic Affairs is allowed to present requests to the Budget Office/Vice President for Business and Finance for presentation to the President for inclusion consideration. The President presents the University's Budget to the Tennessee Board of Trustees for inclusion in the TBR Consolidated Budgeted that is forwarded to THEC for consideration in the Governor's Budget for legislative action for Higher Education funding.

3. The University has an opportunity to present a revised budget to the Tennessee Board of Trustees in October of the current fiscal year based on receipt of additional or reductions in revenues from registration or other spending changes.

4. The University's budget is decentralized with a FOAP (account number) assigned to each cost center or operating unit (i.e., Library {FOAP} 110001-19000-350) then by major spending categories (i.e., salary, benefits, travel, operating, scholarships, equipment).

5. It is the responsibility of the dean, department chair or director assigned to an account to insure funds are spent within the budget allocation and in accordance with the rules, regulations, policies, and procedures established by TBR, Business and Finance, and the Division. Budget charges, credits, and balances are to be reconciled with Banner Finance as often as necessary to insure proper charges and credits are recorded to the assigned FOAP as authorized.

6. Instances of improper or inaccurate charges or credits are to be immediately reported to Business and Finance Accounting and Budget offices with notification to the Office of the Vice President of Academic Affairs.

7. Discovery or strong suspicion of illegal or misappropriation of funds is to be immediately reported to the Internal Audit Department, Ms. Adrian R. Davis, Director, and the Vice President of Academic Affairs.

8. Budget revisions are to be submitted to the office of the Vice President of Academic Affairs upon approval of the dean or direct report to the Vice President of Academic Affairs and processed by the Budget Office prior to spending in Tiger$hoppe, People Admin or submitting requests to the Vice President of Academic Affairs or other appropriate offices.

9. Funds are not to be spent without prior approval, via a purchase order processed through Tiger$hoppe. Unauthorized purchases will be subject to punitive action which may include the unauthorized spender not being reimbursed.
    - Emergency purchases require prior approval by the Purchasing Office prior to obligation or receipt of goods and services from a vendor.

10. Overtime and extra service pay to employees must be approved by the Vice President of Academic Affairs and President's offices prior to allowing a person to begin work.

11. Contracts and agreements must be approved by the Vice President of Academic Affairs and President's offices prior to any work being performed on a contract or agreement.

12. Charges to TSU Foundation accounts require prior approval by the Foundation Office (Mr. Ben Northington) and the Associate Vice President for Business and Finance (Mr. Horace Chase) prior to spending, including travel.

13. Links to past University approved budgets:

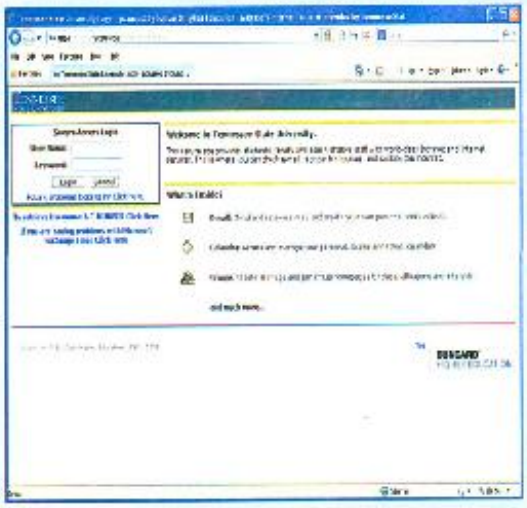
1. July 2018-19 Original Budget
2. October 2017-18 Revised Budget
3. July 2017-18 Original Budget
4. October 2016-17 Revised Budget
5. July 2016-17 Original Budget
6. October 2015-16 Revised Budget
7. October 2015-16 Revised Budget Analysis
8. July 2015-16 Original Budget
9. October 2014-15 Revised Budget
10. July 2014-15 Original Budget
11. October 2013-14 Revised Budget
12. July 2013-14 Original Budget
13. October 2012-13 Revised Budget
14. July 2012-13 Original Budget
15. October 2011-12 Revised Budget
16. July 2011-12 Original Budget
17. October 2010-11 Revised Budget
18. July 2010-11 Original Budget
19. October 2009-10 Revised Budget
20. July 2009-10 Original Budget
21. October 2008-09 Revised Budget
22. July 2008-09 Original Budget

Procedure III-11.0: Using Self-Service Banner Finance

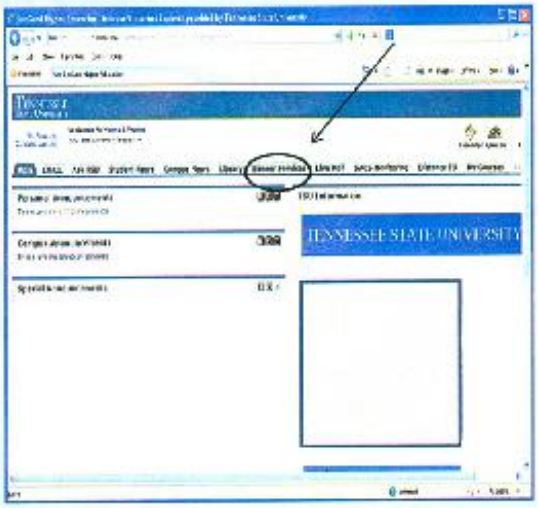
Getting to Self Service Banner

From TSU's homepage, click on *Access*, then ***MyTSU***

Getting to Self Service Banner



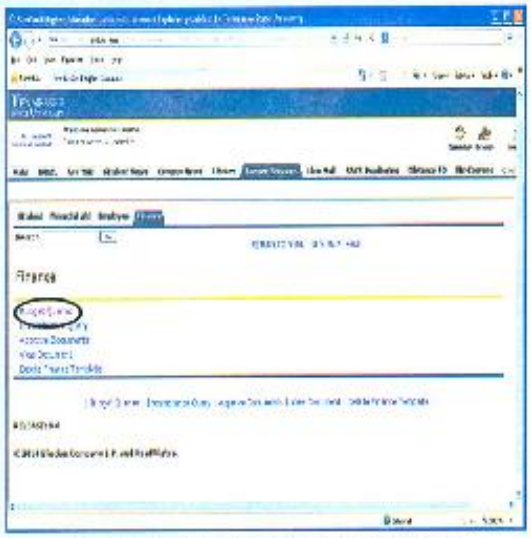
- After clicking MyTSU, this will be the next screen
- Login here with assigned User Name and Password



- After logging in, select the ***Banner Services*** tab

Using Self Service Banner Finance

Select the ***Finance*** option from the Main Menu

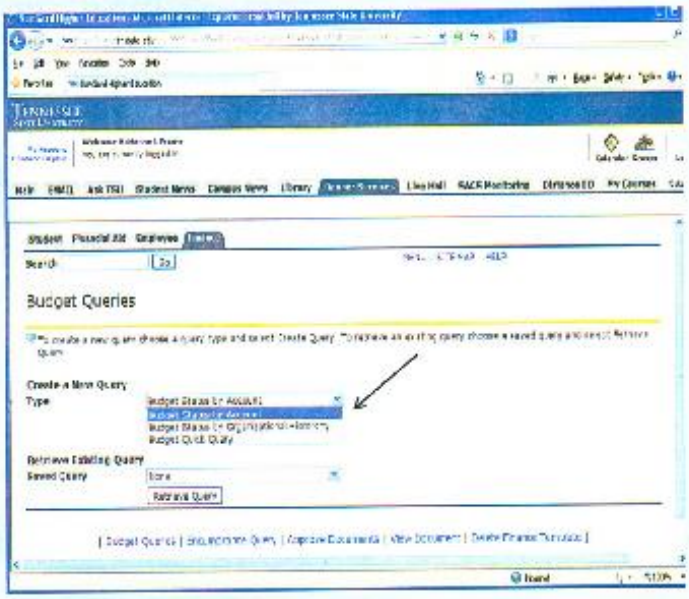


Then, select ***Budget Queries*** from the Finance Menu

Using Self Service Banner Finance

The next menu is **Budget Queries**

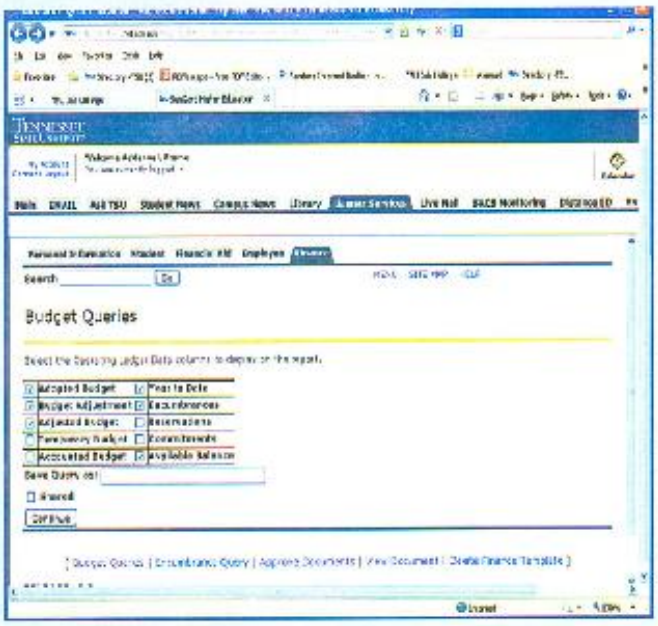
- Click the drop-down box
- Select ***Budget Status by Account***
- Click ***Create Query***

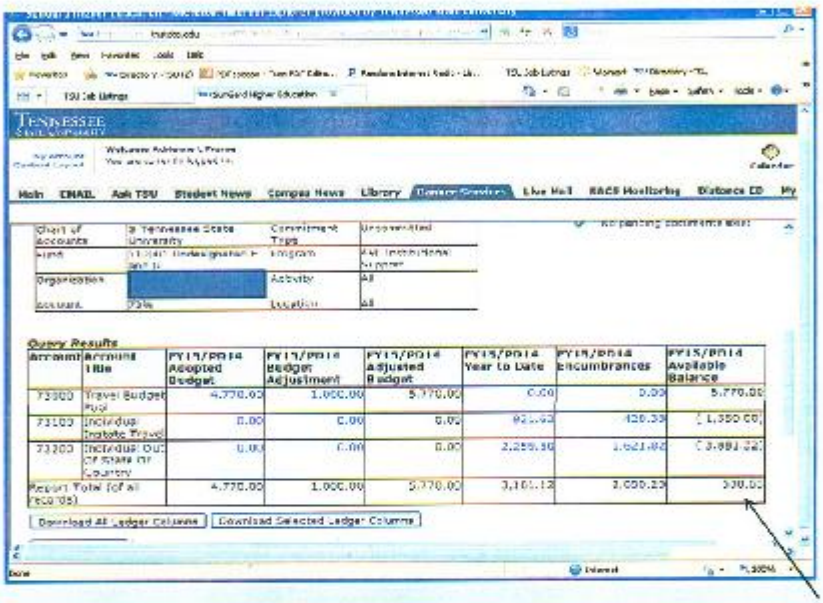


Using Self Service Banner Finance

- Selecting the correct columns to display is very important to understanding the given information.

  For best results, it's highly recommended that the following boxes be checked:
  - Adopted Budget
  - Budget Adjustment
  - Adjusted Budget
  - Year to Date
  - Encumbrances
  - Available Balance





Available Balance

If the account has had any activity, the output from the query should appear this way.

- For detailed information on the dollar amounts, click on the highlighted blue figures

Notice the **available balance** in the lower right-hand corner

Using Self Service Banner

- For the most up-to-date information, *Fiscal Period* should always be **14**

- When retrieving *Available Balance*, it is best for the Commitment Type to be ***Uncommitted***

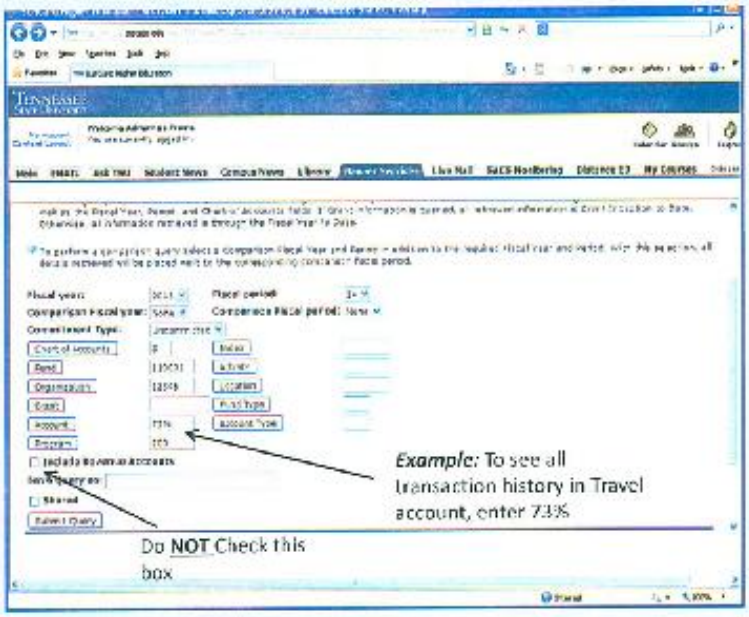
- Enter FOAP (Fund, Org, Account, Program)

- ***Submit Query***

- ***Tips***

  - All transaction history for an account can be viewed by using a % sign behind the first two numbers of the account

  - The ***Include Revenue Accounts*** box should not be checked



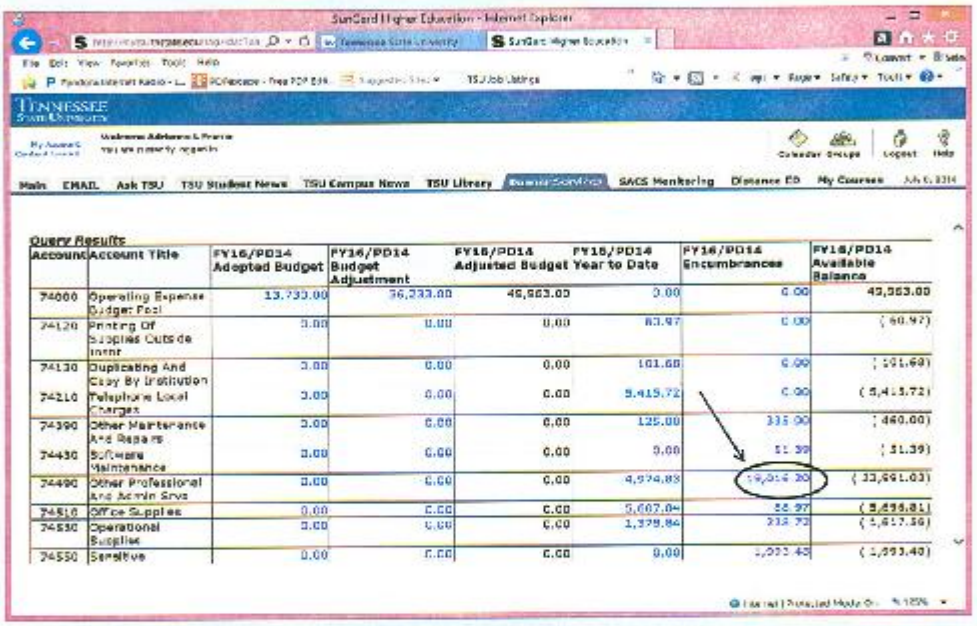
This screen gives the detail on each budget revision completed for the account
For this example, detail will be given for the operating account

Chart of Accounts:	S Tennessee State University	Commitment Type:	Uncommitted
Fund:	110001 Undesignated F and G	Program:	450 Institutional Support
Organization:	21000 Financial Services	Activity:	All
Account:	74000 Operating Expense Budget Pool	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 23, 2016	May 24, 2016	J0033462	To cover Scholarship Award	(2,917.00)	BD04
May 11, 2016	May 11, 2016	J0033328	To fund Temp workers to 6/30/16	22,950.00	BD04
Feb 16, 2016	Feb 16, 2016	J0032237	Incr operating for Fin Serv & Acctg	16,200.00	BD04
Report Total (of all records):				36,233.00	

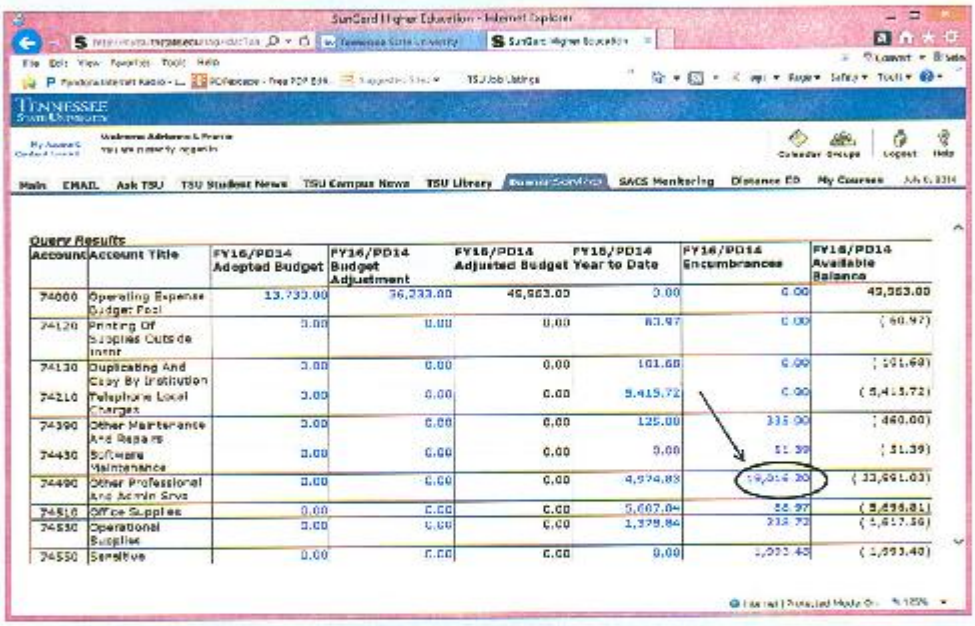
Selecting document J0033462 as an example, the detail of the accounts involved in the budget revision transaction are shown below



Query Results

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Available Balance
74000	Operating Expense Budget Pool	13,730.00	36,233.00	49,963.00	0.00	0.00	49,963.00
74120	Printing Of Supplies Outside Instr	0.00	0.00	0.00	83.97	0.00	(83.97)
74130	Duplicating And Copy By Institution	0.00	0.00	0.00	101.69	0.00	(101.69)
74210	Telephone Local Charges	0.00	0.00	0.00	5,415.72	0.00	(5,415.72)
74390	Other Maintenance And Repairs	0.00	0.00	0.00	125.00	335.00	(460.00)
74430	Software Maintenance	0.00	0.00	0.00	0.00	51.39	(51.39)
74490	Other Professional And Admin Srvs	0.00	0.00	0.00	4,974.83	28,016.20	(32,991.03)
74510	Office Supplies	0.00	0.00	0.00	5,007.04	88.97	(5,096.01)
74530	Operational Supplies	0.00	0.00	0.00	1,379.84	237.72	(1,617.56)
74550	Sensitive	0.00	0.00	0.00	0.00	1,093.40	(1,093.40)

- Encumbrances are funds held for a certain purpose or expense – Purchase Orders
- You can go further into the details of encumbrances by clicking the blue hyperlinks



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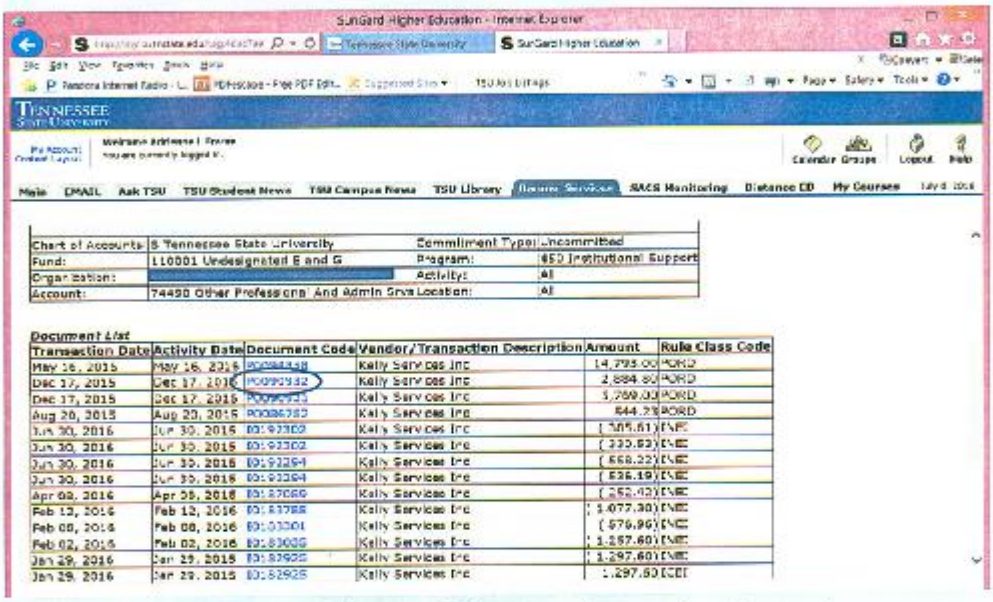
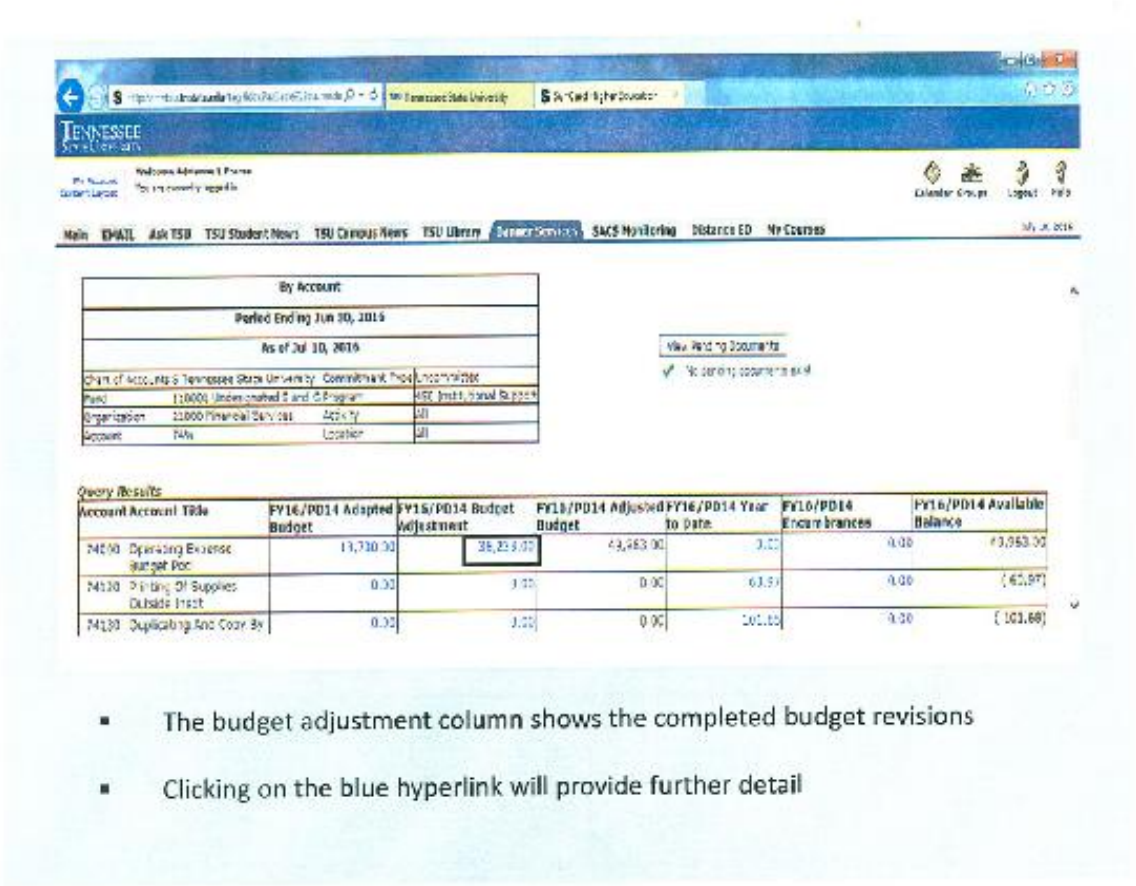


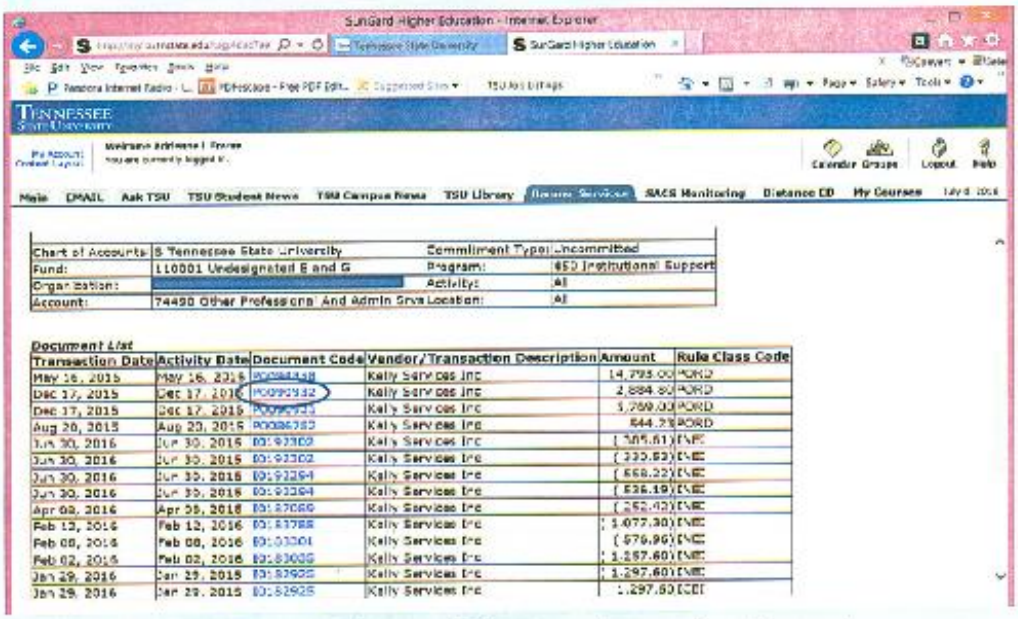
This shows the transaction history of the encumbrances / purchase orders

You may go further into detail by continuing to click on the blue hyperlinks

PO# P0090932 will be used as an example



- The budget adjustment column shows the completed budget revisions
- Clicking on the blue hyperlink will provide further detail



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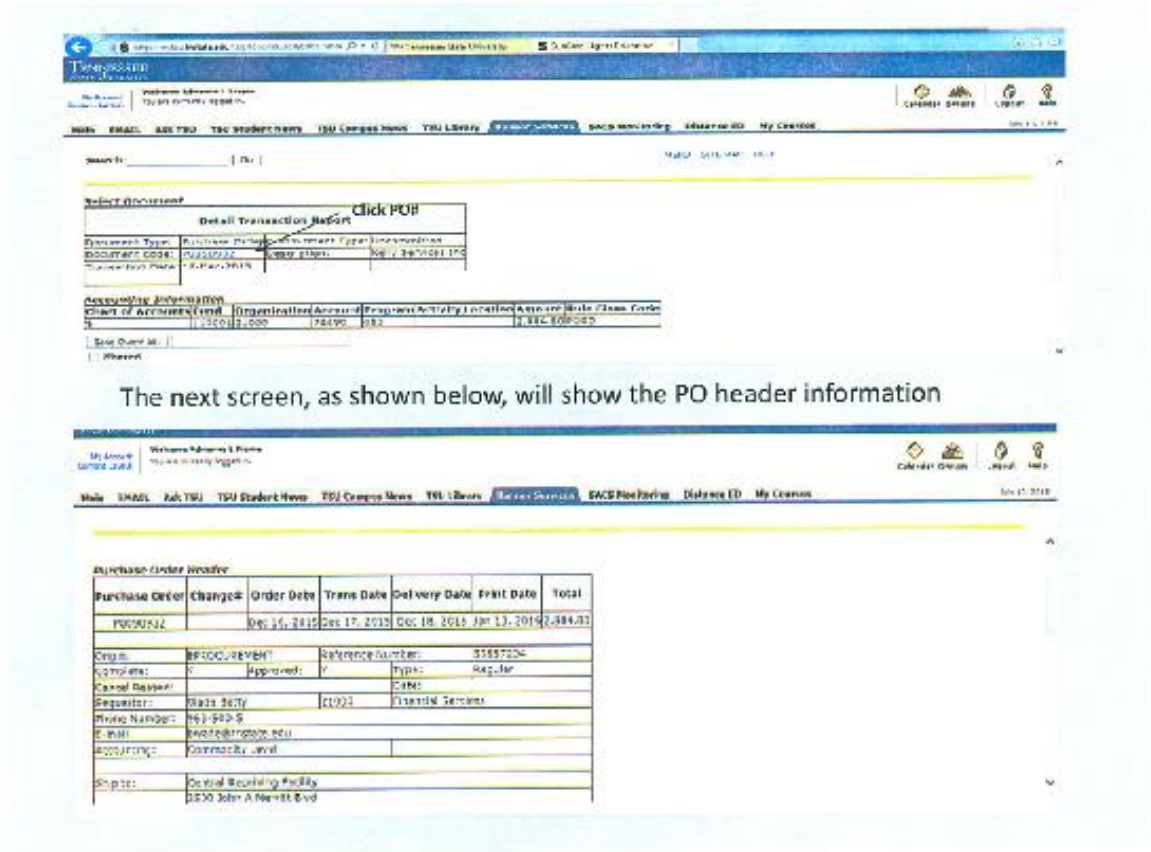
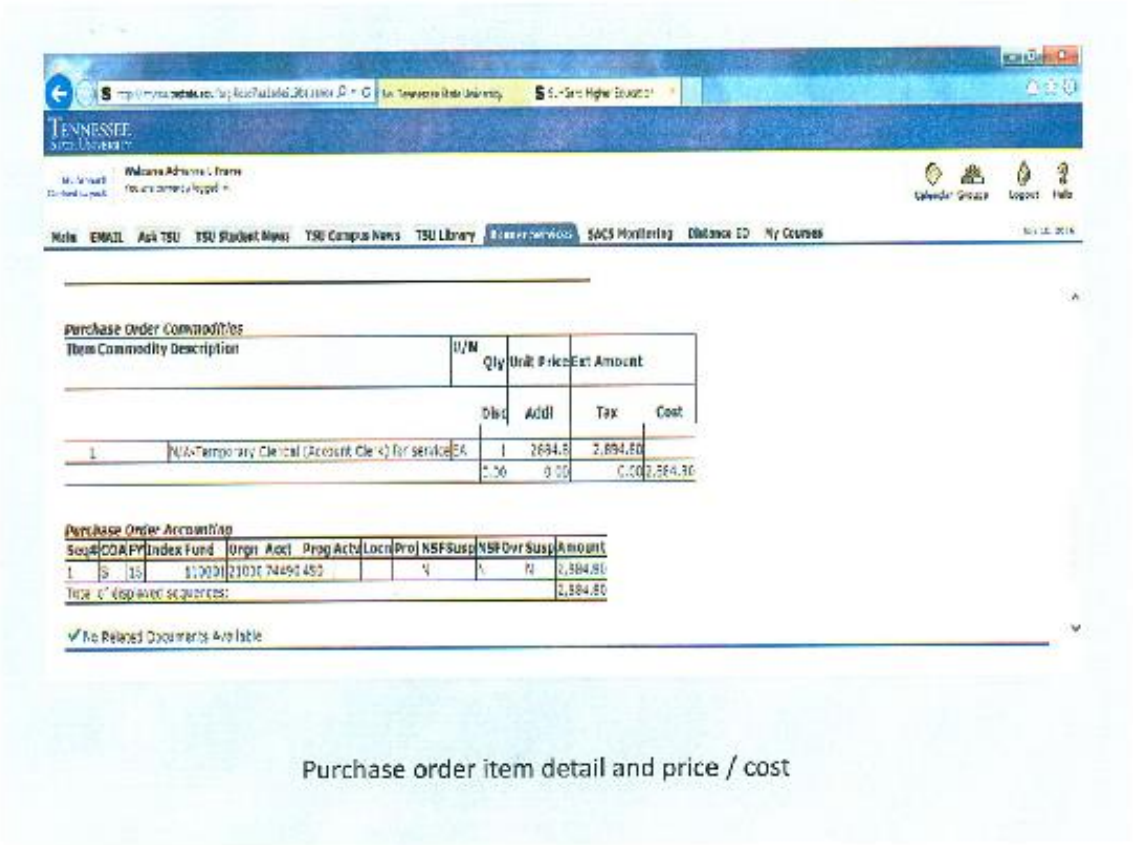

Click PO#
Detail Transaction ReSort
The next screen, as shown below, will show the PO header information
Purchase Order
Changed
Order Date
Trans Date
Delivery Date
Print Date
Total



Purchase Order Commodities

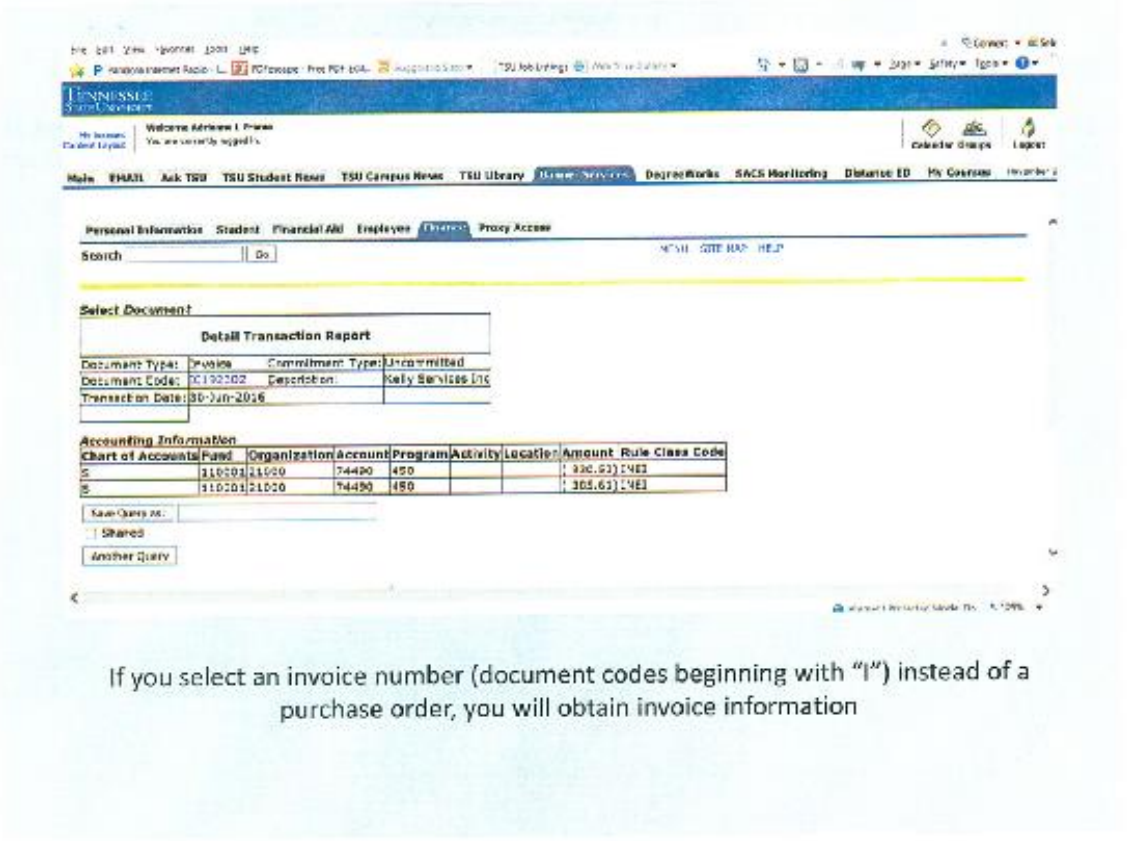
Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount		
					Disc	Addl	Tax	Cost
1	N/A	Temporary Clerical (Account Clerk) for service	EA	1	2694.8	2,694.80		
					0.00	0.00	0.00	2,694.80

Purchase Order Accounting

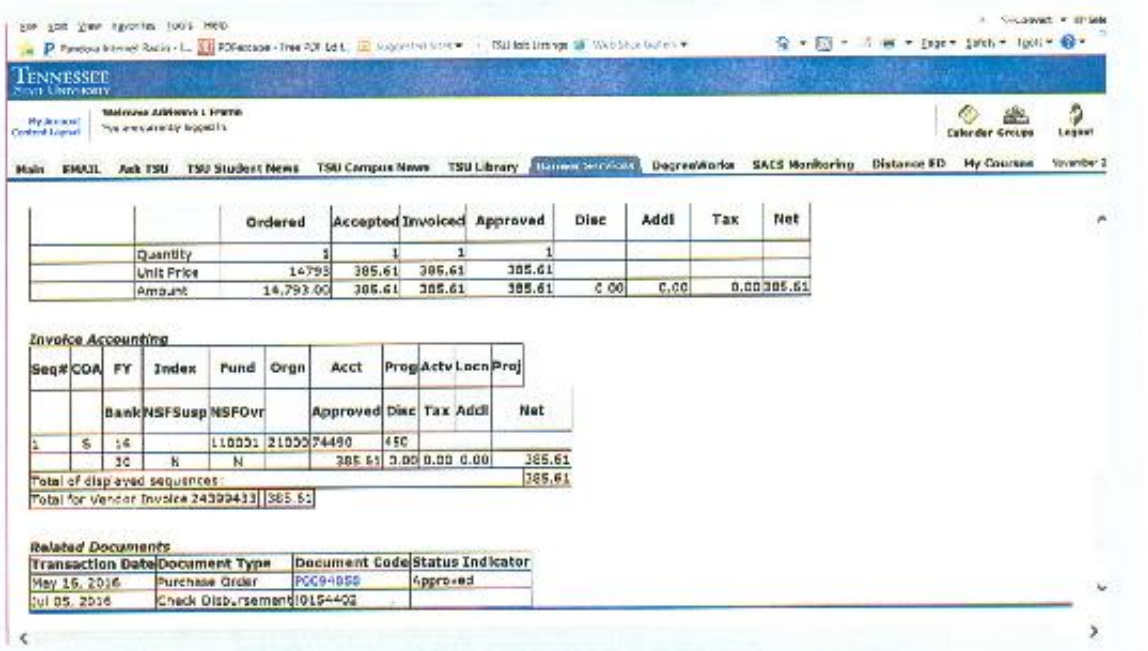
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Susp	NSF Ovr	Susp	Amount
1	S	19	[illegible]	[illegible]	21003	74490	450				N	N		2,694.80
Total Of Displayed Sequences:														2,694.80

✓ No Related Documents Available

Purchase order item detail and price / cost



If you select an invoice number (document codes beginning with "I") instead of a purchase order, you will obtain invoice information



		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	1	1	1				
	Unit Price	14793	385.61	385.61	385.61				
	Amount	14,793.00	385.61	385.61	385.61	0.00	0.00	0.00	385.61

Invoice Accounting

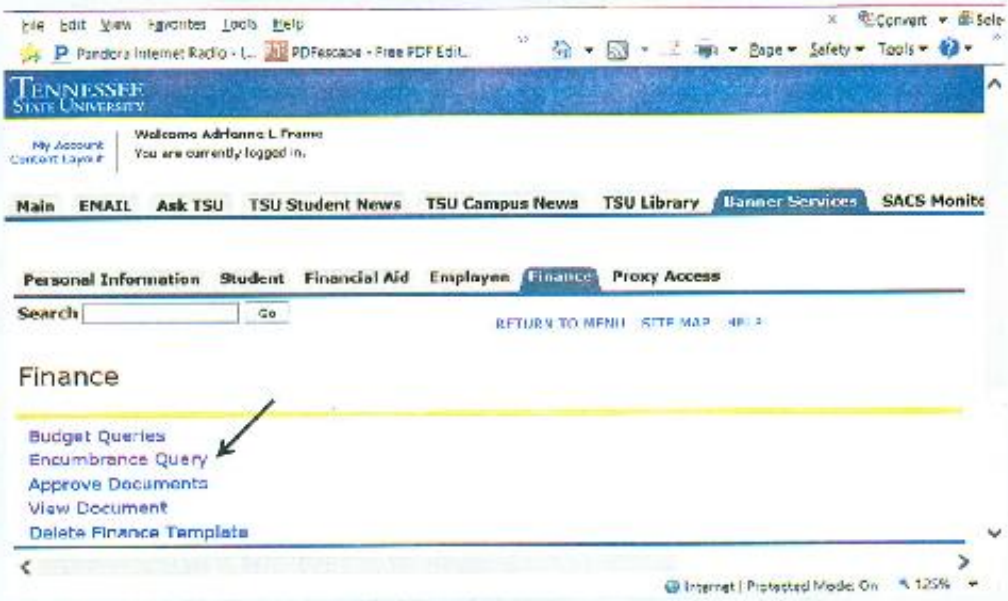
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	S	16		110051	21000	74490	450			
		3C	N	N		385.61	0.00	0.00	0.00	385.61
Total of displayed sequences:										385.61
Total for Vendor Invoice 24399433						385.61				

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 16, 2016	Purchase Order	PQC94858	Approved
Jul 05, 2016	Check Disbursement	0015402	

Clicking on the hyperlinked invoice document code, provides additional information such as vendor invoice number, associated PO#, check number, and check date for the invoice

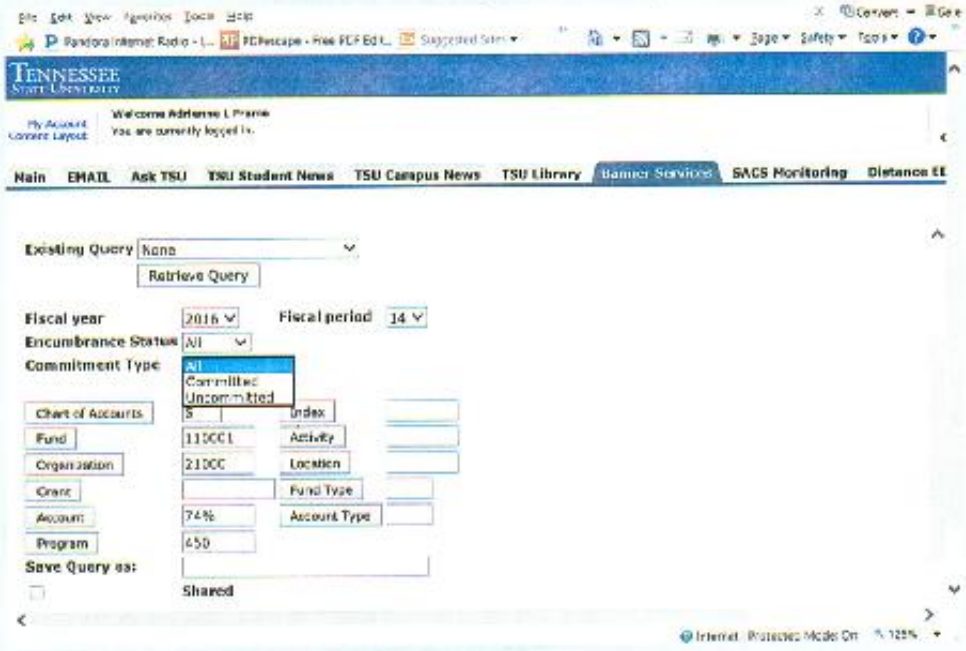
If you want to review all purchase orders created for your account, you can create an encumbrance query



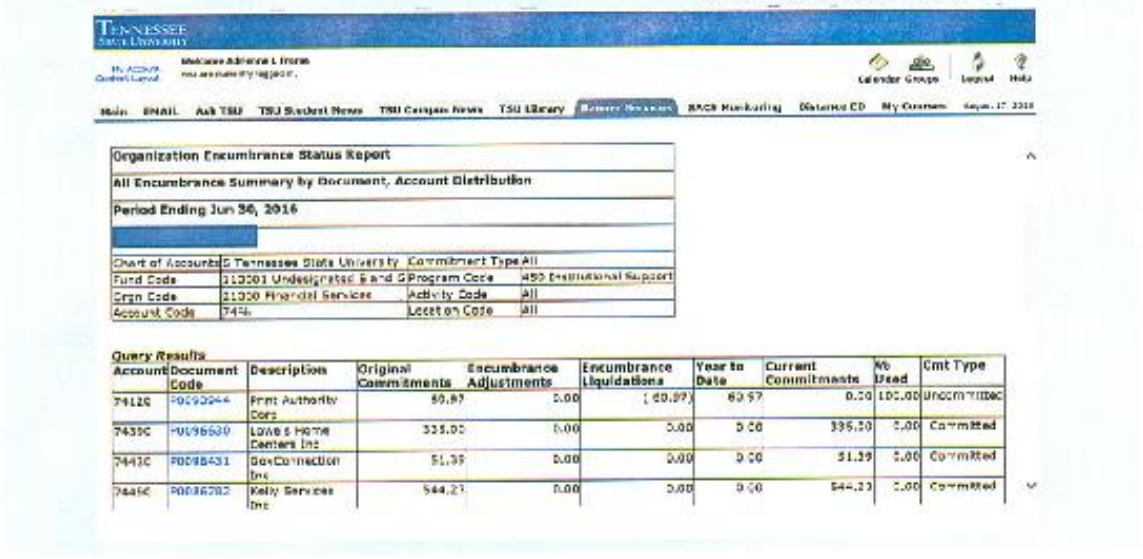
Encumbrance status: "All" will show you both open and closed POs

Commitment Type: **Committed** will show POs that rolled from prior fiscal year

Uncommitted will only show current year POs



Title	Explanation
Original Commitments	How PO was initially set up
Encumbrance Adjustments	PO Change Orders
Encumbrance Liquidations	Amount which PO was decreased
Year to Date	How much was paid against the PO
Current Commitments	Amount remaining to be paid off
% Used	Amount remaining on PO as a %
Cmt Type	Uncommitted-Current Year Committed-From Prior Year



TENNESSEE State University

Main | EMAIL | Ask TSU | TSU Student News | TSU Campus News | TSU Library | Banner Services | BACB Marketing | Distance ED | My Courses

Organization Encumbrance Status Report

All Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2016

Chart of Accounts	S Tennessee State University	Commitment Type	All
Fund Code	113001 Undesignated Fund S	Program Code	450 Institutional Support
Orgn Code	21000 Financial Services	Activity Code	All
Account Code	7446	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
74126	P0090944	Print Authority Corp	60.97	0.00	(60.97)	60.97	0.00	100.00	Uncommitted
7439C	P0096630	Lowes Home Centers Inc	335.00	0.00	0.00	0.00	335.00	0.00	Committed
7441C	P0098431	GovConnection Inc	51.39	0.00	0.00	0.00	51.39	0.00	Committed
7445C	P0086202	Kelly Services Inc	544.23	0.00	0.00	0.00	544.23	0.00	Committed

SECTION IV: COMPUTER SYSTEMS

Procedure IV-01.0: Passwords

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly constructed password may result in the compromise of an e-mail or computer access account or even the entire TSU network. All TSU students, employees, contractors, and vendors with access to TSU computer and network systems are responsible for taking the appropriate steps, as outlined in this policy to select and secure their passwords. All employees and students are assigned password(s) to gain access to various computer systems as needed based upon job duties and responsibilities and other needs as applicable.

STEPS:

To obtain access to TSU Outlook email:

1. New employees upon hiring will need to contact IT Help desk. Extension: #7777. They will need to have their T#
2. IT will set up new employees with an email address and give a password to access TSU outlook email. Employee can change email password upon signing in. This unique username/password combination will let employee sign in on campus desktops.
3. IT will assist setting up account access to MyTSU as well.

To receive a username and password to access Tiger$hoppe, go to main page:

1. http://www.tnstate.edu/procurement/tigershoppe.aspx
2. Click Tiger$hoppe – that will lead you to Tiger$hoppe website. Click "Create Account".

Generally, users will be prompted to change their password every 3 to 6 months or if password compromise is suspected. Additional information and help is available on the TSU website: http://www.tnstate.edu/cit/password.aspx

TSU password policy:
http://www.tnstate.edu/cit/documents/policies/PasswordPolicy.doc

Procedure IV -02.0: Sharepoint

System Administrator – MR. JOHN BURGHER / MR. BEN COLEMAN

STEPS:

1. The easiest way to access the Inventory Approval application is from the email alert that you will receive as a department chair or custodian. It will contain a link directly to the department approval page:

Thu 2/25/2016 9:08 PM

Sharepoint Development <Sharepoint@tnstate.edu>

Facilities Inventory - New items for approval

To Coleman, Ben

New items have been submitted to the Facilities Inventory for your approval.

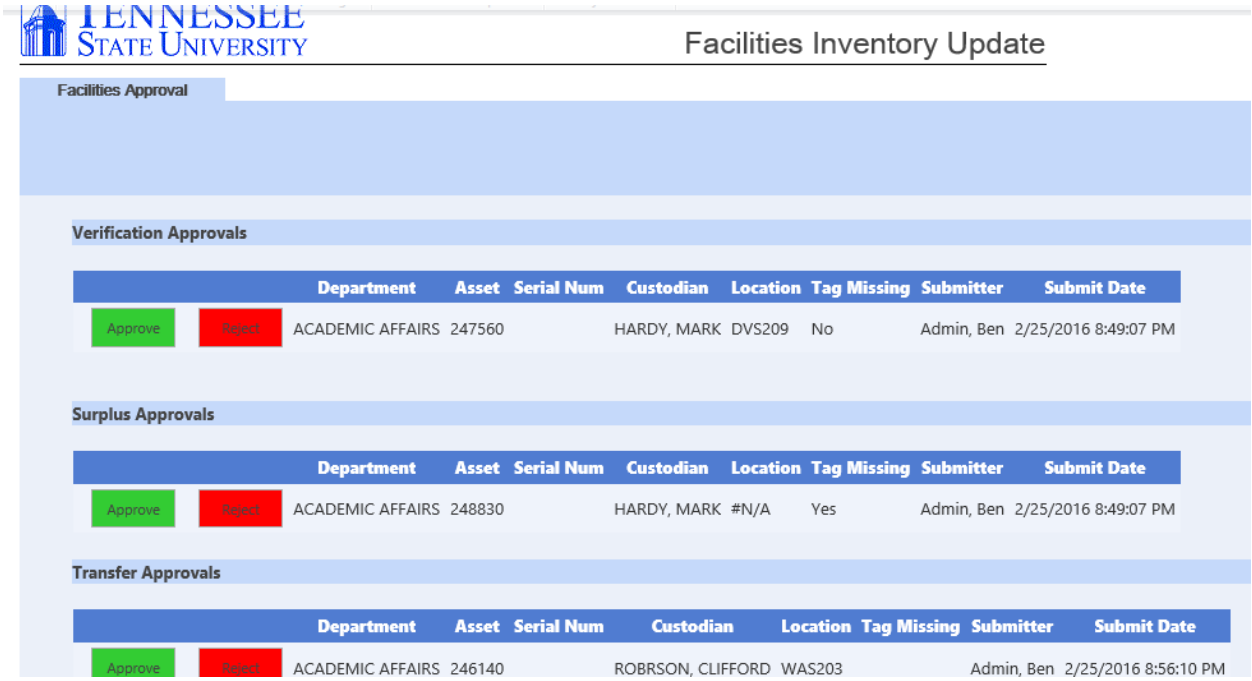
Please follow the following link to see the pending items:

Inventory Approval

Thank you,

Facilities Management

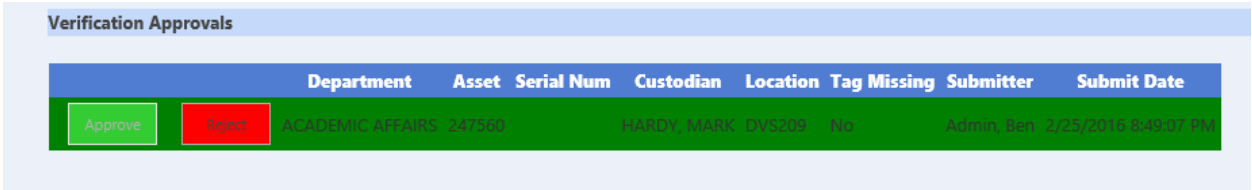
2. After clicking the link, you will be redirected to your department's pending inventory approval items:



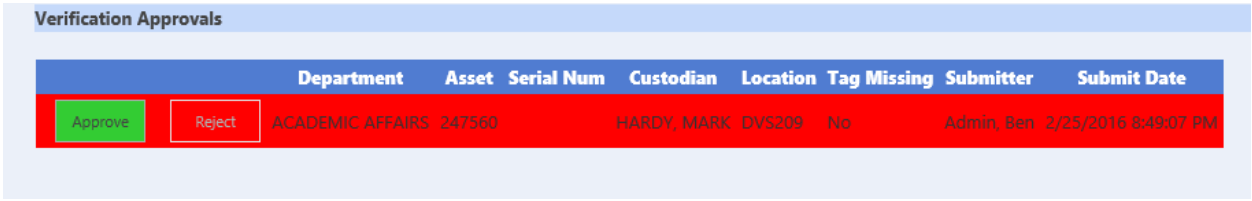
3. The Inventory Approval application handles three types of approvals:
    a. Verification Approvals – for items that are currently in use
    b. Surplus Approvals – for items to be removed from the inventory
    c. Transfer Approvals – for items that have been provisionally transferred to your department

    The application contains three individual sections—one for each type of approval—though the functionality of each section is the same.

4. Inspect the first item and decide if it is approved or rejected. Approved items are submitted for review and reconciliation by Facilities, while Rejected items are sent to a special queue for individual processing by Facilities. Click either APPROVE or REJECT:

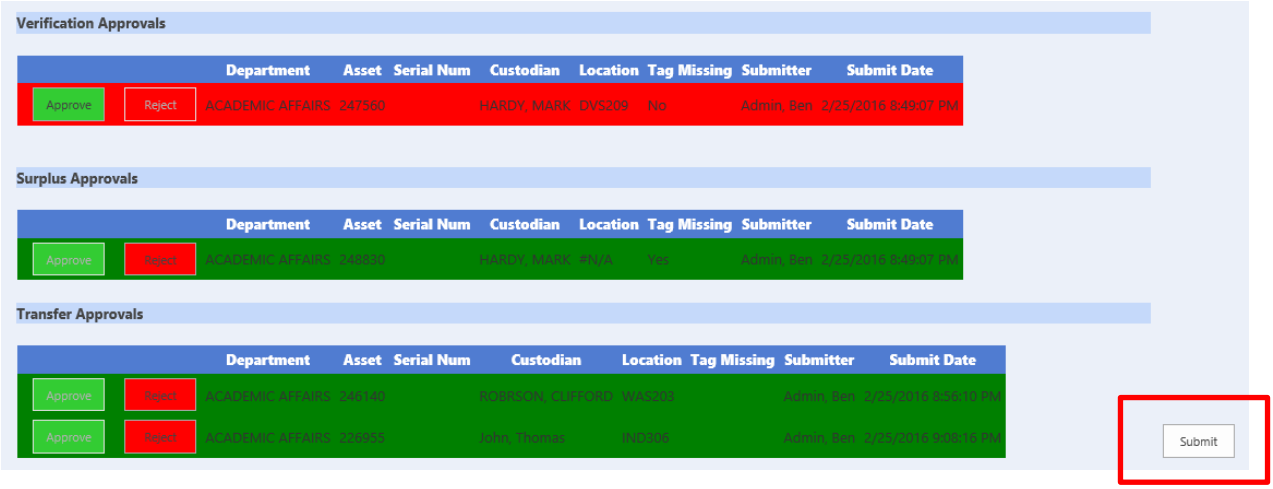


An approved item will turn green to indicate approval, while a rejected item will turn red:

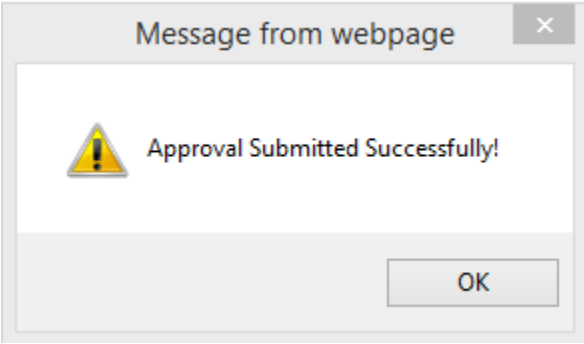


Notice that the green Approve button is still active. If you accidentally reject an item that you meant to approve (and vice versa), simply click the correct button. You are able to make corrections until you submit your approvals.

5. Once you have approved or rejected all of the items for your session (you can process as many approval items as you'd like in a single session; pending items will be available for you the next time you launch the application), find the SUBMIT button in the lower-left-hand corner and click it:



6. When your approvals have been submitted successfully, you will receive this message:



NOTE: Transfer approvals work slightly differently from verification and surplus approvals. An approved transfer will have the department information committed immediately. After submission, it will be available to be processed under the new department in the Inventory Update Application. Rejected transfer changes are discarded and it is returned to the original department's queue.

SECTION V: THE DIVISION OF RESEARCH AND INSTITUTIONAL ADVANCEMENT

Procedure V-01.0: Organizational Chart for Research and Institutional Advancement

TBA [add link to webpage]

Procedure V-02.0: Mission of Division of Research and Institutional Advancement

The mission of the Division of Research and Institutional Advancement is to advance research and inspire giving.

Procedure V-03.0: Offices and Centers of Division of Research and Institutional Advancement

Office of Research and Sponsored Programs

The mission of the Research and Sponsored Programs is to lead, support, conduct, and promote scholarly research and other sponsored projects at Tennessee State University. Its mission is accomplished by establishing multi-disciplinary teams consisting of faculty, staff, and students which enable creative solutions to complex problems, provide students with mentors and learning opportunities that enhance their education and experience, and facilitate partnerships with the public and private sectors that encourage the cooperative exchange of information and resources.

Office of Institutional Advancement

The Office of Institutional Advancement (IA) is responsible for securing private gifts and grants from alumni and individuals through strategic engagement, fundraising and stewardship initiatives. This work is conducted by IA staff in Alumni Relations and Annual Giving, Development, and Advancement Operations for the Tennessee State University (TSU) Foundation. The TSU Foundation, a component of the IA office, is the official charitable organization authorized to accept private contributions for Tennessee State University. Established in 1970 as a 501c3 nonprofit organization, the mission of the TSU Foundation is to promote and support literary, scientific, educational, scholarship, research, charitable and development purposes and goals at Tennessee State University.

Office of Corporate Partnership and Strategic Initiative

Tennessee State University Advancement's Corporate Partnership and Strategic Initiative team facilities and strengthens relationships between TSU, business and industry and private philanthropic

organizations. These relationships are vital to the advancement and support of TSU's mission of teaching, research and commitment to service.

Center of Excellence for Learning Sciences

The mission of the Center of Excellence for Learning Sciences is to design and conduct multidisciplinary research and demonstrations concerning practices, policies, and programs that promote the educational, social, physical, and psychological well-being of children and families; and to disseminate research and information to improve public policy and the programmatic decisions of agencies, schools, institutions, and communities in Tennessee, the nation, and the global community. The Center receives grant awards from agencies such as the National Science Foundation, Department of Human Services, Tennessee Higher Education Commission, and others that allow the Center to promote innovation, enhance collaboration, and provide professional development to educators and human service agencies. The Center administers research, service, and academic projects. The Center is located on the first floor in Suite 1B of the Research and Sponsored Programs Building on the main campus of Tennessee State University.

Center of Excellence for Information Systems and Engineering Management

The Center of Excellence in Information Systems Engineering and Management provides leadership to the State of Tennessee in the areas of information systems and physics. These provide the intellectual foundations on which modern technology, manufacturing, and communications are built, and provide on-campus support for introducing STEM students to real world applications and research methods.

The Center of Excellence in Information Systems Engineering and Management is a community of multidisciplinary faculty, staff, and students who are committed to performing high quality research in a cooperative team environment. The Center provides an environment that

(1) enables teams of faculty, students, and staff to collaboratively develop large, ambitious research programs requiring the diverse skills only available in multidisciplinary groups, (2) provides shared resources for researchers with overlapping needs, and (3) supports long-term research programs with ambitious goals.

Center for Prevention Research

TSU was established by Dr. Baqar Husaini in 1976. The Center is part of TSU's Research and Institutional Advancement, and is funded primarily by external grants from federal, state and local agencies. Its mission is to conduct high-quality and high-impact community-based, behavioral and health services research to promote prevention, health and well-being across all populations. Multi-disciplinary teams of researchers at TSU and other universities work with Center staff and community partners, including African Americans, Hispanics, and others in under-served communities to address their health-related needs and reduce health disparities through various research projects and collaborative arrangements. Grant funds are also used to support and train TSU undergraduate and graduate students in social science research methods, manuscript development, and other knowledge dissemination strategies.

Procedure V-04.0: Electronic Proposal Routing and Approval System (E-PRAS)

Research and Sponsored Programs has an Electronic Proposal and Routing System called E-PRAS. The system consists mainly of two on-line components, the Intent to Submit a Proposal (ISP) form and the Proposal Routing and Approval form, to be completed by the Principal Investigator or Program Director or someone working on their behalf. The ISP can be accessed in the navigation area at page left from the TSU website under the Research site at www.tnstate.edu/research/researechresources.aspx or in the Staff Applications section of the MyTSU Portal index page. A proposal specific link for the PRA will be generated and e-mailed to the individual listed as PI or PD based on information collected from an ISP submittal. A PRA cannot be accessed without first submitting an ISP.

Procedure V-04.1: Intent to Submit

The Intent to Submit a Proposal (ISP) form is the mechanism to notify the Research and Sponsored Program Office of a plan to submit a proposal to an external agency. The ISP is a tool used to collect data and is used internally to proactively prepare for budget review and general assistance prior to the appplicantion submission.The ISP can be accessed using the following web address: https://tnstateu.az1.qualtrics.com/jfe/form/SV_5oruBn3pVx3BuVn. The ISP should be completed 30 days in advance and takes 5 minutes or less to complete. An email confirmation is sent once it is completed.

Procedure V-04.2: Proposal Routing and Approval

The Proposal Routing and Approval (PRA) form captures additional information regarding the grant proposal indicated in the Intent to Submit a Proposal (ISP) form. The PRA must be accessed with a link specifically tailored using the information gathered from the ISP and is sent to the PI via e-mail shortly after submittal of the ISP. The PRA should be completed once the PI has the grant application and budget completed.

Procedure V-05.0: New Account Establishment

1. RSP receives new award notification from the Agency or PI and reviews for compliance.
2. The Award Acknowledgement and Budget Form is completed in RSP with the agency approved budget information.
3. RSP distributes New Award set-up packet to PI for Review and Signature
    1. Award set-up packet consist of
        i. Completed Award Acknowledgement and Budget form.

ii. TigerShoppe set-up request form

iii. Banner Security Clearance form (first time Banner User.)

iv. Banner Access form

4. PI signs and returns Award Acknowledgement and Budget Form to RSP for processing.
5. RSP sends the completed Award Acknowledgement and Budget form, Scope of Work and Award to Grant Accounting Office.
6. TigerShoppe set-up form emailed to Procurement once FOAP is established.
7. Banner Security Clearance and Banner Access form sent to Grant Accounting Office once FOPA is established.

TENNESSEE STATE UNIVERSITY

AWARD ACKNOWLEDGEMENT AND BUDGET FOI

Fund No.
Organization No.
Program No.
Proposal No.

IDENTIFYING INFORMATION

Project Title
Project Director
Award/Contract No.
Project Start Date
Project End Date
Award Notification Date
Funding Agency
CFDA # (If primary funding source is federal)
Primary Funding Agency
Federal ☐ State ☐ Local ☐ Corporate ☐ Foundation ☐ Private ☐

(Example: If ABC University subcontracted with TSU on a grant ABC received from NASA, the **Funding Agency** is "ABC University" and the Primary Funding Agency is "NASA". If funds are not pass through funds, the Funding Agency and Primary Funding Agency would be the same)

Indicate if the funds are: ☐ Title III Funding ☐ USDA Formula Funding (1890)

Indicate appropriate award type: ☐ New Award ☐ Sub-Award ☐ Amendment ☐ Continuation / Renewal ☐ No Cost Extension

BUDGET CONTRACT INFORMATION

Acct. Code	Description	Agency Funding	TSU Cost Share	Total Funding
61100	Admin. Salaries			$0.00
61200	Academic Salaries			0.00
61300	Supporting Salaries			0.00
61400	Student Salaries			0.00
61600	Prof Support Salaries			0.00
	TOTAL SALARIES	**0.00**	**0.00**	**0.00**
62000	Emp Benefit Bud Pool			0.00
73000	Travel Budget Pool			0.00
74000	Operating Exp Bud Pool			0.00
75000	Utilities			0.00
78000	Equipment Bud Pool			0.00
79000	Sch & Fellow Bud Pool			0.00
	TOTAL DIRECT COST	**0.00**	**0.00**	**0.00**
79800	Indirect Cost Exp			**0.00**
	TOTAL PROJECT COST	**$0.00**	**$0.00**	**$0.00**

Indicate IDC % Rate and Base

(Agency & cost share amounts must agree by cost category to the agency approved budget. Salaries by account code must agree to "Detailed Salary Budget Form", page 4.)

FUNCTIONAL CATEGORY INFORMATION

(Check the box that best describes the primary function of the grant or contract. See functional category definitions on the "Instructions Sheet", page 1.)

☐ Instruction / Training
☐ Public Service
☐ Institutional Support
☐ Research and Development (R&D)
☐ Academic Support
☐ Scholarship and Fellowship

(If R&D, indicate basic or applied and select appropriate research field from page 2.)

☐ Basic Research Field
☐ Applied Research Field
☐ Student Services
☐ Operation and Maintenance

MISCELLANEOUS INFORMATION

1. Does this award include TSU Cost Sharing / Matching? ☐ Yes ☐ No

(If yes, complete cost sharing section of budget above and indicate the TSU fund & organization codes providing the match below.)

Cost Share Fund/Org #

2. Does this award include Third Party Cost Sharing / Matching? ☐ Yes (List source and amount) ☐ No

Source: Amount
Source: Amount
Source: Amount

3. Does this award include Subcontracts/Subrecipients? ☐ Yes (List name and amount) ☐ No

Name: Amount
Name: Amount
Name: Amount
Name: Amount

APPROVALS

Financial Analyst(RASP) / Date

Project Director / Date

FINANCE AND ACCOUNTING USE ONLY

Entered in Banner Finance by / Date

Financial Analyst(GAO)/Date

Entered in Grants Database by / Date

TSU RASP&GAO (Rev.10/2015)

TIGER $HOPPE ACCOUNT SET-UP
For External Grant (Restricted) Funds

FOAP NUMBER:	
PROJECT NAME:	

REQUESTOR:	
REQUESTOR TELEPHONE:	
REQUESTOR EMAIL:	

1ST LEVEL APPROVAL NAME:	
DOLLAR AMOUNT:	

2ND LEVEL APPROVAL NAME:	
DOLLAR AMOUNT:	

3RD LEVEL APPROVAL NAME:	
DOLLAR AMOUNT:	

TENNESSEE STATE UNIVERSITY

Communications and Information Technologies(CIT)

Banner Security Request Form

Step 1: Employee - Complete the top portion of this form and email it to your Supervisor/Manager or Department Head for Approval.

T-Number: _____ Username: _____

Last Name: _____ Job Title: _____

First Name: _____ Phone: _____

Middle: _____ Date: _____ *(MM/DD/YYYY)*

Employee's Acknowledgement of Confidentiality: By completing this form, I agree to treat all information that I am granted as confidential and proprietary. I will not access, print, copy, or disclose information residing on any of TSU's Information Systems to anyone other than persons approved by my Supervisor, Manager and/or Director. I confirm that I have read and signed a separate Tennessee State University Employee Confidentiality Agreement to be placed on file for future reference.

Step 2: Supervisor - Authorize Approval by completing this step, and emailing this form to the Security Officer for Assignment.

Supervisor: _____ Phone: _____
(Name)

Department: _____ Date: _____ *(MM/DD/YYYY)*

Authorization: As the Department representive, I approve the Banner Access as requested. If the requestor of this account leaves this department and/or severs ties with TSU, I will notify the Banner Security Officer to modify or revoke access as appropriate.

Step 3: Banner Area Security Officer - Complete Banner Assignment(s) and email to MIS@tnstate.edu to create access.

Banner Area: _____ Action: _____

Banner Class: **TSU_GENERAL_C** _____

_____ _____

_____ _____

_____ _____

Phone: _____

Banner Security Officer: _____ Date: _____
(Name) *(MM/DD/YYYY)*

Step 4: MIS - Create New Banner Access Account and send Confirmation email to the above parties (Employee, Supervisor, and Banner Security Officer), upon completion.

** MIS ** Phone: _____

Completed by: _____ Date: _____
(Name) *(MM/DD/YYYY)*

☐ Check Box 26 ⟷ **The Check Mark indicates that this Account has been created, and the process is complete.**

Revised 11/28/2012

REQUEST FOR ACCESS TO BANNER FINANCE

Complete this form and email as an attachment to your immediate supervisor. The supervisor should email the form as an attachment to ***cstewart@tnstate.edu***. The subject heading for the email should be Banner Finance Access.

User's First, Middle, and Last Name	
User's Name (**email name)**	
User T- Number	
Job Title/Position	
Department Name	
Primary Department Organization Number	
Email Address	
Immediate Supervisor's Full Name	
Immediate Supervisor's Email Address	

FUND/ORGANIZATION ACCESS REQUESTED*

Chart	Fund	Organization	Type Access (Posting and Query or Query Only)

Procedure V-06.0: Obtaining Principal Investigator (PI) ID Numbers

The **National Science Foundation (NSF) ID Number** will be available to researchers to access Fastlane.gov and Research.gov. These websites will allow grant seekers to search by topic/area, etc. Please do not request a new NSF ID for any user who has previously applied to NSF or received funding from NSF.

STEPS:

1. The PI must provide RSP with first and last name, e-mail address, phone and fax numbers, department, highest degree earned, and year it was earned.

2. RSP will assign the temporary password and email it to the PI.

PI will receive an e-mail message from NSF containing an NSF ID number and requesting the PI to visit **Research.gov** or **Fastlane.gov** to update their newly created account.

Principal Investigator (PI) Profile

The **eRA Commons ID Number** is available to researchers for access to **NIH.gov**

STEPS:

1. The PI must provide RSP with first and last name, e-mail address, phone number, and role status for the research project. If the PI has ever received an **eRA Commons** login, that must be disclosed as well.
2. After receiving an e-mail message from **eRA Commons** containing a password, the PI must visit **Era Commons** to update their newly created account.

- **AA** - Accounts Administrator
- **AO** - Administrative Official
- **ASSIST_ACCESS_MAINTAINER_ROLE** - Allows user to manage access for all ASSIST applications at organization
- **ASST** - PI Assistant
- **BO** - Business Official
- **FCOI** - External FCOI Officer
- **FCOI_ASST** - Financial Conflict of Interest (FCOI) External Assistant role
- **FCOI_VIEW** - Financial Conflict of Interest (FCOI) External View role
- **FSR** - Financial Reporting users
- **GRADUATE_STUDENT** - Graduate Student - role is used for tracking purposes. User has access to personnel profile.
- **IAR** - Internet Assisted Review User- Assigned by an SRO (Scientific Review Officer) when a user will be involved in the peer review of applications.
- **PACR** - Public Access Compliance Role - Role used for tracking purposes
- **PI** - Principal Investigator
- **POSTDOC** - POSTDOC - role I is used to track users using the xTrain module
- **PROJECT_PERSONNEL** - Gives user ability to manage/edit foreign component data in FACTS
- **SCIENTIST** - Scientist - role is used for biomedical workforce tracking and progress reports
- **SO** - Signing Official
- **SPONSOR** - Sponsor Users - role is used for biomedical workforce tracking and progress reports in xTrain
- **TRAINEE** - Trainee - role is given to users that use xTrain Module
- **UNDERGRADUATE** - Undergraduate - role is used for biomedical workforce tracking and progress reports

Procedure V-07.0: Research Enhancement Awards

The Research Enhancement Award (REA) is available to faculty members with externally funded grants receiving fully burdened overhead costs.

- Reward active faculty for their research efforts, thus encouraging continued participation in the research enterprise;
- Encourage inactive faculty to conduct research thus increasing the number of faculty involved in externally funded projects;
- Attract world-class researchers who can establish research labs/centers in areas of “high growth”; and
- Encourage retention of productive researchers.

Procedure V-08.0: Research Enhancement Award Acceptance Form

STEPS:

1. All Awards recipients will receive an email from RSP indicating the amount of their award
   along with a partially completed Research Enhancement Award Acceptance form
2. Recipient should complete the form and signs then returns to RSP for processing

---

Tennessee State University

RESEARCH ENHANCEMENT ACCEPTANCE FORM

(Form for PI)

DATE:_____

The following action is recommended effective _____

Type: Award _____ Award

Eligible Employee: _____
Last First MI

Present Title _____ Employee ID _____

Account Name _____

_____

Select one of the three options:

☐ I accept the Research Enhancement Award.

☐ I elect to waive the award and reallocate the funds to operating account number. _____

SOURCE OF FUNDS

Fund 110001 Org 61030 Account Number _____ Program 250 Pos# _____

Amount of one time payment _____

_____ _____
Employee *Vice President for Research and Institutional Advancement

Date Date

*Required signature

Procedure V-09.0: Research Grants - No Cost Extension

The No Cost Extension request maybe submitted by the Project Director to Research and Sponsored Programs if additional time is needed to complete the originally proposed requirements of research grants when there is no additional money requested.

STEPS:

1. Complete No Cost Extension form.
2. Attach SF424 and/or a budget describing the details for using all remaining funds.
3. Have your supervisor review and authorize.
4. Submit to Research and Sponsored Programs for review and authorization no later than 60 days before grant expires.
5. If the source of funds is from National Sciences Foundation (NSF) the PI has to request no cost extension in Fastlane.org after the no cost extension is approved by RSP.
6. Other approved no cost extension are sent to the agency by RSP staff
7. Once the no cost extension is approved the agency will notify RSP.
8. RSP will notify the PI and forward approval to the Grants Accounting Office

Tennessee State University

Division of Research and Sponsored Programs

No-Cost Extension Request Form

This form must be submitted to RSP no later than 60 days before grant expires. Please attach award letter.

Date:

PI Name:

PI Email Address: PI Phone Number:

Project Title:

TSU Account Number:

Agency:

Agency Award/Grant #:

Agency Contact Name:

Email: Phone:

Original Start Date:

Original Expiration Date:

Requested/Revised Expiration Date:

Anticipated Ending Account Balance (at original expiration date):

Agricultural Science, Human and Natural Sciences PI (attach a copy of current SF 425):

Justification for No-Cost Extension (The fact that funds remain at the original expiration date is not, in itself, sufficient justification for an extension. Use additional space for explanation if necessary).

Plan for Use of Remaining Funds (in the revised/proposed extension time period. Use additional space for explanation if necessary):

Other Relevant Information:

Signature_____Date_____
Principal Investigator/Project Director

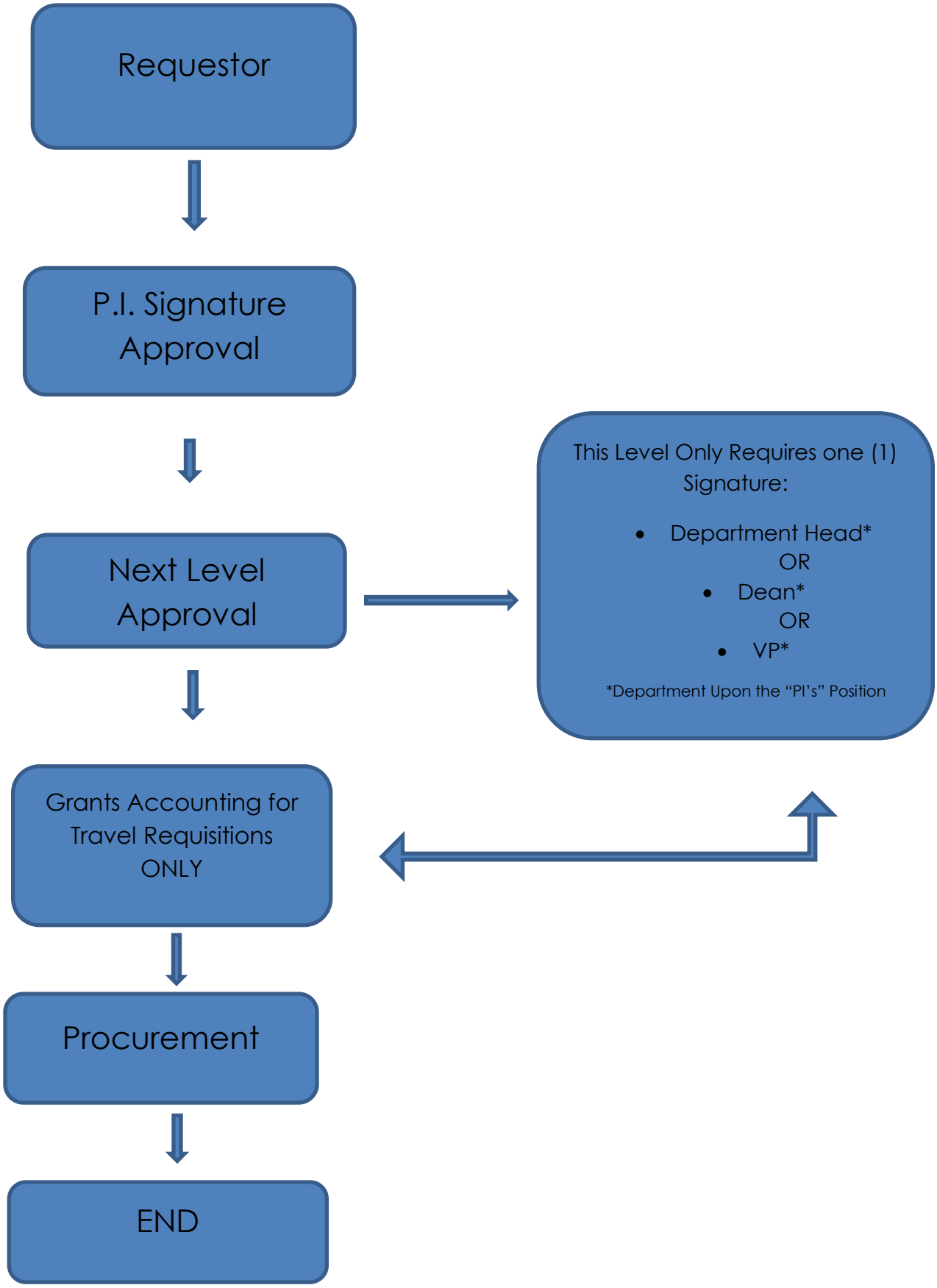
Signature_____Date_____
Supervisor

Signature_____Date_____
VP, Research and Institutional Advancement

Procedure V-10.0: Routing Restricted Funds through TigerShoppe

1. Requestor submitted order
2. PI approves order
3. Next level approval form Department Head, Dean and/or Vice President
4. Grants Accounting Office approves travel requisitions only
5. Procurement reviews and approve
6. PO generated.

Tiger $hoppe Routing Procedures for Restricted Funds



Procedure V-11.0: Routing Budget Revision for Budget Revision

1. PI initiate and approves
2. Next level approval Department, Dean, or Vice President
3. Grant Accounting approves

TENNESSEE STATE UNIVERSITY

REQUEST FOR BUDGET REVISION

Temporary Budget Revision_____ Permanent Budget Revision_____

	FTVFUND	FTVORGN	FTVACCT	FTVPROG	NBIPORG	
Org. Title	**Fund #**	**Org. #**	**Acct. #**	**Prog. #**	**Pos. #**	**Amount**
Total of "Amount" column regardless of + or - signs: $_____					**TOTAL**	**$0.00**

Explanation for budget revision:

To reallocated funds to

APPROVALS

Principal Investigator/D	**Date**	**Budget Office/Grants Of**	**Date**
Dean	**Date**	**President (or designee)**	**Date**
Vice President	**Date**		

(1) Type or print in ink. Round all amounts to the neares

(2) ON BUDGET REVISIONS, USE ONLY THE FOLLOWING AS 'ACCOUNT' NUMBERS: 61100 executive level salaries, 61200 academic salaries, 61300 clerical/support salaries, 61400 student salaries (work study and work aid), 61600 admin. & professional salaries, 62000 benefits, 73000 travel, 74000 operating, 78000 equipment, and 79000 scholarships.

(3) Position numbers must be six digits. Put an asterisk (*) in this field if requesting a position number be created.

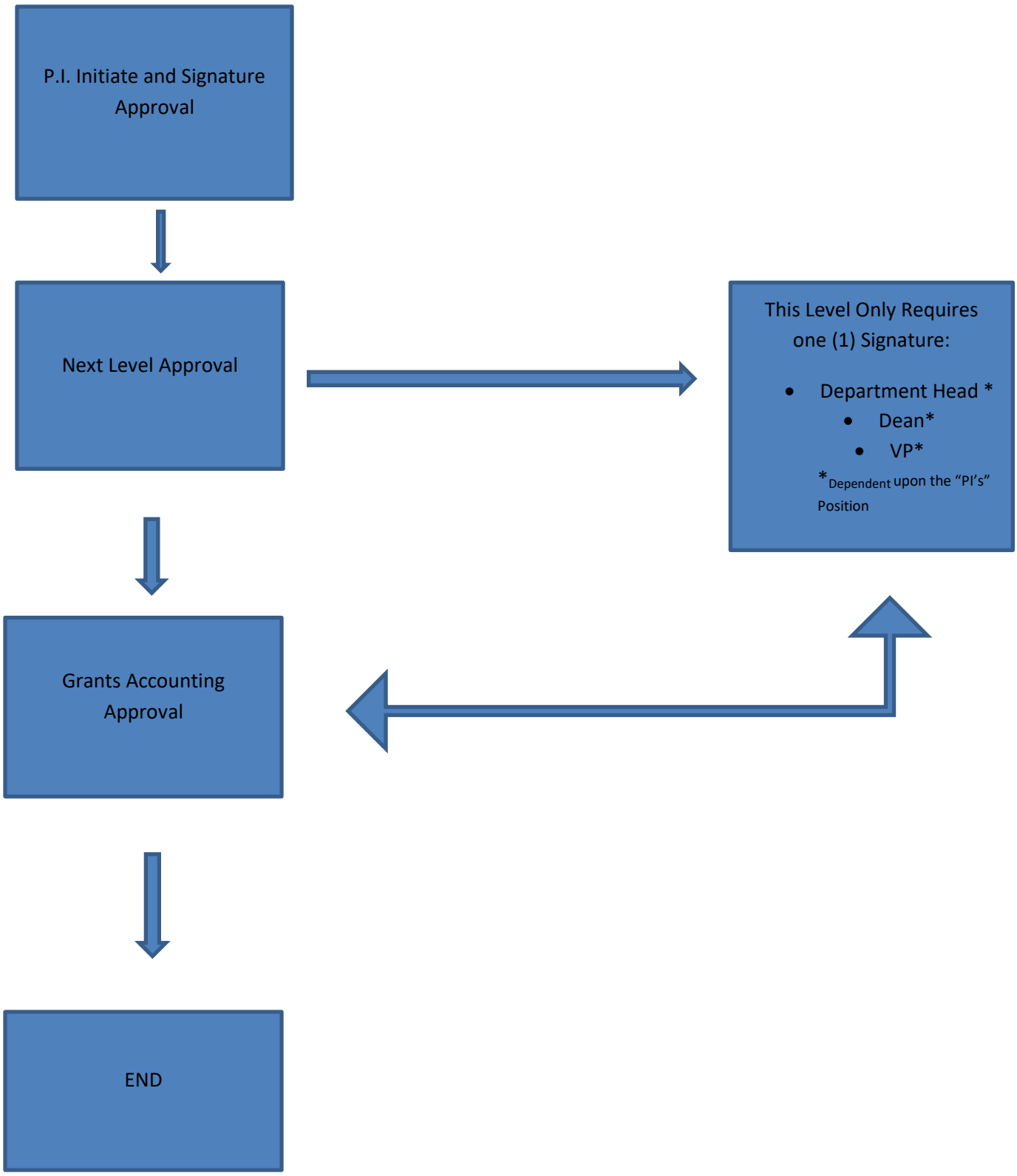
(4) Put parentheses around amounts to be DECREASED. All increases and decreases must net to $0.

(5) Permanent transfers are increases/decreases that will become a part of the new base budget for the accounts involved. Temporary transfers are increases/decreases effective for the current fiscal year only. By default, all transfers will be regarded as Temporary unless indicated as Permanent. USE SEPARATE BUDGET REVISION FORMS FOR TEMPORARY AND PERMANENT BUDGET TRANSFERS. Permanent transfers require attached justification.

BUDGET OFFICE/GRANTS OFFICE USE ONLY:

Batch number:	**Date entered in HRS:**
Date entered in FRS:	
Initials:	**Initials:**

Routing Procedures for Restricted Funds BUDGET REVISION



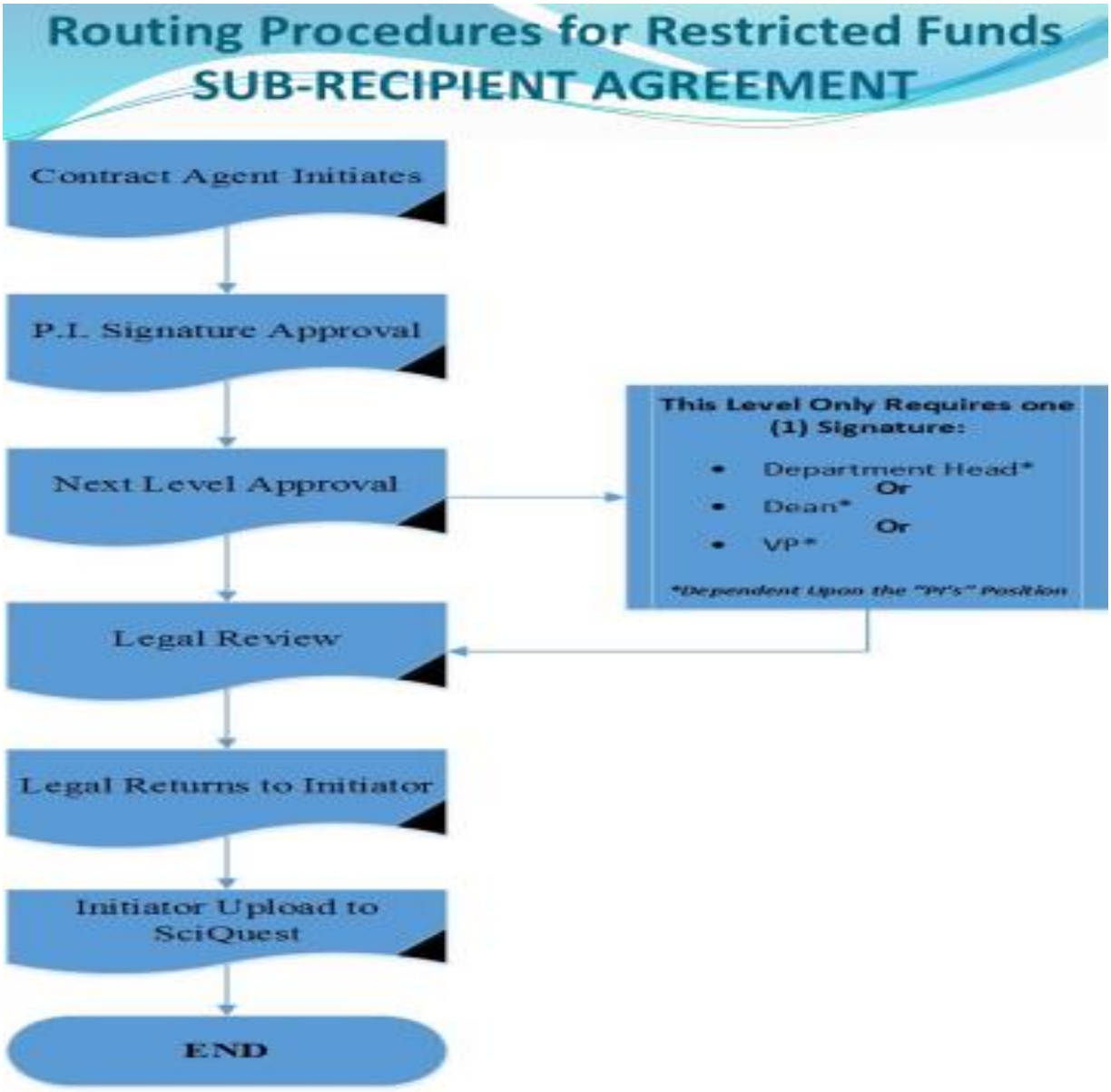
Procedure V-12.0: Submitting a Proposal

STEPS:

1. Principal Investigator (PI) or Program Director (PD) searches for a related grant opportunity.
2. PI goes to RSP website and fills out Intent to Submit a Proposal (ISP) form.
3. PI receives confirmation of ISP receipt from RSP.
4. PI downloads application and begins process of accumulation and completion of Proposal Package.
5. PI completes Routing and Approval (PRA) form, where PI may upload Proposal Package, and submits to RSP.
6. RSP contacts PI 7 days prior to opportunity close date to check status/remind PI of time.
7. Proposal is submitted through various portals such as Grants.gov, NSF Fastlane, NSIPRES, email, hand or Postal/Courier delivery, and others.
8. RSP submits application and Proposal Package to funding agency.
9. E-mail confirmation of submission is sent to PI from agency and/or RSP.

Procedure V-13.0: Sub-Recipient Agreement for Restricted Funds

1. Contact agent from each unit initiates the contract
2. PI signs for approval
3. The next level requires only one additional signature. Department Head or Dean or Vice President
4. Forwarded to legal for review
5. Legal returns to initiator to be placed in Sciquest
6. PO is generated by Procurement


Routing Procedures for Restricted Funds
SUB-RECIPIENT AGREEMENT
Contract Agent Initiates
P.I. Signature Approval
Next Level Approval
This Level Only Requires one (1) Signature:
Department Head*
Or
Dean*
Or
VP*
*Dependent Upon the "PI's" Position
Legal Review
Legal Returns to Initiator
Initiator Upload to SciQuest
END

Procedure V-14.0: Time and Effort Forms (Grants Accounting)

The government requires certification of an employee's work effort and distribution of salary being charged to a respective grant or contract. The distribution form should be completed prior to actual commencement of work to ensure all funds are appropriately charged. Each employee is required to certify and make corrections as needed to insure the percent of time charged to a grant is consistent with the actual time spent working for the designated period of time (see the attached example of form).

STEPS:

1. Verify the Name and T-Number on the form

2. Check the FOAP with the earnings and time periods.

3. Be sure the percentage of efforts is correct along with the total monthly earnings

4. If correct, sign and date the certification of work performed and return to the Finance & Accounting Department.

5. If information is incorrect call Mrs. Cornelia Reese at 963-2186 in the Finance & Accounting

Time and Effort Certification Form

T-Number T00123456
Tennessee State University

Full Name Jane Doe
Time and Effort Certification

Period of January 01, 2011 to June 30, 2011

January 2011 February 2011
March 2011 April 2011 May 2011 June 2011

Fund Name Principal Investigator

110000 - 13300-61600-200 **Earnings: $1,880.50- $1,880.50- $1,880.50- $1,880.50- $1,880.50- $1,880.50**

Unsecured Percent of Effort: 50.00% 50.00% 50.00% 50.00% 50.00% 50.00%

222222-13301-61600-200 **Earnings: $1,880.50- $1,880.50- $1,880.50- $1,880.50- $1,880.50- $ 1,880.50**

U.S. Govt. Collins, World Percent of Effort: 50.00% 50.00% 50.00% 50.00% 50.00% 50.00%

Total Monthly Earnings:$3,761.00- $3,761.00- $3,761.00- $3,761.00-$3,761.00-$3,761.00

I certify that the fund number(s) and percentage of effort shown above reflects a reasonable estimate of the work performed, except as noted.

_____ _____

Signature **Date**

Banner Electronic Effort Certification Module Quick Reference Guide

INSTRUCTIONS FOR EMPLOYEES CERTIFYING EFFORT

1. Go to http://www.tnstate.edu, click on ***Access***, then ***myTSU***. Enter Username and Password to login. (Contact the Help Desk at extension 7777 if you have login questions.)
2. Click on ***Banner Services,*** then ***Employee,*** then ***Effort Certification.***
3. Select the report period to be certified by double clicking the appropriate line.
4. Complete the review of all tabs (Pay Period Summary, Comments, and Effort Report Overview) to ensure the allocation of effort is correct.

a. If correct, click on ***Certify***, then click ***I Agree*** to finalize your effort certification.
b. If not correct, click on ***Request Changes***, which will open an email window for you to request changes.

i. Send an email to your departmental representative responsible for initiating an Account Change Form. Provide details of the changes to be made.
ii. Copy the Grants Accounting Office at grantsaccounting@tnstate.edu.
iii. When the changes have been made, you will receive another email notification stating that you can now certify the corrected effort.

5. Click on ***More Act***ions at the top of the screen, then click ***Print*** to print a copy of the effort report.
6. Click on ***Close***, then ***Sign Out*** to close out the Effort Certification module.

INSTRUCTIONS FOR ALTERNATE CERTIFIERS APPROVING EFFORT

1. Go to http://www.tnstate.edu, click on ***Access,*** then ***myTSU***. Enter Username and Password to login. (Contact the Help Desk at extension 7777 if you have login questions.)
2. Click on ***Banner Services,*** then ***Employee,*** then ***Effort Certification.***
3. Click on ***Review and Certify Reports***, then click ***Advanced Search***, then click on drop down button next to ***Select Attribute.***

a. Select ***Chart of Account Code*** and ***Effort Period Code*** attributes.
b. Click on the drop down button next to your options and type "***S***" for Chart of Accounts and select the effort period to be certified.
c. Click on ***Go,*** then use the scroll bar to find the effort report to be certified and double click on the person's name.

4. Complete the review of all tabs (Pay Period Summary, Comments, and Effort Report Overview) to ensure the allocation of effort is correct.

a. If correct, click on ***Certify***, then click ***I Agree*** to finalize the effort certification.
b. If not correct, click on ***Request Changes,*** which will open an email window for you to request changes.

i. Send an email to your departmental representative responsible for initiating an Account Change Form. Provide details of the changes to be made.
ii. Copy the Grants Accounting Office at grantsaccounting@tnstate.edu.
iii. When the changes have been made, you will receive another email notification stating that you can now certify the corrected effort.

5. Click on ***More Act***ions at the top of the screen, then click ***Print*** to a hard copy of the effort report.
6. Click on ***Close***, then ***Sign Out*** to close out the Effort Certification module.

Please refer to the Grants Accounting "Banner Electronic Effort Certification Module User's Guide" for additional information.

SECTION VI: PERSONNEL-RELATED PROCESSES

Procedure VI-01.0: Alternate Work Arrangement

Reference: 5:01:01:20

Purpose

The purpose of this policy is to set the standards for a consistent process and treatment of employees regarding alternate work arrangements for Tennessee State University. Availability of an alternate work arrangement is at the discretion of each institution and subject to change with or without notice. This policy applies only to non-faculty employees in Institutions who choose to offer alternative work arrangements. Future references to employees in this policy refer to non-faculty. Any reference to Institutions includes the TBR Central Office.

Definitions

1. Telecommuting - A work arrangement in which supervisors authorize employees to perform their usual job duties away from their central workplace in accordance with work agreements.
2. Flex Time - Adjusted work schedule where daily working hours may fall outside the hours of 8am to 4:30pm.
3. Compressed Work Week - Adjusted schedule where the employee works a 37.5 hour week in less than 5 days.
4. Flex Year - Any time-period, greater than 9 and less than 12 months, scheduled to accommodate the cyclical workload of the Institution.
5. Job Sharing - Two or more people share a single job for which they are equally accountable.
6. Central Workplace - The employer's place of work where employees normally are located.
7. Employee - A person employed by the institution pursuant to the Board of Regents policies.
8. Alternate Work Arrangement Agreement (Work Agreement) - The written agreement between the institution and the employee that details the terms and conditions of an employee's work schedule whether away from or at the central workplace. Work agreements are required for any alternate work arrangement.

9. Work Schedule - The employee's hours of work in the central workplace and/or in the alternate work location.

STEPS:

a) Speak with your supervisor regarding the request.

b) Complete and submit the **Alternate Work Arrangement Agreement** for approval (see Exhibit 1: *Alternate Work Arrangement Agreement* --Signatures Required).

c) Requests for alternate work arrangements should be initiated by the employee's supervisor and should establish the business justification for the alternate work arrangement. Each institution must establish an internal procedure to review and approve/deny these requests.

d) Alternate work arrangements are not to be considered a universal employee benefit or right. No employee is entitled to or guaranteed the opportunity to an alternate work arrangement. Management is responsible for the continued successful operations of each institution and thus management has the sole discretion to designate positions and/or individuals for an alternate work arrangement.

e) Alternate Work Arrangements do not change the conditions of employment or required compliance with laws and policies. Employees working on an alternate work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, time and attendance and leave policies. Institutions must ensure that procedures are in place to document the work hours of employees in alternate work arrangements ensuring compliance with the Fair Labor Standards Act. Supervisors may require employees to report to a central workplace or video conference as needed for work-related meetings or other events or may meet with employees in the alternative work location as needed to discuss work progress or other work related issues. If a holiday falls on an employee's scheduled day off as a result of an alternate work arrangement, the employee's supervisor will make appropriate schedule adjustments to accommodate the holiday.

f) If approved for an alternate work arrangement, the employee is expected to maintain appropriate levels of productivity and quality of work. If working from a home-based location, the employee will be expected to make arrangements which will allow the work site to be a productive work

environment during the agreed upon work hours. The supervisor will use the institution's normal performance management system to clearly define the performance expectations and to assess the employee's performance. If a decline in performance is noted, the arrangement will be canceled.

g) Approved alternate work arrangements must be initiated through a formal alternate work arrangement agreement. At a minimum, this agreement will establish:

i. That the agreement may be revoked any time without cause by written notification of the Institution or upon request by the employee;
ii. That the agreement will be reviewed periodically for compliance and to insure the continued business justification for the work agreement;
iii. The employee's work schedule;
iv. The employee's work location(s);
v. How communications between the employee, supervisors, colleagues and others will be maintained;
vi. Exclusions of liability for the institution and the State related to injury or property damage to third persons at employee maintained home-based work locations;
vii. An indemnification and hold harmless clause releasing the institution and the State from any, and all, claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from any injury or damage to any person, corporation or other entity caused directly or indirectly by the employee's acts, omissions, bad faith, willful misconduct or negligence excluding acts within the scope of the employee's employment pursuant to TCA 9-8-307(h);
viii. The institution's right to inspect home-based work facilities upon request;
ix. The employee's status during emergency or weather-related closings.

F. Alternate Work Arrangement Agreement is provided in Exhibit 1.

G. Employees working from a location within their home are responsible for maintaining their work environment as a safe and productive work space. Work related injuries occurring at the employee's home-based work location are subject to Tennessee Worker's Compensation laws. Alternate work locations are

considered extensions of the employee's central work location during the time-period outlined in the Alternate Work Arrangement Agreement.

H. The supervisor should consider material and equipment needs when drafting a proposal for an alternate work arrangement with the goal of making the arrangement cost-neutral, i.e., no more equipment, supplies or expense should be necessary, as a result of the alternate work arrangement than would be needed in the original work location. However, at the Institution's discretion, appropriated funds may be used to:

1) Pay for leased telephone lines in employee's alternate work location;
2) Install and provide basic telephone service in employees' alternate work location or;
3) Provide cell phones or cell phone allowances to employees for business use;
4) If cell phones or cell phone allowances are not provided, institutions may reimburse employees for business-related long-distance calls made from their personal telephones upon submission of appropriate documentation.

I. The Institution will not be responsible for any additional costs associated with alternate work locations such as utilities, home maintenance, etc. The employee will be responsible for any tax implications of a home-based work location. For a home-based work location, the employee will be responsible for providing insurance coverage for equipment, supplies, etc. provided by the employee. The employee will be responsible for compliance with any local zoning ordinances or other restrictions related to maintaining a home-based work site. The Institution will not be liable for any fines, penalties, taxes or other expenses that may accrue as a result of any violation of applicable restrictions.

J. Employees must follow institution approved data security policies and procedure for protecting confidential information. The employee will be responsible for any materials and documents transported from the Institution.

Exhibit 1: Alternate Work Arrangement Agreement

Alternate Work Arrangement Agreement
EMPLOYEE INFORMATION:

Name: _____ ID# _____

Title: _____ Department: _____

__Telecommuting __ Flex Time __ Compressed Work Week __ Flex Year __ Job Sharing

Alternate Work Location (if applicable): _____

Agreement begin date: _____ Agreement end/review date: _____

__Exempt employee __Non-exempt employee (1 hr.	**Alternate Work Schedule (hours)**				
Days	**On-Site**		**Off-Site**		
	Begin	End	Begin	End	**Total hours**
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

Conditions:

- This agreement may be severed at any time by written notification of the Institution or upon request of the employee.
- If working from a home-based location, the Institution, upon consultation with HR, maintains the right to inspect the employee's work facilities upon request.
- The employee will indemnify and hold the institution and the State harmless from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from injury or property damage to third persons at employee maintained home-based work locations.
- The employee will indemnify and hold the institution and the State harmless from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from any injury or damage to any person, corporation or other entity caused directly or indirectly by the employee's willful, malicious, or criminal acts or omissions or for acts or omissions done for personal gain.
- Employee will maintain communication with supervisors, colleagues and others via: (list home office number/cell phone number, etc.,)_____
- During emergency or weather related closings, the employee will: _____
  _____

Comments: _____

This document establishes an alternate work arrangement per the stipulations of TBR Policy 5:01:01:20, Alternate Work Arrangements (attached). By signing below, the employee agrees to abide by all stipulations stated therein.

_____ _____
Employee Signature Date

_____ _____
Supervisor Name (Print) Signature Date

_____ _____
Vice President (print) Signature Date

Please return completed agreement to the Department of Human Resources

Procedure VI-02.0: Background Checks for Faculty and Staff

The purpose of this policy (POLICY: 6.64) is to provide guidance and describe the process for conducting background investigations on faculty and staff at Tennessee State University. It is Tennessee State University's policy to conduct background investigations on all applicants recommended for full-time employment, part time employment, and authorized volunteerships after December 7, 2011. Tennessee State University also reserves the right to conduct background investigations on employees during the term of their employment for legitimate business-related reasons, including, but not limited to criminal offense investigations, investigations associated with serious violations of University policies, including the University's antidiscrimination/ harassment policy, as determined appropriate by the University. This policy is implemented to ensure that individuals are selected or retained who possess the qualifications to perform the duties of the position most effectively and who are best able to serve the institution.

This policy is in addition to background check requirements under applicable federal and state laws, regulations, and policies governing certain positions at the University, including, but not limited to, residence life/housing, child care and clinical affiliation related positions. This policy shall not, at this time, apply to individuals hired to serve as adjunct faculty members.

Except as provided above, all applicants for positions at Tennessee State University shall be subject to a criminal background check. Individuals may be subject to other background checks based upon the responsibilities of the positions.

STEPS:

1. The individuals subject to background checks must be made aware of this practice at the earliest possible stage in the process. All position vacancy announcements for the positions in the areas identified above shall include a statement indicating that applicants may be subject to background checks.

2. Appointment to a position shall be contingent upon successful completion of a background check. Background investigations can only be completed after the selection of the preferred candidate. However, should a check be initiated after an employment offer and/or employment has begun, the results shall be used to assess the employee's suitability for continued employment. Background checks shall be initiated within the first sixty (60) days for new employees.

3. The Director of Human Resources has been designated as the University official responsible for conducting background checks in compliance with applicable laws for all employees. Individual departments, Colleges, or units are not authorized to conduct their own background checks unless authorized by the Director of Human Resources. The Director of Human Resources must ensure that the Disclosure and Authorization Form required by the Fair Credit Reporting Act (FCRA) and other authorization forms are completed before a background check is conducted. The third party vendor conducting the background check is required to provide all necessary forms to be used in the process. If the candidate/employee refuses to sign the Disclosure and Authorization Form, no further consideration will be given to this candidate/employee.

4. Once received, the Director of Human Resources will review and evaluate the information in the background investigation. If the background investigation report contains information upon which it is determined that further review is necessary, the Director of Human Resources will forward the information to the University Counsel for review. The University Counsel may also confer with other appropriate University officials as he deems appropriate. An offer of employment or continued employment may be withdrawn based on a determination that the candidate or employee does not meet the necessary qualifications or characteristics for the position.

5. Criminal convictions or pleas of *nolo contendre* will be considered in determining a candidate's or employee's suitability for employment or continued employment. In determining suitability for employment where there is a record of criminal conviction, consideration shall be given to such issues as the specific duties of the position, the number of offenses and circumstances of each, the nature and seriousness of the offense, how long ago the conviction occurred, whether the circumstances arose out of an employment situation, and the accuracy of the information on the application.

6. If adverse action is to be taken based in whole or in part on the information obtained from the background check, additional provisions of the FCRA must be followed. Prior to taking adverse action, the Director of Human Resources must provide the candidate or employee with a copy of the background check report, along with a summary of rights. After the adverse action is taken, the candidate or employee must be given a written notice of the adverse action. If the job offer or an employee is recommended for termination, appropriate notice in accordance with other policies is required. The President of the University has final authority on the disposition for an adverse personnel action.

12/07/11

BACKGROUND CHECK POLICY

Effective immediately, all candidates selected for regular faculty and staff, temporary staff and volunteer positions will undergo a background check as part of the hiring process. Current employees or volunteers who require reappointment to a position are also subject to the provisions of this new policy.

The candidates and employees for which this new policy is applicable will undergo national, state, and county criminal background checks. Additionally, individuals employed in the following areas will also undergo a sex offender check: Clinical Staff, Housing Staff, Child Care Staff, and TSU Police Department Staff.

The following chart provides a quick overview of which checks employees will have to undergo.

	National Check	State Check	County Check	Sex Offender Check	Excluded Parties Check
All Employees	X	X	X		X
Clinical Staff	X	X	X	X	X
Housing Staff	X	X	X	X	X
Child Care Staff	X	X	X	X	X
TSU PD Staff	X	X	X	X	X
Grant Funded Staff	X	X	X	X	X

Only the Office of Human Resources is authorized to conduct background checks under this policy. The new Background Check policy (HR Policy # 6.64) can be accessed from the Human Resources website at: http://www.tnstate.edu/hr/documents/policiesandprocedures/Background%20Check%20Policy.pdf.

Provisions of the Background Check policy include:

- Successful completion of background check within the first 45 days of employment.
- Possible denial of hire or termination of employment based on adverse information revealed in a criminal report during the hiring or reappointment process.

The Office of Human Resources
615-963-5281

Procedure VI-03.0: Chronicle of Higher Education Advertisement Administrative and Faculty

Vacant Academic Administrative Faculty (inclusive of deans and department chairs) will be advertised once a year in a group ad in the Chronicle of Higher Education and funded by the Office of the Vice President of Academic Affairs.

STEPS:

1. Provide synopsis of University (i.e., Tennessee State University is a comprehensive, urban, land-grant university located in Nashville. It is one of 45 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation).

2. Provide information on how and where to apply for vacant positions; application deadline; and funding contingency statement. List positions at https://jobs.tnstate.edu to be advertised by college and department, title/rank, and position numbers grouped by administrative 12 months, administrative 9 months; faculty 12 months; and faculty 9 months. Follow the ***Deans/Faculty Recruitment Calendar 2015-2016 Academic Year*** (see below).

3. The filling of these vacancies is contingent upon funding. All positions are tenure-track unless otherwise stated.)Include statement regarding TSU being an EEO/AA, M/F Employer.

DEANS/FACULTY RECRUITMENT CALENDAR 2018-2019 ACADEMIC YEAR

DEADLINE	ACTIVITY
September 7, 2018	All recruitment information entered into **PeopleAdmin** by applicable department
September 7, 2018	Purchase requisitions submitted to Vice President for Academic Affairs Office (via **Tiger$hoppe**, if using a publication other than, or in addition to, the *Chronicle of Higher Education*. {The Academic Affairs budget will pay for an alternate/additional publication source only for departments that have historically yielded few applicants from ads placed in the *Chronicle*}).
September 10, 2018	***Chronicle*** advertisement submitted to Human Resources by the Academic Affairs Office. (Note: Chronicle advertisement is a summary list by department, title/rank, and position number based on the data entered in **PeopleAdmin**.
September 25, 2018	Advertisement submitted to the ***Chronicle*** and other sources. All must have a publication date well in advance of the January 6, 2019, cut-off date reference below.

October 5, 2018	Printed advertisement appears on the websites of the ***Chronicle*** (with summary information) and Tennessee State University (with detailed information from data entered on ***PeopleAdmin*** entered on September 7).
October 5, 2018	Advertisement appears in the **Chronicle** and other publications.
January 6, 2019	Cut-off date for accepting applications.

DEANS/FACULTY RECRUITMENT CALENDAR 2018-2019 ACADEMIC YEAR

DEADLINE	ACTIVITY
January 7, 2019	Applicant pool released and guest user access given for screening of applicants to Hiring Manger by Human Resources
January 9, 2019	Hiring Managers and Search Committee members must attend "Reviewing and Selecting a Candidate" training (Human Resources and Office of Equity and Inclusion)
January 10, 2019	Second offering "Reviewing and Selecting a Candidate" training (Human Resources and Office of Equity and Inclusion)
January 21, 2019	Interview pools certified by the Office of Equity and Inclusion.
January 23, 2019	Make-up session "Reviewing and Selecting a Candidate" training (Human Resources and Office of Equity and Inclusion)
January 28, 2019	Interview begin.
February 15, 2019	Hiring Proposals submitted to Vice President Office (All hiring proposals must include the salary (view: http://www.tnstate.edu/hr/comp2017faculty.pcf.pdf) for salary range) rank, and any special conditions to include relocation where applicable.
February 18, 2019	Hiring proposals forwarded to Human Resources by the Vice President for Academic Affairs Office.
February 28, 2019	Approval received on all positions from Human Resources.
March 15, 2019	Offer extended.

March 22, 2019 Notification from Human Resources of an offer rejected by candidate

March 29, 2019 Employment contracts are signed.

01/22/2019

1. Positions not filled will be re-advertised the next fiscal year but must be resubmitted and entered in PeopleAdmin.

2. All selected persons will be offered the position and salary only after a contract has been properly executed by Human Resources with the President's approval of the terms and conditions.

Procedure VI-04.0: Complaint and Grievance Procedures

(According to Guideline P-080)

The purpose of this policy is to provide a clear, orderly and expedient process through which all employees of the university may process bona fide complaints or grievances. Some grievances are covered by specific appeal processes; therefore, these procedures have no application to those grievances. These include appeals of tenure and promotion decisions, allegations of discrimination in employment on the basis of race, religion, color, sex, age, handicap, national origin, or veteran status or complaints of sexual harassment. These procedures also have no application to a termination procedure initiated against a tenured faculty member under 5:02:03:60 Section IV.I., or 5:02:03:70 Section V.I.2.. A grievance which is the subject of an action filed with an external body shall not be processed through these procedures. The term external body includes a court or federal or state administrative body such as the Equal Employment Opportunity Commission, Office of Civil Rights or Tennessee Human Rights Commission.

It is the policy of Tennessee State University to provide an effective procedure for resolution of problems arising from the employment relationship or environment. To this end, a formal grievance/complaint procedure has been established for the use and benefit of all employees. When an employee believes a condition of employment affecting him/her is unjust, inequitable or a hindrance to effective performance of his/her employment responsibilities, the employee should seek resolution through these procedures without fear of coercion, discrimination or reprisal. It is the policy of this institution to make every effort to resolve disputes prior to their being reduced to a grievance. The President is responsible for implementation of these procedures and has final decision making authority in any action subject to these procedures.

STEPS:

A. MATTERS SUBJECT TO THE COMPLAINT OR GRIEVANCE PROCEDURES: There are the types of matters which are addressed by this policy:

1. GRIEVANCE (Committee review available): A grievance may result from any action the institution has taken against the employee which:

6. Violates Tennessee State University or TBR policy, or involves an inconsistent application of these same policies;

7. Violates any constitutional right. The most likely areas of concern are the First, Fourth or Fourteenth Amendments of the federal Constitution when action hampers free speech, freedom of religion, the right to association, or freedom from improper search and seizure or denies constitutionally required notice or procedures; or
8. Violates a federal or state statue not covered by TBR Guideline P-080.

2. COMPLAINTS (Committee review not available): A complaint is a concern which an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, and position reclassification or position terminations due to reduction in force do not fall under the definition of complaint.

1. Application of Guideline

c. This Guideline applies to employees of an institution and has been developed to assist in drafting procedures for addressing grievances and complaints filed.
   a. There shall be two types of procedures, which each institution shall address through policies developed pursuant to this Guideline.
   b. The two types are:
      1. Grievances, which are subject to committee review; and
      2. Complaints, which must be resolved without committee review.
   c. Standard grievance forms shall be made available to employees at each work site, but no grievance may be denied because a standard form has not been used.
9. The following is a minimum which must be incorporated in the institutional grievance and complaint procedures.
10. This Guideline has no application to a termination procedure initiated against a tenured faculty member under TBR policy No. 5:02:03:60 Section IV.I., or 5:02:03:70 Section V.I.2.C.

4. This Guideline is not to be used for support staff employees who are demoted, suspended without pay, or terminated.
5. In accordance with T.C.A. § 49-8-117, Support Staff Grievance Procedure, support staff employees who are demoted, suspended without pay, or terminated must follow the grievance process contained in Guideline P-111.

1. Support staff employees who wish to challenge other employment actions not covered by P-111, however, may utilize the procedures set forth in the guideline, as applicable.
2. If the grievance involves or is based on unlawful discrimination or unlawful harassment, the process set out in Guideline P-080 must be utilized; however if the President's/Director's/Board's, as appropriate, decision includes demotion, suspension without pay, or termination, the employee so disciplined may use this procedure or the procedure described in TBR policy 1:06:00:05.

D. An employee may choose to utilize the procedure for review by the grievance committee established pursuant to this Guideline in actions relating to the suspension of employees for cause or termination in violation of an employment contract which fall under TBR Policy No. 1:06:00:05 (Cases Subject to UAPA), or TBR Policy No. 5:02:03:60 Section IV.I.1.b or 5:02:03:70 Section V.I.b.(2) (suspension of tenured faculty) or TBR Policy No. 5:02:03:10 Section III (O)(2) (suspension of tenured faculty at TCATs).

E. The institution may choose to utilize the procedure for review by the grievance committee (established pursuant to this Guideline) when resolving a complaint initiated pursuant to TBR Policy No. 5:02:02:10 (Faculty Promotion at TCATs), 5:02:02:20 (Faculty Promotion at Universities), or 5:02:02:30 (Faculty Promotion at Community Colleges).

2. Complaint Procedure

A. The complaint procedure should state a time limit within which a complaint must be presented after the date the employee received notice or becomes aware of the action which forms the basis of the complaint.

a) If the complaint arises from a repeated or continuing occurrence, the time limit begins from the date of the last such occurrence.

b. Any complaint not presented within the time limit is waived and shall not be considered.

c. Once a final determination is made, the employee may not later present the same complaint in an attempt to gain a more favorable outcome.

b. The institution policy shall indicate with whom a complaint is to be filed. It should also indicate that a complaint must be submitted in writing.

c. Resolution of complaints at a minimum requires the institution to:
    a. Allow the employee to present facts and/or materials;
    b. Investigate the dispute; and
    c. Attempt to find a solution.
        1. The President/Director or his/her designee shall be the final decision maker.
        2. Complaints do not include a right to any type of hearing, adversarial proceeding, nor the right to appeal to the Board.

NOTE: See Complaint Form next page.

TENNESSEE STATE UNIVERSITY
The Office of Human Resources

Complaint Form
(Print or Type)

Complaint – A complaint is a concern which an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, position re-classifications, or position terminations due to reduction in force do not fall under the definition of complaint.

Name _____
Position _____ **Department** _____
Phone _____ **Email** _____

Step 1
Has this matter been discussed with your immediate supervisor? Yes No
Name of immediate supervisor _____
Date complaint initially discussed with immediate supervisor _____
If answered "No", you must seek resolution with your immediate supervisor before proceeding.

Step 2 ***(if necessary)***
Has this matter been discussed with your next higher level supervisor? Yes No
Name of next higher level supervisor _____
Date complaint initially discussed with next higher level supervisor _____
If not satisfied with the result of Step 1, you must notify your next higher level supervisor for further review.

Please explain the nature of your complaint (a separate sheet may be attached if necessary):

_____
_____
_____
_____
_____
_____
_____

How would you like for this matter to be resolved?

_____
_____

_____ _____
Employee's Signature **Date**

3. Grievance Procedure

A. Procedure

1. A grievance must be initiated within fifteen (15) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance.
2. The administrator considering the grievance at each step shall issue a written decision with specific reasons stated for the decision.
3. If the employee is not satisfied with the decision at any step, he/she must carry the grievance forward to the next step within fifteen (15) workdays after receiving the written decision.
    a) If the employee does not carry the grievance forward within fifteen (15) workdays, the grievance procedure shall be terminated and the grievance disposed of in accordance with the last written decision.
        1. For purposes of this procedure, the term "workdays" refers to Monday through Friday.
4. Any party involved in the grievance proceeding may request an extension of any deadline set forth in the policy. The institution shall establish procedures for consideration of extension requests.
5. Once a grievance is initiated, the grievant may not later present the same grievance again in an attempt to gain a more favorable outcome.

B. Testimony, Witnesses and Representation

1. At every step, the employee may testify and present witnesses and materials in support of his/her position.
    a) The testimony of an employee, given either on his/her own behalf or as a witness for another employee, will not subject an employee to retaliatory action.
2. At every step, the employee may be accompanied by a representative as defined by the institution which may also specify the parameters of participation by the representative during the hearing process.
    a) At the discretion of the panel chair, additional employees from the unit may be allowed to attend the employee panel hearing conducted as the final step.

C. Steps of Review

1. **Step 1-- Supervisor or Administrator Instituting Employment Action:**

a) Within fifteen (15) workdays after the employee receives notice or becomes aware of the action which is the basis for the grievance, the employee completes a Grievance Form (which may be obtained from Human Resources), submits it to Human Resources and provides a copy to his/her supervisor or the administrator instituting employment action. While a particular form is not required to file a grievance, the employee must make it clear that she/he intends to utilize the grievance procedures for resolution of the employment action.

b) Within fifteen (15) workdays after receipt of the grievance, the supervisor or administrator initiating employment action and the employee meet and discuss the grievance in a face-to-face meeting.

c) If the supervisor or administrator was not the one who recommended the original employment action, or is recommending a change from the original employment action, the supervisor or administrator will make a recommendation to the administrator who made the original employment action.

d) Any changes from the original employment action must be approved by the President or Director, as appropriate, before being communicated to the employee.

e) Within fifteen (15) workdays after the face-to-face meeting, the supervisor or administrator must communicate the decision in writing to the grievant with specific reasons stated for the decision.

f) If the supervisor or administrator fails to respond or if the decision is not satisfactory to the employee, the employee may carry the grievance forward to Step 2.

2. Step 2--Next Higher Level of Management:

a) Within fifteen (15) workdays after receiving the written decision at Step 1, if the employee is not satisfied with the result of Step 1, the employee must notify Human Resources that he/she wants further review.

1. Human Resources schedules a face-to-face meeting to occur within fifteen (15) workdays after receiving notice that the employee wants further review of the next level administrator.

b) Within fifteen (15) workdays after the face-to-face meeting, the next level administrator issues a written decision that includes specific reasons for the decision.

c) Any changes from the original employment action must be approved by the President or Director, as appropriate, before being communicated to the employee.

3. **Step 3--Hearing:**
   a) Within fifteen (15) workdays after receiving the written decision at Step 2, the employee can request a grievance hearing before a panel of employees.
   b) The employee must notify Human Resources in writing whether he/she wants a hearing before an employee panel.
   c) Alternatively, the employee may request a hearing under TBR Policy No. 1:06:00:05 (Cases Subject to UAPA), if applicable.
   d) If the employee requests a hearing before an employee panel, Human Resources or the appropriate institutional person as defined by the institution policy selects the panel members, convenes the hearing and arranges for the grievance to be heard.
   e) The employee grievance panel may include non-exempt staff employees, exempt staff employees, or a combination of both exempt and non-exempt employees.
   f) The panel members representing the unit where the employee works may not serve on the grievance panel.
   g) Every effort should be made to include minorities, i.e. ethnic minorities and women, in the composition of the committee.
   h) The grievance panel shall hear the grievance within fifteen (15) workdays, if practicable, after the date on which the employee submits his/her written request to Human Resources.
   i) The written recommendation of the institutional panel or commission is subject to review by the President, Director, or in the case of grievances at the TBR System Office, the Board.

4. **Step 4–Review by the President/Director/Board, as appropriate**:
   a) The written recommendation of the grievance panel will be forwarded to the President, Director, or Board appropriate.
   b) Within fifteen (15) work days, if practicable, the President, Director, or Board, as appropriate, or a designee will notify the grievant of the final decision.

D. Grievances which are processed through the grievance committee and upon which the President/Director has made a decision are appealable to the Board only where the grievance falls within the parameters set out in TBR Policy 1:02:11:00.

Note: See Grievance Form on next page.

TENNESSEE STATE UNIVERSITY
The Office of Human Resources

Grievance Form
(Print or Type)

Name _____
Position _____ **Department** _____
Phone _____ **Email** _____

Please see page 2 for definition of "Grievance".

Step 1
Has this matter been discussed with your immediate supervisor? Yes No
Name of immediate supervisor _____
Date grievance initially discussed with immediate supervisor _____
If answered "No", you must seek resolution with your immediate supervisor before proceeding.

Step 2 (if necessary)
Has this matter been discussed with your next higher level supervisor? Yes No
Name of next higher level supervisor _____
Date grievance initially discussed with next higher level supervisor _____
If not satisfied with the result of Step 1, you must notify your next higher level supervisor for further review.

Please explain the nature of your grievance (must include specific University or TBR Policy violated):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

How would you like for this matter to be resolved?

_____
_____

_____ _____
Employee's Signature **Date**

Procedure VI-05.0: Discrimination and Harassment: Complaint and Investigation

The purpose of this Guideline is to supplement Board Policies 2:02:10:01 and 5:01:02:00 relative to the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity expression, disability, age as applicable, status as a covered veteran, genetic information, and any other category protected by the federal or state civil rights law related to the institutions, technology centers, and office of the Tennessee Board of Regents. Fair and prompt consideration shall be given to all complaints in accordance with the procedures set forth (See Board Policies listed of this Guideline, Section IV B). All employees, including faculty members, students and staff are to be knowledgeable of policies and guidelines, as well as, subject to this Guideline below.

STEPS:

1. "The Complainant" shall present the complaint to the designated EEO/AA, Student Affairs, Title VI or Title IX office(s) responsible for assuring compliance with The Guideline, Board Policy, and Federal Law.

2. Complaints must be brought within 365 days of the last incident of discrimination or harassment.

3. Every attempt will be made to get the Complainant to provide the complaint in writing.

4. If the complaint does not rise to the level of discrimination or harassment, the investigator may dismiss the complaint without further investigation after consultation with Legal Counsel.

Further action towards any complaint should be referred to the EEOC office where the Investigation process will take place, located on the 2nd floor of the General Service building.

EEOAA Complaint Form.pdf

P-080.pdf

Contact Information:

Stephanie A. Roth
Director, Office of Equity and Inclusion
Tennessee State University
3500 John A. Merritt Boulevard
Nashville, TN 37209
615.963.7494
sroth@tnstate.edu

Procedure VI-06.0: Employee Exiting the University

It shall be the policy of Tennessee State University that existing employees of the University, who voluntarily resign, shall submit a written resignation in accordance with procedures described below **Personnel (6.35).** It is the policy of Tennessee State University that persons leaving the University shall relinquish and/or return all University property. The purpose of this policy is to establish a procedure for administrative action related to the resignation of personnel from approved budget positions. An additional purpose is to ensure such administrative actions are properly documented in official University files.

The purpose of the check-out policy is to establish and maintain procedures for terminating personnel to satisfy pending non-financial and financial obligations. A Supervisor Clearance Document (form follows) is used to control this process (a copy of the form follows). Personnel termination can be defined as a dismissal or resignation.

STEPS:

1. Resigning employees should submit a written resignation to their department chair or supervisor in accordance with their employment contract.
2. The Academic/Administrative Department Chair will initiate the processing of the Supervisor Clearance Document.
3. This form must be completed before the employee's final paycheck can be issued.
4. Signatures from the University Library, Post Office, Computer Center and Business Office are required.
5. The last step is an exit interview conducted by the Human Resources Office. (TSU University-wide procedure 6.8)
6. The department has the responsibility for submitting a **Personnel Action Request Form** (form follows-Employee Separation and Employee Termination) to the office of Human Resources for the terminating employee giving the employee's name, budget position and the last day the employee worked.
7. Termination forms and copies of resignation letters should be forwarded promptly to the Office of Human Resources in order that proper final payment may be made to the separating employee.
8. The resigning employee will be paid for any unused accumulation of annual leave except in a dismissal for gross misconduct as defined in TBR Policy 5:01:00:00 or transfer to another department of the State of Tennessee as outlined in TBR Policy 5:01:01:06.
9. Resigning employees whose resignation becomes effective in the middle of any period should not expect to receive their final check before the next regular pay day.
10. Department Chairs and Supervisors should direct resigning employees to the Office of Human Resources for out processing and exit interviewing before leaving the University. Also, at this time separation notices will be issued to separating employees as required by the Tennessee Unemployment Compensation law.

REFERENCE

TBR Policy No. 5:01:00:00

TBR Policy No. 5:01:01:06

Supersedes "Resignation of Classified Personnel" Policy No. 5:15 in the University Wide Policy Manual

TERMINATION:

When an employee is recommended for termination for disciplinary reasons, the following procedures *(TSU Policy 6.37)* will occur:

a. The Budget Head will submit to the appropriate Vice President:

a1. copies of performance evaluation(s) on the employee,

a2. copies of previous disciplinary notice(s),

a3. copies of any related documentation,

a4. an original Personnel Action Request Form (PARF) indication effective termination date;

b. After approval, the Vice President will submit these documents to the Director of Human Resources;

c. The Director of Human Resources will review the recommendation and documentation and may meet with the department chair, as necessary;

d. The Director of Human Resources will meet with the AA/EEO Officer to obtain a signature on the PARF. The PARF and a termination letter will be presented to the President for signature and materials will be returned to the Human Resources Office;

e. The Director of Human Resources will present the Termination

Letter (or Suspension Letter, see item #5 below) to the employee and arrange for an EXIT Interview, as appropriate;

f. In case(s) of GROSS MISCONDUCT, warranting immediate dismissal, the Director of Human Resources may act as necessary to expedite the President's approval.

SUSPENSION:

When, in the judgment of the supervisor, immediate suspension of an employee is necessary to protect the safety of persons or property or for similarly grave reasons:

a. The supervisor will direct the employee to leave the University premises at once and either: (1) to report back to the supervisor the following day, or (2) to remain away until further notice;

b. The procedures in 4 a through 4e, above, will then be followed.

EFERENCER?

TSU Policy No. 6.37 - TSU Handbook (page 50)

TENNESSEE STATE UNIVERSITY
SUPERVISOR CLEARANCE DOCUMENT

Employee Name_____ **Date**_____

Department_____ **T#:** _____

As the supervisor of the employee named above, you are responsible for contacting the appropriate department and collecting the required information as specified below. A copy of this form should be given to the employee on the date separation is discussed. Your signature certifies that the various materials/records and/or equipment noted have been returned or satisfactorily filed with appropriate/authorized personnel/departments and that all financial obligations involving your area of responsibility have been satisfied.

1. A list of incomplete grades has been filed by faculty member with notations of what is needed to complete the list(s). (if applicable)

   Verified by: _____ Date: _____

   Comments: _____

2. All equipment the employee was responsible for has been accounted for and returned in satisfactory condition.

   Verified by: _____ Date: _____

   Comments: _____

3. All Time/Effort Certification forms are current/signed and submitted to the appropriate department. (if applicable)

   Verified by: _____ Date: _____
   Grants Administration (F&A)

4. Notification to IT of the need for access to central computer facilities (i.e., software programs/data and assigned PIN, and telephone long distance cards) have been deleted/terminated/relinquished, has been completed.

   Verified by: _____ Date: _____

5. All travel reports have been verified as completed and processed with the travel office and accounts payable.

   Verified by: _____ Date: _____

   Comments: _____

6. All financial obligations to the university have been paid or cleared.

   Verified by: _____ Date: _____
   Bursar's Office

   Comments: _____

7. All university keys and gas cards assigned to you have been returned or otherwise appropriately accounted.

   Verified by: _____ Date: _____
   Facilities Mgt.

8. Library books/materials borrowed have been returned or otherwise appropriately accounted.

   Verified by: _____ Date: _____
   Library Circulation

9. All outstanding parking obligations have been paid or cleared.

   Verified by: _____ Date: _____
   Parking Services

I certify that I have contacted the appropriate office as described above and noted any outstanding obligations by the employee on this form. I have also given a copy of this form to the employee and advised him/her to contact the Office of Human Resources at 963-5281 to complete the separation process.

Signed: _____
Supervisor Signature Date

I am in receipt of a copy of this form.

Signed: _____
Employee Signature Date

Updated 5/2014 – The Office of Human Resources

TENNESSEE STATE UNIVERSITY	**Employee Separation**	**Office of Human Resources** **Personnel Action Request**

ID Number: T _____
Last Name: _____
First Name: _____
Middle: _____
Phone: _____

Address 1 _____
Address 2 _____
City _____
State _____ **Zip** _____
Department _____

Current Position:

Title: _____

Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____

Reason for separation:

Last Work Day: _____

Attach additional documentation (letter of resignation, etc.) as supplemental document in PeopleAdmin.

Requestor to **Department Head** to **Dean** to **VP/Provost** to **Title III*** to **Grants*** to **Budget** to **Human Resources** to **EDC** to **President**
***optional**

1. Complete form and save to your drive/network folder.
2. Begin new PARF action in PeopleAdmin
3. Attach completed form to PARF action.
4. Track action to make sure routing does not stall.

Prepared by: _____ _____ _____
Print Name Sign Name Date

TENNESSEE STATE UNIVERSITY	Employee Termination	Office of Human Resources Personnel Action Request

ID Number: T _____
Last Name: _____
First Name: _____
Middle: _____
Phone: _____

Address 1 _____
Address 2 _____
City _____
State _____ **Zip** _____
Department _____

Current Position:

Title: _____

Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____

Reason for termination:

Last Work Day: _____

Remember to attach any additional documentation (letter of resignation, etc.)

AUTHORIZATION

Department Head	**Grants/Title III**
Dean	**Human Resources**
Vice President	**Equity, Diversity, and Compliance**
Budget	**President**

Procedure VI-07.0: Employee Separation Notification

When an employee under your supervision separates from the University, various departments **MUST BE NOTIFIED** within twenty-four (24) hours of receiving notice. The supervisor is required to submit the Employee Separation Administration (ESA) with accurate information specifically dates.

Submitting incorrect information could be problematic for both the separating employee and the university. When information is submitted timely and accurately, the separating employees (s) are paid correctly.

Therefore, it is imperative that the supervisor submits the ESA, per the instructions.

STEPS:

- Complete the ESA form accurately.
- Open up your email and attach the completed ESA form.
- Click on the "To" key to locate the address of the receiver (s).
- When the Address Directory appears, key in "ESA" which will automatically inform required offices of separation via the sent command.
- Click on the "Send" button.
- Complete and submit the Employee Separation form in PeopleAdmin within twenty four (24) hours. Both forms must be submitted.

TENNESSEE STATE UNIVERSITY

EMPLOYEE SEPARATION ADMINISTRATION

All supervisors are required to send an email to Employee Separation Administration (ESA@tnstate.edu) each time an employee leaves the university or transfers to another department within TSU. The ESA notice goes to various TSU offices to disable access to Banner, keyless entry, long distance codes, email, etc. An email to ESA with the information below must come directly from the supervisor's account within twenty-four (24) hours of receiving notice of separation from a regular or temporary employee.

ESA NOTICE

Employee Name: _____

T#: _____ **Phone Extension #** _____

☐ **TERMINATION (Resignation, Discharge, Retirement)**

OR

☐ **TRANSFER to another department within TSU. Department Name:** _____

LAST DAY PHYSICALLY AT WORK: _____

LAST DAY OF EMPLOYMENT: _____

EFFECTIVE DATE TO DISABLE ACCESS: _____
Day following the Last Day of Employment, unless explained below.

PLEASE EXPLAIN IF COMPUTER ACCESS IS REQUIRED BEYOND THE LAST DAY OF WORK.

_____

_____

Immediately after submitting the email to ESA, please process the separation through People Admin.

Supervisor Name: _____

Revised 11/2015 – The Office of Human Resources

Procedure VI-08.0: Faculty Recruitment Calendar

The Faculty Recruitment Calendar provides notification of the schedule for advertising, recruiting, and hiring process of academic administrators and faculty.

STEPS:

3. An annual Deans/Faculty Recruitment Calendar will be prepared by the Office of the Vice President of Academic Affairs in the Fall of each new fiscal year listing the activities and deadlines for hiring permanent academic administrators and faculty as indicated below:

DEANS/FACULTY RECRUITMENT CALENDAR 2018-2019 ACADEMIC YEAR

DEADLINE	ACTIVITY
September 7, 2018	All recruitment information entered into **PeopleAdmin** by applicable department
September 7, 2018	Purchase requisitions submitted to Vice President for Academic Affairs Office (via **Tiger$hoppe**, if using a publication other than, or in addition to, the *Chronicle of Higher Education*. {The Academic Affairs budget will pay for an alternate/additional publication source only for departments that have historically yielded few applicants from ads placed in the *Chronicle*}).
September 10, 2018	***Chronicle*** advertisement submitted to Human Resources by the Academic Affairs Office. (Note: Chronicle advertisement is a summary list by department, title/rank, and position number based on the data entered in **PeopleAdmin**.
September 25, 2018	Advertisement submitted to the ***Chronicle*** and other sources. All must have a publication date well in advance of the January 6, 2019, cut-off date reference below.
October 5, 2018	Printed advertisement appears on the websites of the ***Chronicle*** (with summary information) and Tennessee State University (with detailed information from data entered on ***PeopleAdmin*** entered on September 7).
October 5, 2018	Advertisement appears in the **Chronicle** and other publications.
January 6, 2019	Cut-off date for accepting applications.

DEANS/FACULTY RECRUITMENT CALENDAR 2018-2019 ACADEMIC YEAR

DEADLINE	ACTIVITY
January 7, 2019	Applicant pool released and guest user access given for screening of applicants to Hiring Manger by Human Resources
January 9, 2019	Hiring Managers and Search Committee members must attend "Reviewing and Selecting a Candidate" training (Human Resources and Office of Equity and Inclusion)
January 10, 2019	Second offering "Reviewing and Selecting a Candidate" training (Human Resources and Office of Equity and Inclusion)
January 21, 2019	Interview pools certified by the Office of Equity and Inclusion.
January 23, 2019	Make-up session "Reviewing and Selecting a Candidate" training (Human Resources and Office of Equity and Inclusion)
January 28, 2019	Interview begin.
February 15, 2019	Hiring Proposals submitted to Vice President Office (All hiring proposals must include the salary (view: http://www.tnstate.edu/hr/comp2017faculty.pcf.pdf) for salary range) rank, and any special conditions to include relocation where applicable.
February 18, 2019	Hiring proposals forwarded to Human Resources by the Vice President for Academic Affairs Office.
February 28, 2019	Approval received on all positions from Human Resources.
March 15, 2019	Offer extended.
March 22, 2019	Notification from Human Resources of an offer rejected by candidate
March 29, 2019	Employment contracts are signed.

01/22/2019

4. Positions not filled will be re-advertised the next fiscal year but must be resubmitted and entered in PeopleAdmin.

5. All selected persons will be offered the position and salary only after a contract has been properly executed by Human Resources with the President's approval of the terms and conditions.

Procedure VI-09.0: Hiring Adjuncts and Temporary Faculty and the Decentralized Adjunct Budget

STEPS:

Deans/Department Chairs are to advertise vacant positions and attempt to hire permanent or tenure-track faculty in a timely manner. If position cannot be filled, salary savings from vacant positions will be used first to hire one year full-time temporary faculty. Secondly, permanent faculty should be given priority to teach and be compensated using the overload budget as based on availability of funds and approval of the Vice President for Academic Affairs. Lastly, the adjunct and part-time temporary faculty budget allocation should be used if additional faculty members are required.

Each college will be allocated funds for hiring adjuncts and temporary faculty (one semester or two semesters) annually, based on the availiablity of funds.

Funds from vacant non-faculty positions in the respective college/department's operating budgets maybe used to supplement the College's decentralized budget. Additionally, unused funds in the College's decentralized overload budget may be used to supplement their adjunct budget. The funds allocated may not be used for non-personnel purposes. A budget revision form has to be completed to move salary and benefit savings from vacant positions from the designated permanent position number to the adjunct, one semester or two semester position number or operation (for dual service agreements {74000}) as applicable in the adjunct budget. Whenever funds in one position are moved to a position in a different Org. code, a 35% of the salary being transferred entry should simultaneously be made.

Each College will have a unique FOAP assigned and the Dean's Office, working with the respective departments in the College, will determine the amount designated for each department. The initial funding allocation will be credited by the Office of the Vice President of Academic Affairs prior to the Fall term via Budget Revision in the adjunct per credit hour position number for the respective College as in 5B (highlighted in red) below:

1. A. The following is the FOAP for each College:

Public Service Urban Affairs-	110001-**13091**-61200-200
Liberal Arts-	110001-**13191**-61200-200
Education-	110001-**13391**-61200-200
Engineering-	110001-**13491**-61200-200
Agriculture	110001-**13591**-61200-200
Health Sciences-	110001-**13691**-61200-200
Business-	110001-**13791**-61200-200
Life and Physical Sciences-	110001-**14091**-61200-200

B. There is a different number for each type of adjunct/temporary faculty to be hired. All Adjunct and Temporary faculty are to be processed via People Admin (Human Resources) System, except those hired under a Dual Service (meaning the faculty is an employee of another

state institution). Dual Service Agreements are to be processed via Tiger$hoppe. The following Org, account, and position number will be used when hiring in one of the categories below:

College	ORG	Account Adjunct Credit Hr 61200	Adjunct Post-Retire Contracts 61200	Account Faculty ESP 61200	Account Support ESP 61600	Account Temp-1 Semester 61200	Account Temp - 2 Semesters 61200	Account Dual Service 74400
Vice President of Academic Affairs	12510	#004320	#048710	#078400	#078390	#099110	#099050	Tiger$hoppe
CPSUA	13091	#004321	#048711	#078401	#078391	#099111	#099051	Tiger$hoppe
Liberal Arts	13191	#004322	#048712	#078402	#078392	#099112	#099052	Tiger$hoppe
Education	13391	#004324	#048714	#078404	#078394	#099114	#099054	Tiger$hoppe
Engineering	13491	#004325	#048715	#078405	#078395	#099115	#099055	Tiger$hoppe
Agriculture	13591	#004326	#048716	#078406	#078396	#099116	#099056	Tiger$hoppe
Health Sci.	13691	#004327	#048717	#078407	#078397	#099117	#099057	Tiger$hoppe
Business	13791	#004328	#048718	#078408	#078398	#099118	#099058	Tiger$hoppe
Life & Physical Sci	14091	#004329	#048719	#078409	#047399	#099119	#099059	Tiger$hoppe

All adjunct/temporary contracts should be prepared allowing ample time for processing through the system. In emergency cases, beyond the department/college's control, it may become necessary to allow a temporary faculty to begin work prior to signing of the personnel contract in Human Resources (as in the case of dual service agreements). In such case, an Emergency Employment Form **must be approved and signed by the Office of the Vice President of Academic Affairs** prior to allowing the faculty to begin the first day of work. The Emergency Form is to be signed by the Department Chair and the Dean prior to submission to the Office of the Vice President of Academic Affairs. The form is **not** to be signed by the temporary faculty. This is an internal document for approval to allow the temporary person to begin work without a signed contract. As soon as the contract has been approved by the President, the temporary faculty member must report to the Human Resources Office to sign their contract within 72 hours to continue reporting to their assigned classes. Temporary faculty hired via dual service agreements must also have this form completed if the contract has not been signed by the President prior to the first day of work. Once the Emergency Form is signed, it should be entered in PeopleAdmin with the temporary Adjunct/Notice of Appointment Form as a supplement. Do not attach forms that have not been signed by the Office of the Vice President of Academic Affairs. Also, the start date on the Adjunct form or Notice of Appointment form should not be earlier than the date on the emergency hire form. The salary is to be prorated if the start date is after the official start date of the semester.

2. Each College should maintain a log (i.e., excel-spreadsheet) with the beginning balance being the annual allocation and deductions of adjunct and temporary faculty charges to the decentralized budget. Budget revisions, charges, and balances should be reconciled with Banner/Finance at minimum each pay period.

3. Deans are to insure the allocation is not used for nonteaching duties. The funds cannot be transferred to operating for travel or operating expenses.

4. Deans are to use the funds for all departments in the specific college.

5. Adjunct payments may not exceed the budget allocation and the amount paid to an adjunct may not exceed the amount allowed based on the degree and years of experience.

6. Unused adjunct funds can be transferred and used for faculty overload.

7. Department chairs are responsible for making sure all emergency hire forms are approved by the Vice President of Academic Affairs Office and contracts are signed when approved by the President prior to allowing a temporary faculty member to report to class.

Procedure VI-10.0: Hiring Deans and Direct Reports to Vice President of Academic Affairs

STEPS:

1. Verify vacant position and funds are available with Office of the Vice President of Academic Affairs.

2. Vice President of Academic Affairs consults with President to determine if position should be filled, changed in duties and responsibilities, or combined with another position.

3. If position is to be filled with no changes, Vice President of Academic Affairs appoints search committee members based on established process of representation of key stakeholders (i.e. faculty, student, faculty senate, staff senate, etc.). There must be at least 10 direct contacts made by the responsible hiring administrator and listed in PeopleAdmin.

4. Vice President of Academic Affairs appoints the chair of the committee.

5. Office of the Vice President of Academic Affairs enters information in PeopleAdmin to advertise online and in *The Chronicle of Higher Education*, TSU Web, notifications sent to other relevant institutions, and other agreed upon publications. Information on how to post a new position to PeopleAdmin can be found here.

6. Search committee meets with Vice President of Academic Affairs and representative from Human Resources to discuss process, schedule, off and on campus interviews, and the number of ranked or unranked candidates to be recommended.

7. Search Committee begins deliberation after charge of Vice President of Academic Affairs.

8. Search Committee maintains all notes and documentation to support recommendation.

9. Human Resources will give access to the Human Resources system to Search Committee members for reviewing and ranking applicants.

10. The Search Committee is to establish the process and ranking instrument to be used by the committee in narrowing the search pool to support selection of candidates to be interviewed and recommended for the position.

11. The questions to be asked candidates must be developed and agreed to prior to scheduled interviews and all candidates must be asked the same questions and treated the same.

12. Search Committee screens all applications to narrow pool of candidates to be interviewed.

13. Search Committee conducts interviews (via telephone, skype, etc.) after receiving certification of interview pool from the EEO-Affirmative Action Office.

14. The Search Committee Chair or designee is to work with the Office of the Vice President of Academic Affairs Assistant (Ms. Cordia McCutcheon or Ms. Tamica Davidson) or Administrative Assistant in the unit of the position being advertised to make travel and hotel accommodations. The travel cost will be charged to the operating budget of the vacant position or an account designated by the Vice President of Academic Affairs. Salary savings will be used if travel funds are not sufficient. The University may pay for moving expenses of the selected candidate if approved in advance by te Vice President and President. The University will not pay Immigration fees.

15. Open forum should be scheduled with top candidates with the following groups, at minimum, and concluded in a one-day visit:
    President
    Vice President of Academic Affairs
    Search Committee members
    Office Staff of Vacant Position
    Faculty, Staff, Student (Open Forum, may be combined or separate)

16. The Chair or designee will be responsible for conducting and making all other arrangements involved in the process.
17. Search Committee makes recommendation to the Vice President of Academic Affairs in accordance with Committee's charge and will check candidate references and work with Human Resources to ensure background or other clearances are received prior to recommendation to Vice President of Academic Affairs.
18. No offer of employment or salary recommendation is to be discussed with candidates by any member of the Search Committee. Human Resources will make the official offer and inform of salary after approval of the President and/or TSU Board of Trustees, which are required.

19. Committee makes a recommendation based on instructions from the Vice President of Academic Affairs which may be accepted or rejected by the President or Vice President of Academic Affairs.

20. Once the recommendation is made, the Committee's deliberation of functions cease, unless otherwise notified by the Vice President of Academic Affairs.

Tennessee State University
Certification of Search Pool

1. **Institution** _____

2. **Position** _____ **Dept./Organiz. Unit** _____

3. **Total qualified applicants for position:**

White _____ **Black** _____ **Other** _____ **Unknown** _____ **Total** _____

Male _____ **Female** _____

4. **Final candidates (screened candidates from whom interviews were chosen).**

White _____ **Black** _____ **Other** _____ **Unknown** _____ **Total** _____

Male _____ **Female** _____

5. **Candidates proposed to be interviewed:**

Name	Race	Sex
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

6. **Comment on pool:**

Certified for compliance with affirmative action plan and with all requirements of TBR Guideline P-010.

_____

Affirmative Action Officer (signature) **Date**

Procedure VI-11.0: Hiring Faculty, Department Chairs, and Other Support Staff

STEPS:

1. Verify vacant position and funding with Office of the Vice President of Academic Affairs.

2. If position to be filled has no changes, dean, director, and/or department chair appoints a search committee with members (if applicable) of appropriate representation. If changes are necessary, process in accordance with University procedures (i.e., position reclassification) and proceed to step three.

3. Administrative Assistant enters information in PeopleAdmin to advertise online (if faculty*, Chronicle of Higher Education* based on Academic Faculty Recruitment annual calendar), TSU Web, notifications sent to TBR institutions, and in other agreed upon publications.There should be at least 10 direct contacts listed in PeopleAdmin for each position advertised. Advertisement for positions must be paid using the department budget if not included in the *Chronicle of Higher Education* annual ad.

4. If used, Search Committee meets with dean, department chair, and representative from Human Resources to discuss process, schedule off-and on-campus interviews, and the number of ranked or unranked candidates to be recommended.

5. Search Committee begins deliberation after charge of dean, department chair, or director as applicable.

6. Search Committee, dean or director (as applicable) maintains all notes and documentation to support recommendation.

7. Human Resources will give access to Committee members for reviewing and ranking applicants.

8. The Search Committee conducting the interviews establishes the process and ranking instrument to be used for narrowing the search pool to support selection of candidates to be interviewed and recommended for position.

9. Questions to be asked of candidates must be determined **prior** to scheduled interviews, and all candidates must be asked the same questions and treated the same.

10. Screen and interview applicants.

11. Search committee conducts interviews after certification of interview pool. See **ADDENDUM #1** "*Certification of Search Pool*" Form on next few pages.

12. The Chair or designee with applicable dean or department chair's office makes travel and hotel accommodations. The travel cost will be charged to the operating budget of the vacant position. Salary savings may be used if travel funds are not sufficient. The university will not pay for moving expenses of the selected candidates. The University will not pay for Immigration fees.

13. Interviews with various groups and offices should be held as appropriate. A meeting should be scheduled with the Vice President of Academic Affairs for all department chair and director positions at minimum.

14. The Chair or unit head will be responsible for conducting and making all other arrangements involved in the search process.

15. The Chair or hiring manager will work with Human Resources to insure reference checks, background, or other required clearances have been obtained prior to recommending hiring.

16. The Department Chair will complete the *Faculty Credentials Review Form* for each Full-Time and Part-Time Faculty applicant. See **ADDENDUM 2.**

17. A contract is developed in the Human Resources Office.

ADDENDUM #1

Tennessee State University

Certification of Search Pool

1. Institution _____

2. Position _____ **Dept./Organization Unit** _____

3. Total qualified applicants for position:

White _____ **Black** _____ **Other** _____ **Unknown** _____ **Total** _____

Male _____ **Female** _____

4. Final candidates (screened candidates from whom interviews were chosen).

White _____ **Black** _____ **Other** _____ **Unknown** _____ **Total** _____

Male _____ **Female** _____

5. Candidates proposed to be interviewed:

Name	Race	Sex
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(10)		

6. Comment on pool:

Certified for compliance with affirmative action plan and with all requirements of TBR Guideline P-010.

_____ **Date**

Affirmative Action Officer (signature)

ADDENDUM #2

TENNESSEE STATE UNIVERSITY
FACULTY CREDENTIALS REVIEW FORM
FULL-TIME & PART-TIME FACULTY APPLICANTS

This form must be completed by the department chair and all appropriate documents submitted to Academic Affairs for review prior to a contract for faculty appointment being issued.

Name of Faculty Member _____

Academic Department _____ Status: Full-time ___ Part-time ___

_____ _____
Semester and Year of Initial Appointment Proposed Rank

Academic Degrees (Major and Institution) or Relevant Coursework (Official documentation must be attached to application or on file with the university.)

Is the degree-conferring institution a regionally accredited institution and recognized by the U.S. Department of Education? ___ YES ___ NO

Is the institution outside the United States? ___ YES ___ NO
NOTE: If the institution is non-regionally accredited OR is located outside the United States, evidence of appropriate academic preparation must be provided by having diploma/credentials evaluated by World Education Services, Inc. or another authorized agency. The evaluation must be attached to this document for consideration.

SACSCOC Faculty Credentials
Tennessee State University adheres to the Comprehensive Standard 3.7.1 of the *Principles of Accreditation* (2012) which reads as follows

> The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (*See Commission guidelines "Faculty Credentials."*)

11/7/14

DRAFT

Undergraduate Instruction

___ Applicant is a graduate teaching assistant holding a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Applicant (GTA) must have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned or periodic evaluations.

___ Applicant holds, at minimum, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Graduate Instruction

___ Applicant holds an earned doctorate/terminal degree in the teaching discipline or a related discipline

___ Applicant holds graduate faculty status. If Applicant is new to the institution, the Applicant must apply for graduate faculty status during the first year of employment. Faculty member must have graduate faculty status to teach courses with a 5000 level or higher.

Alternate Justification for Those Not Meeting Degree or Graduate Hour Requirements

___ Applicant qualifies for an exception to the educational requirement stated above by other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Where an exception is requested, provide the justification below and attach the supporting documentation to this request. For faculty justified by alternative means, documentation may be more varied and include evidence of appropriate workforce experience, applicable licenses, relevant rewards and recognitions, letters of reference which refer to the reason for the justification, and other documents which provide evidence to support the justification. A vita/resume, web pages, or other self-generated documents do not provide the appropriate level of documentation envisioned by this standard. Rather, documentation independent of the faculty member should be provided.

Proficiency in Oral and Written Communication

TBR Policy requires that "all faculty at Board of Regents institutions are proficient in oral and written English."

___ Applicant meets TBR requirements for oral and written English proficiency.

Approval:

Department Chair _____ Date: _____

College Dean _____ Date: _____

Vice President (for exceptions) _____ Date: _____

11/7/14

DRAFT

Procedure VI-12.0: Human Resource Documents and Forms

For your convenience, the Office of Human Resources has made available to you online several documents and forms. You may type in most of the forms, but you must print them for signature. Please contact the HR department at (615) 963-5281 if you have any questions. The department's fax number is (615) 963-5207.

Personnel Action Request Forms (PARFs)

The following forms are to be used with the electronic submission process in the PeopleAdmin system. For step by step instructions on submitting PARFs, please view the following tutorials:

- How to submit a Personnel Action Request Form (PDF)
- How to post a new position (PDF)

Please monitor this section when submitting actions as existing forms may be updated at any time. New forms will be posted as they become available. Please contact Natasha Dowell at (615) 963-5258 or ndowell@tnstate.edu if you have difficulty with the use of a form or questions about this process.

Account Change (for a change in position funding)	Excel
Adjunct Appointment (for the hiring or renewal of adjunct faculty)	PDF
Appointment Recommendation (for the hiring of a new permanent employee)	Excel
Degree Incentive (Guidelines for Degree or Certification must also be submitted and approved)	PDF
Employee Separation (for processing resignations/voluntary and retirees)	Excel
Employee Termination (for processing of terminated/ involuntary separations)	Excel
Extra Service Pay Request (for exempt staff to be paid for duties outside of normal job responsibilities)	Excel
Faculty Overload (for teaching courses over required semester load)	Excel
Graduate Assistant Appointment (for the hiring or renewal of a graduate assistant)	Excel
Leave of Absence (for an employee requesting non-FMLA leave of absence)	Excel
Kelly Services Order Form (for requesting temporary staff)	PDF
Kelly Services Employment Procedures	PDF
Pay Base Change (Only used to change fiscal, academic, MODFY status)	PDF
Promotion/Transfer (for employee promotion or transfer to another position)	Excel
Reclassification (for use after approval of a position classification review)	Excel
Relocation Allowance Processing Form (Procedure and Form)	PDF
Status Change Request (for changing between full-time and part-time)	Excel
Temporary Employee Appointment (for the hiring or renewal of a temporary employee)	Excel
Title Change (for changing the title of a position)	Excel

Personnel Action Correction Forms

The forms listed below are to be used to correct previously submitted personnel actions. Because corrections will affect the terms and conditions of the employment relationship, employees will be required to sign a new contract based upon the correction. Please note in the 'Special Conditions' section of the form the reason for the correction. Also, please be prepared to reference the PeopleAdmin action number for the previously approved personnel action. For assistance with PeopleAdmin, please contact Natasha Dowell at (615) 963-5285 or ndowell@tnstate.edu.

Adjunct Appointment (Correction- for changes to the appointment)	Excel
Appointment Recommendation (Correction for changes to the appointment)	Excel
Extra Service Pay Request (Correction for changes to the ESP)	Excel
Faculty Overload (Correction for changes increasing or decreasing the workload)	Excel
Graduate Assistant Appointment (Correction for appointment changes, specifically funding, and funding period)	Excel

Faculty Contract and Appointment Forms

The forms listed below are to be used by Faculty and Academic Department Chairs for appointments, summer contracts, and research contracts.

Addendum to Department Chair-Coordinator Summer Contract	PDF
Addendum to Faculty Summer Contracts	PDF
Addendum to Summer Research Contracts	PDF
Emergency Employment Approval	PDF
Notice of Summer Appointment	Word

General Human Resources Forms

While paper copies of the following documents are still required, please monitor this section when downloading or submitting as existing documents may be updated at any time. Please contact Human Resources at (615) 963-5281 if you have difficulty viewing, downloading or completing a form. The department's fax number is (615) 963-5027.

Address Change	Word
Certification of Search Pool	Word
Confidentiality Agreement	PDF
Complaint Form	PDF

Data Collection Worksheet	Excel
Direct Deposit (effective 7/1/08)	PDF
Employee Exit Form	PDF
Employee Verification Update Form (Word)	Word
Employee Verification Update Form (Adobe)	PDF
Employment Eligibility Verification - Form I-9	Web
Equity Diversity and Compliance Forms	Web
ESA (Employee Separation Administration) Notification Form	PDF
FMLA - Family Medical Leave Request Form	PDF
FMLA - Form - Certification of Health Care Provider for Employee's Serious Health Condition	Web
FMLA - Form - Certification of Health Care Provider for Family Member's Serious Health Condition	Web
FCRA Authorization Release Form	PDF
Grievance Form	PDF
Human Resources Checklist - New Hires & Returning Employees	PDF
Inspection-Duplication of Records Request	PDF
Job Analysis Questionnaire	Word
Knowledge Transfer Form	PDF
Leave Request	PDF
Merit Increase Presentation	PDF
Merit Increase Form	PDF
Name Change Request	Word
Non-Faculty Sick Leave Bank Enrollment Application	PDF
Non-Faculty Sick Leave Bank Operating Plan	PDF
Outside Employment Form	PDF
Overtime Authorization Form (Paid Overtime)	Excel
Post Retirement Contract	PDF
Request to Fill Position	Word
Request for Work Aid	PDF
Supervisor Exit Form	PDF
Volunteer Statement of Understanding for Volunteers	PDF
W-4 Form (tax deduction document for payroll)	Web

Educational Assistance Forms

Guidelines for Educational Assistance	Web

Certification and Degree Incentive Guidelines and Request Form	PDF
State Employee Fee Waiver (formerly PC 191) and/or Audit/Non-Credit Program EMPLOYEES: In order to take a course at the University, follow these steps: **APPLY** First, apply to the university and pay the $25 application fee online. Note: If you ever miss a semester, you will have to re-apply and pay the $25 again. **REGISTER** Then, register and pay for the course(s) here ...or via myTSU (choose "Banner Services" tab & "Student"). If you find that you have a HOLD on your record, contact the Academic Success office in order for them to remove it. Be prepared to furnish them your T#. Then, complete the above Fee Waiver Form, have your manager approve it, and send it to Carey Wallace in Human Resources for approval. If you are taking the class at TSU, HR will forward the approved form to the TSU Bursar's Office. If you are taking a class at another institution, you can either pick up the approved form from Carey Wallace or let Carey/HR know where to fax it.	PDF
Request for Tuition Reimbursement	PDF
Request for Fee Discount for Spouse and/or Dependent	PDF
Request for Work-Aid Services	PDF

Procedure VI-13.0: Job Reclassification

The position reclassification process is based upon securing accurate information on the current duties and responsibilities of each position using the Tennessee State University's Compensation Program. The information provided within this questionnaire is used as a basis upon which a proper reclassification (title and pay level) can be determined for new positions during a reclassification process or position pre-audit. This questionnaire may also be used to officially "update" existing position descriptions.

The following **Job Analysis Questionnaire** is to be completed by the current incumbent, or by the supervisor of a vacant position.

Reasons for submission of JAQ:

- The employee duties and responsibilities have changed significantly.
- The employee is very knowledgeable and possesses the skills and abilities for the position.
- The employee meets the minimum requirement of work experience for the position.
- The employee has experienced a degree of problem solving and can handle difficult and complex tasks.
- The supervisor identifies a need to reclassify a current vacant position in order to meet the needs of the University.

STEPS:

1. ***Job Analysis Questionnaire Form*** is completed and signed by the employee, then submitted to the immediate supervisor for signature.
2. The immediate supervisor submits form to a second level of management above the immediate supervisor who indirectly supervises the position. The Vice President of all areas **must** sign the JAQ before HR begins the evaluation process. If the signatures are not included, the document will be returned, further delaying the process.
3. The form is then submitted to the Associate VP/HR Director after acquiring the appropriate signatures.
4. A desk audit is performed in a timely manner by the appropriate person in Human Resources.
5. Once the reclassification is completed and signed by the Associate VP/HR Director, the document is forwarded to the supervisor of the position.
6. If the reclassification is for a current employee then the Reclassification PARF should be submitted along with the completed evaluation in PeopleAdmin for processing.
7. Once the documents are approved in PeopleAdmin and received by HR, the information is processed on the next available pay date.

JOB ANALYSIS QUESTIONNAIRE

PURPOSE
The purpose of this questionnaire is to gather information about the job and its requirements. This information will be used to ensure that the job is properly valued in Tennessee State University's Compensation Program.

Please take the time to complete this questionnaire as completely and accurately as possible. Before you begin to complete the questionnaire, please take a minute to review the following instructions.

INSTRUCTIONS
The questionnaire is divided into 13 sections. Administrative/Professional staff members should complete all sections, except for the last two sections, which are set aside for supervisors and managers. Before answering any question, read **all** of the instructions carefully.

1. Look over the entire questionnaire to make sure you understand the questions. The questions are Largely self-explanatory; however, if you have difficulties, please refer questions to your immediate supervisor.

2. The questionnaire asks you to describe the job in your own words and to provide responses which accurately represent the way the job currently functions; don't understate or overstate your answers. To help you in this, keep these points in mind:

   - Consider the job's usual responsibilities. Do not dwell on limited, short-term tasks or future responsibilities.

   - Look at the "whole picture". Compare the job to others in your department and in the entire University.

   - Remember, you are considering the job and its requirements - not your own personal background or how you would like to see the job performed.

3. Answer all of the questions. Leave nothing blank. Please type, print, or write legibly your responses using **black ink**. Be sure to retain a copy of the questionnaire for your records.

4. A sample statement of job duties and responsibilities follows these instructions to provide you with an example of how duty statements are written.

5. After you have completed the questionnaire, sign and date it, and then give it to your supervisor for his/her review. Your supervisor and his/her supervisor will be reviewing each questionnaire separately and in relation to the questionnaires completed for other jobs they supervise. Your supervisor may wish to meet with you to discuss any differences in viewpoint.

6. Supervisors or managers should not change or erase the Administrative/Professional staff employee's responses; however, comments may be provided in the margins next to the employee's responses and initialed in colored pen or pencil. (Supervisors should use **red ink**; managers at the next level should use **blue ink**.)

7. Supervisors are strongly encouraged to meet with the Administrative/Professional staff employee after reviewing the questionnaire to mutually discuss the position and any differences if opinion which may exist.

Tennessee State University

JOB ANALYSIS QUESTIONNAIRE

Please refer to instructions before completing questionnaire.

I. GENERAL INFORMATION

Employee Name: _____ T#: _____

Position Title: _____ Work Phone: _____

Division: _____ Department: _____

Supervisor's Name: _____

Supervisor's Title: _____

Length of Time in Current Position: _____ Years _____ Months

II. POSITION SUMMARY

In the space provided below, briefly explain in one or two sentences the general purpose of your position.

SAMPLE DUTIES FOR ILLUSTRATING COMPLETION OF SECTION II and III

METEOROLOGIST

Position Summary: Analyses and interprets meteorological data gathered by surface and upper air stations, satellites, and radar to prepare reports and forecasts for public and other users.

(E)ssential/ (M)arginal	% of Time	Duties and Responsibilities
E	20%	Studies and interprets synoptic reports, maps, photographs, and prognostic charts to predict long and short-range weather conditions.
E	15%	Directs forecasting services at weather station, or at radio/television broadcasting facility.
E	15%	Operates computer graphic equipment to produce weather repots and maps for analysis, distribution to users, or for use in televised weather broadcast.
E	15%	Issues hurricane and other severe weather warnings.
E	10%	Broadcasts weather forecast over televisions or radio.
E	10%	Prepares special forecasts and briefings for particular audiences such as those involved in air and sea transportation, agriculture, fire prevention, air pollution control, and school groups.
E	10%	Establishes and staffs weather observation stations.
M	5%	Conducts basic or applied research in meteorology.
	100%	

II. DUTIES AND RESPONSIBILITIES

List in order of importance and explain the major duties and responsibilities of your position. Indicate whether each duty or responsibility is essential or marginal by noting the appropriate letter (E or M) next to each duty statement. Essential functions are job tasks that are fundamental to accomplishing the work. Marginal functions are those tasks that are performed either very infrequently or could be performed b others without altering the underlying reason the position exists. Indicate also the average percent of time spent performing each separate job duty. **The percentages should total 100%**. An example of a statement of duties and responsibilities is included with this questionnaire for your reference.

E/M	% of Time	Duties & Responsibilities

(Continued on next page)

III. DUTIES & RESPONSIBILITIES (Cont'd)

E/M	% of Time	Duties & Responsibilities

IV. KNOWLEDGE

1. List the specific degrees, technical training, or post-high school course work **and the field** of study, if any, **required** to qualify for this position.

2. What licenses or certifications, if any, are **required** to qualify for the position?

3. What other knowledge, skills, or abilities are **required** in order to perform the duties of this position?

V. EXPERIENCE

1. Please describe the **least** amount and type of work experience required, if any, for a person **entering** this position. Please consider only the position's minimum requirements and not your own qualifications.

Type of Entry Experience Needed	Amount of Entry Experience Necessary

2. After being hired or moved into this position, how much on-the-job- training and experience is required for a new employee to learn all major duties and be able to do them well?

VI. COMPLEXITY AND CREATIVITY

This question addresses the degree of problem solving required, the types of problems encountered and how these problems are solved. It also addresses the degree of original thinking required to perform a job that is creative or artistic in nature.

In your response, please give one or two examples of the more difficult and complex tasks/ projects/problems which you have handled in the past twelve months. Consider the amount amount of judgment and thought required and the availability of policies, procedures and standards to guide you in solving problems. Also consider the degree to which creative thinking is required to organize or develop new or improved methods, ideas, procedures or techniques.

VII. IMPACT ON INSTITUTIONAL MISSION

1. Describe the positive impact this position has on the operations in your area of involvement and/or on the University when it is being performed well.

VII. IMPACT ON INSTITUTIONAL MISSION (Cont'd)

2. Describe the types of negative consequences for your work area or for the University that might result from an error made by someone in this position who did not possess good job knowledge or use sound judgment.

3. Describe the type of guidance and review your supervisor gives you in your position and how often (e.g., daily, weekly, monthly) that guidance and review occurs- for example, supervisor reviews work weekly, supervisor spot-checks work only occasionally (monthly), supervisor sets goals for the employee and reviews progress quarterly, etc.

Type of Guidance and Review	How Often

4. Describe the departmental policies and procedures, or formalized regulations which guide the actions in this position (e.g., policies or procedures for handling an overdue account or dealing with a student's complaint).

VII. INTERNAL AND EXTERNAL CONTACTS

These questions address the responsibility for working with or through other people inside and outside the University to get results. Consideration should be given to the nature of contact and level of interactions encountered on a regular, recurring and essential basis during operations.

1. With whom do you regularly communicate **inside** the University in order to perform your duties (e.g., faculty members, department heads, etc.)? What do you normally communicate about with these individuals? How often do you communicate (daily, weekly, monthly, etc.)? Please list only those contacts outside your immediate work area.

Who	Communicate About What	How Often

2. With whom do you typically communicate **outside** the University, if anyone, (e.g., students, vendors or suppliers, government officials, etc.)? What do you normally communicate about? How often do you communicate (daily, weekly, monthly, etc.)?

Who	Communicate About What	How Often

IX. LEADERSHIP

1. Is this position formally responsible in any way for the supervision of other University staff employees, student workers, temporary and/or volunteers?

   Yes ___ No __ (If no, please skip to page 9)

2. How many students and/or temporary workers, if any, are regularly supervised?

3. How many staff employees, if any, are supervised?

   Directly: ___
   (Immediate subordinates, i.e., employees that report **directly** to you)

   Total: _____
   (All subordinates, i.e., the total number of employees under your line of authority)

4. Briefly describe the nature and extent of your responsibility for supervising other employees. Indicate the scope of your authority for training employees, coordinating work activities, hiring, conducting performance reviews, handling disciplinary actions, etc.

5. List the title(s) of staff employee(s) that this position **directly** supervises:

   Job Title **# of Employees**

X. ORGANIZATIONAL REPORTING

1. In the organizational diagram depicted below, please indicate the reporting lines by completing the boxes with the appropriate title(s). The boxes are labeled according to the following key:

    A. Job title of person to whom your Supervisor reports
    B. Your Supervisor's job title
    C. Your job title
    D. Examples of other equivalent job titles to your position, i.e., at the same level
    E. Job titles which directly report to you (if applicable)
    F. Job titles which indirectly report to you through other individuals you directly supervise (if applicable)

If you directly or indirectly supervise more positions than can be listed in boxes "E" and "F", please indicate those titles (attach additional page(s) if necessary).

{Note: If an organizational chart of your area or department is available, the following diagram need not be completed. Simply attach the organizational chart of your area to this page and identify your position by highlighting or circling it.}

XI. EMPLOYEE GENERAL COMMENTS

Because no single questionnaire can cover every part of your position, can you think of any other information which would be important in understanding your position? If so, please give us your comments below.

Employee Signature _____ Date _____

XII. SUPERVISOR COMMENT SECTION

This portion of the questionnaire is to be completed by the employee's immediate supervisor. As a supervisor, it is important that you review this questionnaire and note and initial any comments you may have next to the employee's responses, preferably in red ink. The space provided below is for general remarks you may have.

Immediate Supervisor's Signature _____ Date _____

XIII. MANAGEMENT COMMENT SECTION

This portion of the questionnaire is reserved for comments by a second level of management above the immediate supervisor who indirectly supervises this position. As a higher level of management over this position, it is important that you review this questionnaire and note an initial any comments you may have next to the employee's responses, preferably in blue ink. The space provided below is for general remarks you may have.

Dean/Department Head (print name) _____ Signature _____ Date _____

Vice President's Signature (only if Second Level) _____ Date _____

Rev. 8/2015 – The Office of Human Resources

TENNESSEE STATE UNIVERSITY	**Reclassification**	**Office of Human Resources** **Personnel Action Request**

Number: T _____ **Department** _____
st Name: _____
rst Name: _____
iddle: _____
_____

urrent Position:

tle: _____
ıte of Pay: _____ **per** _____ **Annual Salary:** _____
__Fiscal ____Academic ____MODFY

Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____

ew Position:

tle: _____
ıte of Pay: _____ **per** _____ **Annual Salary:** _____
__Fiscal ____Academic ____MODFY
fective date: _____

Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____

ecial Conditions:

ıme of person initiating request: _____

PEOPLEADMIN ROUTING

equestor to **Department Head** to **Dean** to **VP/Provost** to **Title III*** to **Grants*** to **Budget** to **Human Resources** to **EDC**
***optional**

Complete form and save to your drive/network folder.
Begin new PARF action in PeopleAdmin
3. Attach completed form to PARF action.
4. Track action to make sure routing does not stall.

Procedure VI-14.0: Leave of Absence

REFERENCE: 5:01:01:03

Purpose
The purpose of this policy is to establish the criteria and process regarding leaves of absence for employees at Tennessee State University.

Policy

I. Introduction

- It is the policy of the Tennessee State University to provide approved, unpaid time off to regular employees due to reasons of illness or injury, or disability of an employee who has insufficient accumulated annual and/or sick leave, leave for educational purposes and leave for justifiable personal reasons. [Refer to 5:01:01:08 for maternity leave policy.]

II. Leave of Absence

1. Leave of absence as referred to in this policy shall include any period of administrative leave with pay up to a maximum of 90 days, pending an institutional review or investigation or leave in a non-pay status or athletic competition leave as defined below.
2. Administrative leave with pay must be approved by the President or Director following review by the Office of Human Resources.
3. Leave of absence shall be granted for any period (which may exceed one (1) year) when an employee transfers to another TBR institution or to the Board's system office and requests to be placed on leave of absence.
4. Leave of absence without pay, not to exceed one (1) year, may be granted for justifiable absences wherein it is not desirable to terminate the employee.
5. Factors to be considered in determining whether it is desirable to not terminate the employee and to approve leave of absence without pay include whether;

    1. There are extraordinary circumstances present that justify keeping a position open or vacant and preserving it for that employee;
    2. It is, objectively and from a business standpoint, in the institution's best interest to retain the employee because of demonstrated contributions to the department; and
    3. The employee performs a unique service or has unique qualifications that are required for the position.
6. Such leave must be approved by the president/director/Chancellor or his/her designee, and any additional leave must be approved by the Chancellor upon the recommendation of the President/Director.

7. Employees who request an unpaid leave of absence due to a Family and Medical Leave Act (FMLA) qualifying event shall have their leaves processed in accordance with the provisions of Family and Medical Leave Policy 5:01:01:14 regarding eligibility, continuation of insurance coverage, maximum leave period for parents who are both State employees, etc.
8. If an employee is not eligible for FMLA leave or the period of the leave exceeds the FMLA maximum, the remaining balance of the leave shall be processed in accordance with the provisions of this policy.
9. In addition, an employee who is on an unpaid leave of absence which does not qualify as FMLA leave shall be responsible for paying both the employee and employer portion of insurance premiums.
10. While on leave of absence for educational purposes or other justifiable personal reasons other than non-qualifying FMLA leave, illness, injury, or disability, an employee retains accumulated annual and sick leave, but does not earn or accrue additional annual or sick leave. In addition, an employee on leave of absence is not entitled to compensation for official holidays occurring within the leave period.

    - An employee who has qualified for Workers' Compensation may retain accumulated annual and sick leave.

1. In addition to the previously defined leave of absence policy, pursuant to T.C.A. § 8-50-1102, public employees who qualify as members of a United States team for athletic competition, on the world, Pan-American or Olympic level in a sport contest in either Pan-American or Olympic competitions are eligible to request a leave of absence with or without pay for the purpose of preparing for and engaging in the competitions just described.

    1. Team is defined as meaning any group leader, coach, official, or athlete who comprises the official delegation of the United States to World, Pan-American, or Olympic competition.
    2. In no event shall the total of all such leave exceed the period of the official training camp and competition combined plus a reasonable amount of travel or 90 calendar days a year whichever is less.
    3. The granting of leave under this section shall be discretionary with the public employer.

    i. In order to qualify for athletic competition leave, a public employee must:

    a. Be actively working for the public employer from whom the leave is requested at the time the request is made;
    b. Request such leave of absence a reasonable period prior to the date the public employee wishes the leave to commence;
    c. At the time of the request, the employee shall provide the employer with the actual or anticipated dates of the competition, the dates of the official training camp and specify the total number of leave days that will be necessary in order for the public employee to participate;

d. The public employee must provide satisfactory evidence of qualification and selection for participation.

2. An employee of a TBR institution who is a member of the United States Air Force Auxiliary Civil Air Patrol who participates in a training program for the civil air patrol, or in emergency and disaster services, shall be entitled to a leave of absence with pay for a period of not more than fifteen (15) days during a calendar year for such purposes if the leave of absence is at the request of the employee's wing commander or the wing commander's designated representative.
    1. Any leave of absence pursuant to this section shall be in addition to any other leave of the employee.
    2. All other rights and benefits of the employee, including seniority rights, insurance benefits, health insurance benefits, creditable service and all other such rights and benefits, shall continue.
    3. The employee may be granted leave pursuant to the provisions of this Act with or without pay subject to the complete discretion of the employer.
    4. If leave of absence under this Chapter is granted with pay, the employee retains accumulated annual and sick leave and continues to earn or accrue additional annual and sick leave.
    5. The employee is also entitled to compensation for official holidays occurring within the leave period.
    6. If the leave is granted without pay, an employee retains accumulated annual and sick leave, but does not earn or accrue additional annual or sick leave.
    7. The employee on leave of absence without pay is not entitled to compensation for official holidays occurring within the leave period.

The president/director of the institution must approve the request.

STEPS:

1. Obtain the appropriate approvals.
2. Complete the Leave of Absence PARF.
3. Upon completion of the Leave of Absence form submit the document through the online system for processing using PeopleAdmin.
4. Supervisor approvals: Department Chair to Dean/Director to VP Academic Affairs to Title III (if grant funded) to Budget to Office of Equity and Inclusion, with final approval from the Office of Human Resources.
5. Track the action in PeopleAdmin to be sure that the document is moving forward in the approval process.

TENNESSEE STATE UNIVERSITY

Leave of Absence

Office of Human Resources

Personnel Action Request

ID Number: T_____
Last Name: _____
First Name: _____
Middle: _____
Department: _____
Position: _____

Address 1 _____
Address 2 _____
City _____
State __ **Zip** _____

Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____
Fund _____ Org _____ Acct _____ Program _____ Position # _____ % of Salary _____

Type of Leave: _____
First date of leave: _____
Date of Return to Work: _____
Special Conditions:

PEOPLEADMIN ROUTING

Requestor to Department Head to Dean/Director to VP/Provost to Title III* to Grants* to Budget to Human Resources to EDC

***if grant funded**

1. **Complete form and save to your drive/network folder.**
2. **Begin new PARF action in PeopleAdmin.**
3. **Attach completed form to PARF action.**
4. **Track action to make sure routing does not stall.**

Procedure VI-15.0: Outside Employment / Business

A full-time employee may accept employment outside the University only if it does not interfere with the employee's regular duties or University functions and is scheduled outside regular working hours. Outside employment accepted by the employee should not bring discredit to the University nor should the University position or name be used to acquire it.

STEPS:

1. Prior to engaging in outside professional employment or continuing business activity, the faculty, professional staff member, or administrator must notify the President, or his/her designee, of the nature of the employment and the expected commitment of time (TSU Human Resources Manual, Policy: 6.26).

2. Employees should be certain that a conflict of interest does not exist.

3. Before accepting off-time employment, it is advisable that employees discuss the matter with their supervisors.

4. Every faculty member, professional staff, and administrator is required to complete and submit the **Outside Employment/Business Activity F**orm each semester and any other time prior to engaging in outside employment, business services, or other activity which may conflict with Tennessee State University assignments.

.

OUTSIDE EMPLOYMENT/BUSINESS ACTIVITY FORM

Supplement to TSU Policy 6-26

EVERY FACULTY MEMBER, PROFESSIONAL STAFF, AND ADMINISTRATOR IS REQUIRED TO COMPLETE AND SUBMIT THIS FORM EACH SEMESTER AND ANY OTHER TIME PRIOR TO ENGAGING IN OUTSIDE EMPLOYMENT , BUSINESS SERVICES, OR OTHER ACTIVITY WHICH MAY CONFLICT WITH TENNESSEE STATE UNIVERSITY ASSIGNMENTS.

Please check the appropriate item:

_____ Fall Semester 201__ Spring Semester 201__ Summer Semester 201__

_____ I do not have or anticipate outside employment during the _____-academic year.

_____ I have ongoing outside employment/ business activity previously approved by university.

Brief Description of previously approved ongoing Outside Employment/ Business Activities

_____
_____
_____

Time Commitment per week _____Hours Days _____ Times _____

_____ A request is being made for outside employment / business activity. (I understand that I am not authorized to engage in this activity without prior approval of the President or his/her designee.)

Brief Description of Proposed Outside Employment/ Business Activities

_____
_____
_____

Time Commitment per week _____Hours Days _____ Times _____

Projected date that outside employment/ business activity will begin._____

This activity is in the area of : _____Teaching ____ Research _____ Public Service

_____Consulting ____Professional Services ____Other

Signature _____ Date_____

Name(printed)_____ Telephone_____

DepartmentHead_____Date_____

Dean/ Director _____ Date _____

Vice President of Academic Affairs _____ Date _____

Procedure VI-16.0: Requesting Leave (sick, vacation, professional, FMLA, etc)

It is the policy of the Tennessee State University to provide all regular and full-time and part-time employees with regular periods of leave or time away for various reasons. Approving authorities may require key administrative employees to take a specified number of consecutive days of annual leave each year. Under no circumstance can annual leave be taken before it is earned. Annual leave is accrued as described below.

Annual leave

Provides all regular full-time and part-time employees with regular periods of rest and relaxation away from the work environment and recognize length of service. All personnel entitled to accrue annual leave may request use of annual leave at any time. Such requests are subject to the discretion of the approving authority that is responsible for planning the work under his or her control and should be approved only at such times as the employee can best be spared. However, it is management's responsibility to plan the work so that employees are permitted to take their annual leave during the course of each year.

Eligibility to Accrue Annual Leave

Regular full-time employees (excluding nine-month faculty) regardless of probationary status shall be eligible to accrue annual leave.

1) Regular non-exempt full-time employees will start accruing annual leave upon completion of a calendar month of service or major fraction thereof, in accordance with the following schedule:

ELIGIBILITY	RATES OF ACCRUAL	MAXIMUM ACCUMULATION OF ANNUAL LEAVE	MAXIMUM ACCUMULATION ACCRUAL	ANNUAL ACCUMULATION FORWARD TO SERVICE PER MONTH ACCUMULATION WITHIN FY
0-less than 5	7.5 hours	90.0 hours	315.0 hours	225.0 hours
5- less than 10	11.3 hours	135.6 hours	405.6 hours	270.0 hours
10-less than 20	13.2 hours	158.4 hours	450.9 hours	292.5 hours
20 or more	15.0 hours	180.0 hours	495.0 hours	315.0 hours

2) Exempt employees will accrue 15.0 hours per month with a maximum accumulation of 315.0 hours, regardless of years of service.

3) Part-time regular employees will accrue annual leave on a pro-rated basis.

4) Temporary employees do not accrue annual leave.

5) Regular employees with MODFY (modified fiscal year) appointments will accrue annual leave during their appointment periods. MODFY employees who work during their normal non-duty periods shall accrue annual leave on the same basis as full-time employees for each month of full-time employment. For part-time employment during that period, MODFY employees shall accrue annual leave on a prorated basis.

6) The anniversary date for computation of leave shall be the beginning date of employment for each employee, except when adjustments in the date must be made because of periods of non-accrual, i.e., leaves of absence, temporary breaks in employment. Annual leave in excess of maximum may be used during the fiscal year in which the excess accrues; however, an employee may not exceed the maximum leave at the end of the fiscal year. In the event it is not so used during the fiscal year, it will be transferred to the employee's accumulated sick leave.

7) Annual leave shall be requested and approved by the approving authority before leave begins. Annual leave may not be advanced and shall not be in excess of the amount accrued by the employee.

8) Employees may request to use their annual leave any time they prefer by application to the approving authority. Such requests will be considered, subject to the discretion of the approving authority to plan the work under his/her control and to authorize absence only at such time as the employee can best be spared. However, it is management's responsibility to plan the work so that employees are permitted to take their annual leave during the course of each year.

9) An employee who is dismissed for gross misconduct or who resigns to avoid dismissal for gross misconduct shall not be entitled to any compensation for accrued but unused annual leave at the time of dismissal.

10) In the case of death, payment for an employee's unused accrued annual leave shall be made to the employee's estate or designated beneficiary.

11) Full-time and part-time employees who are employed through grants or contracts are not eligible to accrue annual leave unless the grant or contract involved provides sufficient funds to cover the costs of such leave or unless eligibility to accrue annual leave is approved by the President of the institution.

12) Student employees are not eligible to accrue annual leave.

13) Employees otherwise eligible to earn annual leave do not earn annual leave while on leaves of absence.

14) When an employee who is eligible to accrue annual leave transfers into a nine month academic position (thus becoming ineligible to accrue annual leave), the employee shall take all of his or her accrued annual

leave prior to the date of transfer unless the appropriate approving authority determines the services of the employee must continue until the date of transfer. If that event, the employee shall be paid for all accrued annual leave by a lump sum payment at the time of transfer.

Sick Leave

Sick leave eligibility applies to the same personnel as described in ***Annual Leave***. Illness of the employee shall be reported to the respective department chair as soon as possible on the first day of absence. If such notification is not given, such absence may be charged as annual leave or leave without pay. Sick leave should be documented and approved by the department chair on the first workday after the absence.

Accrued sick leave is cumulative for all days not used. Under no circumstance shall sick leave be taken before it is earned. Employees do not earn or accrue sick leave while on leave of absence. Employees do not receive payment for unused accrued sick leave days while on leave of absence or receive payment for unused accrued sick leave days upon termination. Sick leave may be used for purposes such as: illness or injury to an employee, medical examinations and dental appointments, and illness or incapacity to work due to pregnancy. In instances of death of a member of the immediate family, sick leave may be granted at the discretion of the appropriate approving authority for a maximum of two (2) days after the three (3) days of bereavement leave have been used. Regular employees accrue sick leave at the rate of one day (7.5 or 8.0 hours) for each calendar month of actual service or a major fraction thereof. A regular full-time employee cannot earn more than 12 days (90 or 96 hours) of sick leave per year. Part-time regular employees accrue sick leave on a pro-rata basis. Temporary, seasonal, and intermittent employees do not accrue sick leave. Regular employees with MODFY (modified fiscal year) appointments accrue sick leave during their appointment periods. MODFY employees who work during their normal non-duty periods shall accrue sick leave as full-time employees for each month of fulltime employment. For part-time employment during that period, MODFY employees shall accrue sick leave on a pro-rata basis. Additional information regarding the Sick Leave Bank for clerical staff is referenced at **Sick Leave Bank Operating Plan (Non Faculty)**.

Maternity Leave

In accordance with T.C.A. 50-1-501, time off is provided to regular female employees for the birth of children. Leave for maternity purposes will be granted for a period of up to sixteen weeks upon request of the female employee. Thirty unpaid days are granted to men for the birth of a child. Persons requesting such leave should contact their supervisors and the Human Resources Office (963-5281) and file their requests for such leave. Other documentation, if needed, will be discussed at that time. More specific details are available in the Human Resources Office and the TBR Policy Manual.

Paternity Leave

It is the policy of the Tennessee Board of Regents to provide up to thirty (30) working days of paternity leave to regular, male employees due to the birth of children, in accordance with T.C.A. 50-1-503, and the Family and Medical Leave Act of 1993(FMLA). Upon receipt of the regular employee's written request for paternity leave, the appropriate authority will process the request in accordance with the provisions set-forth in this policy and the employee's eligibility for leave under TBR Family and Medical Leave Policy No. 5:01:01:14 .Regular employees who are eligible for FMLA leave will have paternity leave processed in conjunction with the TBR FMLA policy, regarding election of paid/unpaid leave, continuation of insurance coverage, etc. Sick leave may be used for paternity leave for a period not to exceed the employee's accumulated sick leave

balance or thirty (30) working days, whichever is less. Employees with less than 30 days may use annual leave, compensatory time (if applicable), and leave without pay for the balance of the leave period.

Family and Medical Leave (FMLA)

Persons requesting such FMLA benefits should contact their supervisors and the Human Resources Office (963-5288) and file their requests for such leave. Additional needed documentation will be discussed at that time. More specific details are available in the Human Resources Office and are referenced in the TBR Policy Manual.

As part of TSU's sick leave options, the Family Medical Leave Act (FMLA) is available for a maximum of twelve (12) paid or unpaid weeks to employees who are ill or who may be required to assist/ care for a member of their immediate family. (**For employees: on the fourth CONSECUTIVE day of illness**, **contact the Benefits staff in the Human Resources Office.)** Where an employee must be absent because of serious illness in the immediate family, family medical sick leave may be granted by the ***supervisor*** and the Human Resources Office. For purposes of this section, "immediate family" shall be deemed to include (a) spouses; (b) children, adopted children, stepchildren; (c) parents, parents-in-law, stepparents, and foster parents; (d) siblings; and (e) other members of the family who reside within the home of the employee. Forms will be completed to place the employee on FMLA. Paid sick or annual leave maybe used until it expires. The following events qualify for FMLA entitlement: 1) the birth or adoption of a child, foster or step-child; 2) foster care of a child; 3) care of spouse, son, daughter, parent, or that person who stood in place of absent parent. [This definition does not include a parent-in-law; it does include a foster or stepchild, legal ward or child, or a person standing in place of an absent parent.] In instances where the employee has no sick leave, such absence may be charged to annual leave, if available. If neither sick nor annual leave is available, such absence will be charged as leave without pay. An employee may be required to present evidence in the form of a physician's certificate to support the reasons for an absence during the time for which sick leave is taken. Except in exceptional circumstances, physician certification will be required only after three consecutive days of absence.

Educational Leave of Absence

1) It is the policy of Tennessee State University to provide time off to regular TSU employees, to continue their education and/or participate in research, grants, or fellowships on a full-time basis.
2) Requests for educational leave for regular employees must be approved in advance by the president. Such approval must specify the length of the leave which normally should not exceed twelve (12) months.
3) Each request for leave will be evaluated on its own merits and approval will depend upon the evidence provided as to the enhancement of the employee's value to the institution/System Office resulting from the leave.
4) Leave of absence for periods exceeding one (1) year may be granted upon recommendation of the president as stated in Policy 5:01:01:13.

Bereavement Leave

It is the policy of Tennessee State University to provide all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member as defined below, consistent with T.C.A. 8-50-113. Immediate family shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren; and 6) other members of the

family who reside within the home. In instances of death of a member of the above immediate family, as defined in the bereavement leave policy, the approving authority may, upon request, grant an additional two (2) days which will be charged to sick leave, along with the bereavement pay, not to exceed three regular days of pay as stated in Policy 5:01:01:09

Parental Leave

Employees may request special leave without pay for up to four months for adoptive parents leave. During the four-month period, employees may use accumulated sick leave for up to thirty (30) working days. Adoptive leave does not cover stepchildren or adults. Persons requesting such benefits should contact their supervisors and the Human Resources Office (963-5293) and file their requests for such leave. Additional needed documentation will be discussed at that time. More specific details are available in the Human Resources Office and are referenced in Policy 5:01:01:01:08.

Military Leave

All employees who are members of any reserve component of the armed forces of the United States or of the Tennessee National Guard shall be entitled to military leave for periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. Each employee who is on military leave shall be paid his or her salary for a period, or periods, not to exceed twenty (20) working days in any one (1) calendar year. After that time, the employee may use accumulated annual leave, if he/she so chooses. At the end of the twenty (20) days (or when the annual leave is exhausted), the employee will then be on leave of absence without pay. The employee must furnish certification from competent military authority of the dates active duty was actually performed. An employee called into military service shall be entitled to reinstatement as prescribed by law and are referenced in Policy 5:01:01:04.

Civil Leave

Civil leave shall be granted to an employee who serves as a witness for the federal government, the State of Tennessee, or a political sub-division of the state, or when he or she attends any court in connection with his or her official duties, or serves on a jury in any state or federal court. For the period an employee eligible for civil leave renders jury service or serves as witness, he/she shall be entitled to his/her regular compensation and the amount allowable for such service. An employee may retain all compensation or fees received as a witness or juror. Documentation to substantiate absence due to performing civil duty must be presented to the Human Resources Office. Employees involved in personal litigation, or who serve as witness in private litigation, shall be charged with annual leave or leave without pay.

Transfer of Leave

An employee who transfers to another system institution or school or another state agency shall not be paid for his or her accrued but unused annual leave. Rather, all unused annual leave shall be transferred to the other institution or state agency. If an employee leaves and is re-employed with a Tennessee state agency prior to his/her termination date with TSU, he/she shall have all unused annual leave transferred/reinstated to the employing agency and shall not be entitled to payment for annual leave beginning with the date of re-employment. Any payment for annual leave upon the termination which is later found to have been in violation of this policy shall be repaid to the University by the terminating employees.

Voting Leave

Employees who are registered voters may receive reasonable time off to vote if they request such time-off before noon the day before the election. The supervisor may specify the hours during which the employee may be absent to vote, and the time-off may not exceed three (3) hours. No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the employee's work schedule ends. Time-off to vote shall be recorded as non-duty pay hours and will be reported on the employee's time sheet. Time-off to vote is considered for non-exempt employees as non-worked time when calculating overtime.

Procedure VI-17.0: Retirement Programs

The purpose of the Retirement policy is to identify provisions under which regular full-time executive, administrative, and professional employees are able to participate in the State Retirement Program or optional retirement programs.

It is the policy of Tennessee State University that all regular full-time employees of the University shall be members of a state-supported retirement system. Regular academic, executive, administrative and professional employees shall have the option of becoming members of either the Tennessee Consolidated Retirement System or the Board of Regents Optional Retirement Program.

Retirement Plans: 5:01:03:03

References: **https://policies.tbr.edu/policies/retirement-plans**

http://www.treasury.state.tn.us/tcrs/Pub.html

STEPS

1. Review and select the Retirement Program of your choice on/or before the first day of employment. If you don't make an election you will be automatically enrolled into the State Tennessee Consolidated Retirement (TCRS) program.
2. Non-Exempt employees will be automatically enrolled into TCRS.

Tennessee Consolidated Retirement Program (TCRS).

This is the only retirement plan available to non-exempt, classified employees. These employees are paid semi-monthly. Full vesting in TCRS is reached after five (5) years of service. Fully vested employees accrue the rights to retirement benefits.

Exempt, classified employees may opt to participate in TCRS or the Optional Retirement Program (ORP). Exempt employees are paid monthly.

Employees who are members of the TCRS are eligible to retire upon attainment of age sixty or upon completion of thirty years of creditable service.

TCRS and the ORP are **non-contributory** on the part of the employee; the university contributes a percentage of your monthly base salary toward the retirement plan, if hired before June 30th.

If you are hired **on/after July 1st,** contribution rates apply. http://www.treasury.tn.gov/orp/index.html

Optional Retirement Program (ORP)
ORP members attain immediate vesting rights. This retirement option allows the member to direct employer contributions, made on his/her behalf, to one or more of the following designated companies for investment of the funds:

- **VALIC (800-448-2542)**
- **VOYA (800-525-4225)**
- **TIAA (800-842-2776)**

ORP members are offered a one-time opportunity to transfer membership to TCRS. The legislation can be found in Public Chapter 738 or TCA 8-35-403 (f). The specifics of this one-time opportunity are as follows:

1. The member must be a current State of Tennessee employee or higher education employee at the time of transfer with five (5) or more years of service in the ORP.
2. The member must not have received cash withdrawal or other distribution from the ORP.
3. The transfer must include Tennessee ORP service. If you elect to transfer to TCRS, you waive all current and future rights to ORP benefits from Tennessee contributions. The decision is **irrevocable.**
4. The cost of the transfer will be the greater of (1) the ORP account balance, or (2) a percentage of the member's compensation during the ORP participation period, plus annual interest. Most likely, in many cases, the ORP balance will not cover the total cost of the transfer.
5. The required payment must be made in lump sum not later than December 31st of the transfer year stipulated. There are various options for funding the payment including transferring your ORP account or other tax-deferred retirement accounts, or using personal savings.

Note: The transfer from ORP to TCRS is **strictly** voluntary. Employees are not obligated to change.

Procedure VI-18.0: Temporary Employment Report: Tennessee Consolidated Retirement System TCRS

Any retired member of the Tennessee Consolidated Retirement System (TCRS), except those receiving a disability retirement allowance, or ORP, except those who have never taken a withdrawal or distribution from his/her account, may return to service in a position covered by this system and continue to draw his/her retirement allowance under the following conditions:

1. The retiree must have a break in service for a minimum of sixty (60) days, unless an exception has been applied for and approved.
2. Retirees employed as teachers by an institution of higher education are limited to 24 quarter hours or 18 semester credit hours.
3. The entire compensation payable to the retiree for such work should not be more than 60 percent of the annual full-time salary received by the member in the year immediately prior to retirement. This limit on salary increases by 5 percent for each year since the member's retirement.

When a retiree begins temporary employment, he/she will be required to complete the appropriate form in **Human Resources.**

A. TCRS retirees must complete the **Temporary Employment** form and the institution shall submit the form to TCRS. TCRS must be notified by letter when the retiree's temporary employment reaches the 120 day limit and/or when the employment is terminated to avoid possible overpayment or suspension of the monthly benefit.
B. Optional Retirement Program (ORP) retiree's must complete the Optional Retirement Program (ORP) Part-time Re-employment Certification/Waiver form for the institution's files.
C. New forms for TCRS and ORP retirees must be completed for each 12 month period.

Note: It is the responsibility of the retiree to work 120 days or less; otherwise, working beyond the allotted 120 days could reduce the retirement benefits.

Procedure VI-19.0: Time Sheets (Instructions for completion of time)

Procedure VI-19.1: *Monthly* - Faculty, Administrative Professional Employees and Graduate Assistants
Procedure VI-19.2: *Semi-Monthly* - Clerical and Support Staff
Procedure VI-19.3: *Student* - *Work* Study and Student Workers

The University processes three separate payrolls:

PAYROLL	DEFINITIONS	TIMESHEETS DUE DATE	PAYDAY
Monthly	Faculty, Administrative, Professional Employees, and Graduate Assistants	16th of the month	30th
Semi-Monthly	Clerical and Support Staff	1st and 16th of the month	15th and 30th
Student	Work Study and Student Workers	1st of the month	15th

References:

Payroll & Time- Keeping
Monthly Payroll Certification (see Payroll section)
Student Payroll

STEPS:

Payment is made on the last working day of the scheduled payroll.

All employees and student workers are required to complete and submit a timesheet.

If name of employee is not preprinted on the timesheet, please add the name with the correct "T" number. If you don't have the correct "T" number you may contact Human Resources to obtain it at 615-963-5281.

Employees are to use proper time reporting codes. (codes next page)

Employees should sign the timesheet or another document maintained by the department, timely according to the schedule above.

Payroll changes must be completely approved through People Admin at least 10 days before the payday.

Departments may request a manual check by paying a fee for processing off-cycle checks. Manual check request are generally processed when submissions are not timely.

Time Reporting Codes			
008	Regular Semi-Monthly	180	Sick Leave
010	Regular Monthly	185	Non-Faculty Sick Leave Bank
015	Graduate Assistant	190	Comp Time Taken
018	Adjunct Faculty	195	Comp Time Earned - Regular
019	Temporary Help	196	Comp Time Earned - Premium
032	Overtime I - Regular Rate	200	Summer Pay CR Instruction
035	Overtime II - Premium Rate	220	Summer Pay - Research
037	Call-In OT - Premium Rate	230	Military Leave
150	Holiday Pay	310	Jury Duty
152	Inclement Weather	315	Voting Leave
165	Bereavement Leave	420	Unpaid Leave
170	Annual Leave	430	Leave With Full Pay

Procedure VI-20.0: Volunteer Agreements

Volunteer who agree to work on TSU campus or on behalf of TSU without receiving compensation must complete and sign the Understanding/Agreement between Tennessee State University and (Volunteer) form and function in accordance with established policies and procedures.

Reference: https://policies.tbr.edu/guidelines/personnel-transactions-recommended-forms

STEPS:

A. Obtain Statement of Understanding/Agreement Between Tennessee State University and (Volunteer).

B. Form should be completed by the Department requesting volunteer services .

C. Statement of Understanding/Agreement between Institution and Volunteer will be used for volunteer workers. In order for a volunteer worker in an institution supported program to be eligible for reimbursement of the costs of defense in the event of a claim arising out of their actions, the institution is required by T.C.A. § 8-42-101 to register the name of the volunteer with the Tennessee Board of Claims Statement of Understanding/Agreement Between Tennessee State University and the (Volunteer). If the institution fails to register the volunteer and the state pays attorney fees or a judgment based on the volunteer's actions, cost and awards will be funded through the institution's budget. In addition, if the volunteer is a medical professional providing direct health care as a volunteer, he/she is only considered a "state employee" under the defense reimbursement provisions for purposes of medical malpractice.

D. Volunteer should include student leaders (e.g., SGA president) as well as unpaid people in athletics, as well as other areas.

STATEMENT OF UNDERSTANDING/AGREEMENT
BETWEEN
TENNESSEE STATE UNIVERSITY
AND

_____

1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by the university for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary of benefits of employment, including but not limited to insurance, retirement benefits, workers' compensation, travel expenses, or any other form of compensation of any kind.

2. The volunteer understands that he/she has no actual authority to bind or represent the university with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the university with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the university.

3. The volunteer understands that (T.C.A.9-8-307(h)8-42-101(a)(3) extends certain protection to individuals who are participants in volunteer programs, which are operated under the authorization of a state agency or department. For actions taken in the course of performing volunteer services, which are neither willful, malicious nor criminal, or acts or permissions done for personal gain, an authorized volunteer is immune from suit in the manner as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.

4. The volunteer acknowledges that the university shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omissions of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission.

5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the college without specific written authorization of the president of the college.

6. The volunteer and the college agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution of performance of this agreement.

7. Tennessee State University, the Tennessee Board of Regents, the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.

8. This agreement may be terminated at any time upon written notice of the volunteer or the President of Tennessee State University.

ACKNOWLEDGEMENT

I,_____(name of volunteer), SSN:_____, have read and understand the above statement/agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at Tennessee State University. This agreement is effective from _____(date) through_____(date).

Signature of Volunteer _____ Date_____

Recommendation of Approval of Statement of Understanding/Agreement

Admin. Supervisor of Volunteer/Dean_____ Date_____

Approval of Statement of Understanding/Agreement

President/Designee_____ Date_____

Copies to: Human Resources
Tennessee Board of Claims

Note: Enter 8-42-101 in the search section to locate T.C.A. § 8-42-101.

Procedure VI-21.0: Web Leave Entry

The following instructions are for the leave reports of monthly (Exempt) employees who accrue Annual and Sick Leave. Faculty (Nine- Month) and Non-Exempt (Semi-Monthly) employees, as well as monthly employees **who do not** accrue leave will continue to submit paper time reports.

INSTRUCTIONS FOR EMPLOYEES ENTERING LEAVE

Go to http://www.tnstate.edu and click on MyTSU.

Enter Username and Password to login. The Username and Password is the same as it is for logging in to your computer. You may contact the Help Desk at X7777 if you have login questions.

Click on ***Banner Services***, then ***Employee,*** then ***Leave Report***, then Access ***My Leave Report***, then Select the ***Leave Report Period and Status*** (choosing the correct period of time).

Ensure that the correct period of time is reflected in the box and click ***Leave Report***

Go to the date/type of leave taken, then click ***Enter Hours***, if needed, click ***Next*** to see additional dates.

Enter the approved hours for that date/type in the box and click ***Save,*** repeat until the report is complete. ***If no leave is taken during the leave period, enter zero (-0-) hours for one day to avoid the error message," Warning no hours entered".***

If needed, click Comments to add clarifying notes (e.g., Administrative Closing Leave, 02/15/ 20xx)

Click ***Submit for Approval.***

Enter PIN as: (1) the first six digits of SSN ***or*** (2) six digit date of birth

Ensure the top of screen reflects successful transmission and the bottom reflects routing to the supervisor.

Click ***Submit for Approval***, then ***Log Out.***

Note: Banner does not send email notifications, please calendar the 16th of each month as the recurring deadline.

INSTRUCTIONS FOR SUPERVISORS APPROVING LEAVE

Go to http://www.tnstate.edu and click on MyTSU.

Enter Username and Password to login. The Username and Password is the same as it is for logging in to your computer. You may contact the Help Desk at X7777 if you have login questions.

Click on ***Banner Services***, then ***Employee***, then ***Leave Report***, then ***Approve or Acknowledge Time***, then ***Select.***

Select the department to be reviewed and then click ***Select.***

Ensure the correct time periods are reflected for each employee and contact those who have not submitted leave reports.

Click on employee's name and compare his/her entries to the Record-Keeper's leave summary.

If the information matches, click ***Approved.***

If the information does not match, have the Record-Keeper contact the employee to reconcile the difference. Click ***Return for Correction*** if the employee has to make a correction, and return later to approve that employee's leave.

If needed, click ***Comments*** to add clarifying notes for Payroll (e.g., Administrative Closing Leave, 02/15/ 20xx).

Click ***Submit for Approval.***

Ensure the top of the screen reflects successful transmission and the bottom reflects routing to Payroll.

Select ***Next*** for the next employee's report until all are completed. Return to step 4 until all departments are completed.

Click ***Log Out.***

Note: Banner does not send email notifications, please calendar the 17th of each month as the recurring deadline.

SECTION VII: TRAVEL-RELATED PROCESSES

Procedure VII-01.0: Travel

Tennessee State University has established travel policies based on TBR Policy No. 4:03:03:00 which as well as the TSU travel section of the TSU Finance and Accounting Policy and Procedure Manual should be reviewed for more detailed information. All Tennessee State University employees who travel in the performance of their duties must follow the aforementioned TBR policy. Provisions of this policy may also apply to individuals other than employees who are authorized to travel at institutional expense. No authorization for travel by any employee shall be granted and not reimbursement for travel expenses shall be made, except in accordance with the provision of the University's policies and procedures. Employees are expected to be as conservative as possible in incurring travel expenses. All TSU employees and others who travel in the performance of their official duties must follow the procedures in the steps below and as described in detail in the additional travel policies:

STEPS:

1. All travel must be approved in advance. The authorizing form is the Travel Requisition Form. See TSU Policy # 5.9.3 for processing steps.

2. Travel reimbursement is subject to limits established by the TBR. See Addendum A.

3. Travel reimbursement must be requested on a Claim for Traveling Expenses Form. See TSU Policy # 5.9.15 for processing steps.

4. Travel by groups requires different processing than individual travel. See TSU Policy # 5.9.9 for processing steps or TSU Policy # 5.9.4 for athletic group travel.

5. Exceptions to TSU's travel regulations are established by the TBR in compliance with the Comprehensive Travel Regulations of the State of Tennessee. The institution has no authority to make exceptions outside those established by the TBR. See TSU Policy # 5.9.10 regarding lodging and meal rate exceptions.

6. A Travel Requisition Form must be completed by the traveling employee to authorize the work related travel even if no expenses will be incurred or the employee does not plan to seek reimbursement.

7. These policies and procedures apply to all employees of the University regardless of the original source of the funds to the University (unrestricted or restricted).

Travel Requisition Process

In addition to submitting a Requisition through Tiger$hoppe, you must complete a "Paper" Travel Requisition (.PDF) (See Travel Requisition 'Step-by-Step')

NOTE: IT IS RECOMMENDED THAT YOU COMPLETE THE TRAVEL REQUISITION .PDF & THE TIGER$HOPPE TRAVEL REQUISITION SIMULTANEOUSLY, AS EACH DOCUMENT REQUIRES DATA FROM THE OTHER.

1. Log into **Tiger$hoppe** and start keying in your Travel Requisition information, using the "Step-by-Step" Guide, being sure to **enter the total $ amount of the requisition onto the form.**

2. Once you have completed the Tiger$hoppe process and submitted the Requisition for approval, Tiger$hoppe will automatically generate a Requisition Number that will appear on the top of the final screen.

3. Enter the Requisition number in to the "**T**_____**"** field on the top right side of the "paper" (.PDF) Travel Requisition.

4. Once the "paper" requisition is complete:
    a. Print the Requisition
    b. The Traveler needs to sign the bottom of the requisition
    c. The Traveler's Supervisor does not necessarily have to sign/authorize the requisition
    NO OTHER SIGNATURES ARE NEEDED!

5. Print out the necessary travel support documents:
    a. Preferred Hotel (or Conference specified Hotel) location and reservation information, including the price per night of the room

    Example: Most conferences have a specific/preferred hotel for their attendees
        I. Go through the Hotel website as if you are booking a room
        II. Once you get to the screen that gives you a final price, including all taxes and fees for the travel nights you prefer….
        III. You can proceed to book the room at this time, as you will be reimbursed upon return from your trip.

    b. Preferred airline airfare prices from airline website.

Example: The first airline to usually check for reasonable air fares is Southwest Airlines.

I. Go through the website as if you are booking a flight

II. Once you get to the screen that gives you a final price, including all taxes and fees for the travel dates and times you prefer….

III. **PRINT OUT THAT PAGE**…***BUT DO NOT BOOK THE FLIGHT!!***

6. Traveler makes a copy of all documents for their records. *(optional)*

7. Attach all printouts to the signed Travel Requisition, Log Out the packet on the "Outgoing Documents" spreadsheets, put the completed packet in an inter-office envelope addressed to the Travel Office.

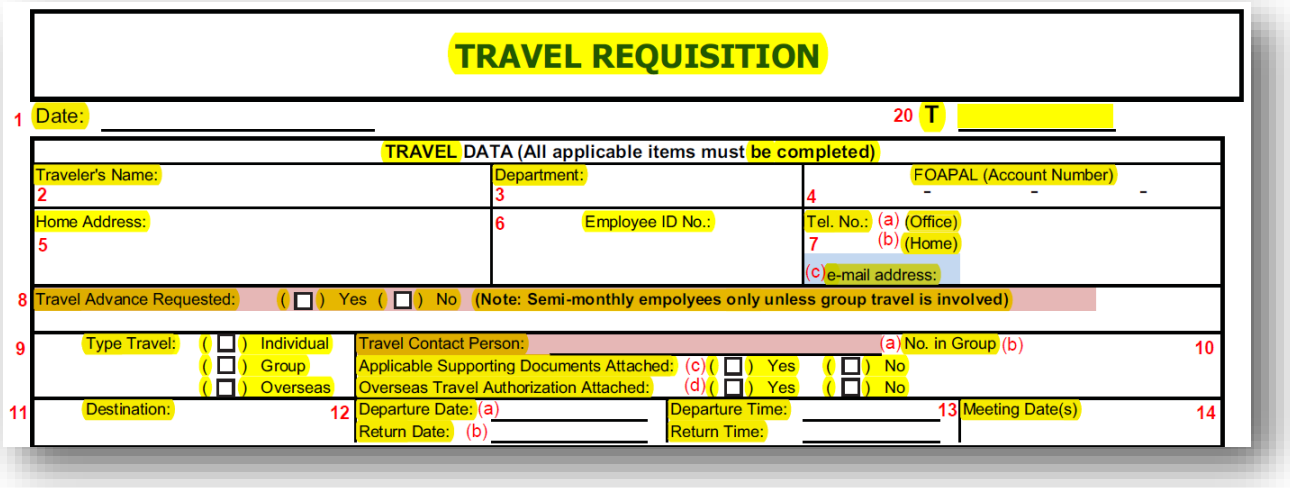
8. Original, signed Travel Requisition (with Tiger$hoppe Req # and support documentation attached) will be physically delivered to the Travel Office on the 2nd floor of the Administration Building on Main campus.

9. Process airline ticket through Concur portal.

TIGER$HOPPE TRAVEL FORM STEP-BY-STEP PROCESS

This is a Step-by-Step visual guide of how to complete the .PDF ("paper") Travel Requisition required by the TSU Travel Office.

NOTE: IT IS RECOMMENDED THAT YOU COMPLETE THE PAPER TRAVEL REQUISITION .PDF & THE TIGER$HOPPE TRAVEL REQUISITION SIMULTANEOUSLY, AS EACH DOCUMENT REQUIRES DATA FROM THE OTHER.



TRAVEL REQUISITION

1 Date: _____ 20 T _____

TRAVEL DATA (All applicable items must be completed)

Traveler's Name: 2	Department: 3	FOAPAL (Account Number) 4 - - -
Home Address: 5	6 Employee ID No.:	Tel. No.: (a) (Office) 7 (b) (Home) (c) e-mail address:

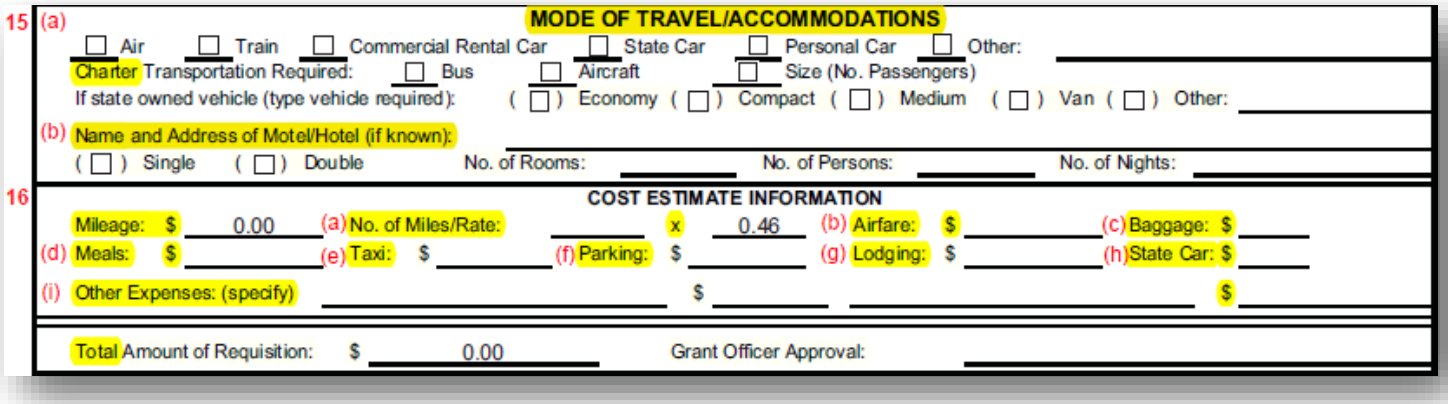
8 Travel Advance Requested: (☐) Yes (☐) No (Note: Semi-monthly empolyees only unless group travel is involved)

9 Type Travel: (☐) Individual (☐) Group (☐) Overseas	Travel Contact Person: _____ (a) No. in Group (b) 10 Applicable Supporting Documents Attached: (c) (☐) Yes (☐) No Overseas Travel Authorization Attached: (d) (☐) Yes (☐) No	
11 Destination: 12	Departure Date: (a) _____ Departure Time: _____ 13 Return Date: (b) _____ Return Time: _____	Meeting Date(s) 14

1. Enter the date the requisition is being created (should be the same date as Tiger$hoppe Travel Form Submission)
2. Enter the Traveler's Name
3. Enter Traveler's Department
4. Enter the FOAP number that requisition will be charged to
5. Enter the Traveler's home address
6. Enter the Traveler's T-Number
7. a) Enter Traveler's office phone number
   b) Enter Traveler's home phone number
   c) Enter Traveler's email address (prefer work email here)
8. Indicate if a Travel Advance is being requested (most often this is not the case, and will be checked 'No"). *Note: This option is only available for semi-monthly employees, travel with students, and recruiting.*
9. Indicate the type of travel (i.e. Individual, group, etc.)
10. a) Enter Travel Contact Person (If individual travel, enter Traveler's name. If group travel, enter group Leader's name)
    b) If group travel, enter number of group members
    c) Check "Yes" for Applicable Supporting Documents, as they ***MUST BE ATTACHED*** to the Requisition when being sent to the Travel Office.

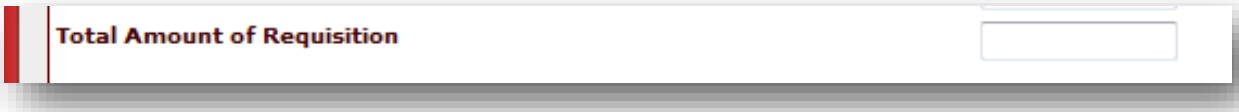
11. Enter the travel destination
12. a) Enter the Traveler's Departure date
    b) Enter the Traveler's Return Date
13. a) (If air travel) Enter the departure time (time of preferred flight departure)
    b) (if air travel) Enter the return time (time of preferred flight return)
14. Enter the actual meeting dates (not including travel dates)

The $$ amounts entered in the"Cost Estimate Information" area, will be automatically calculated in the "Total Amount of Requisition" field below.

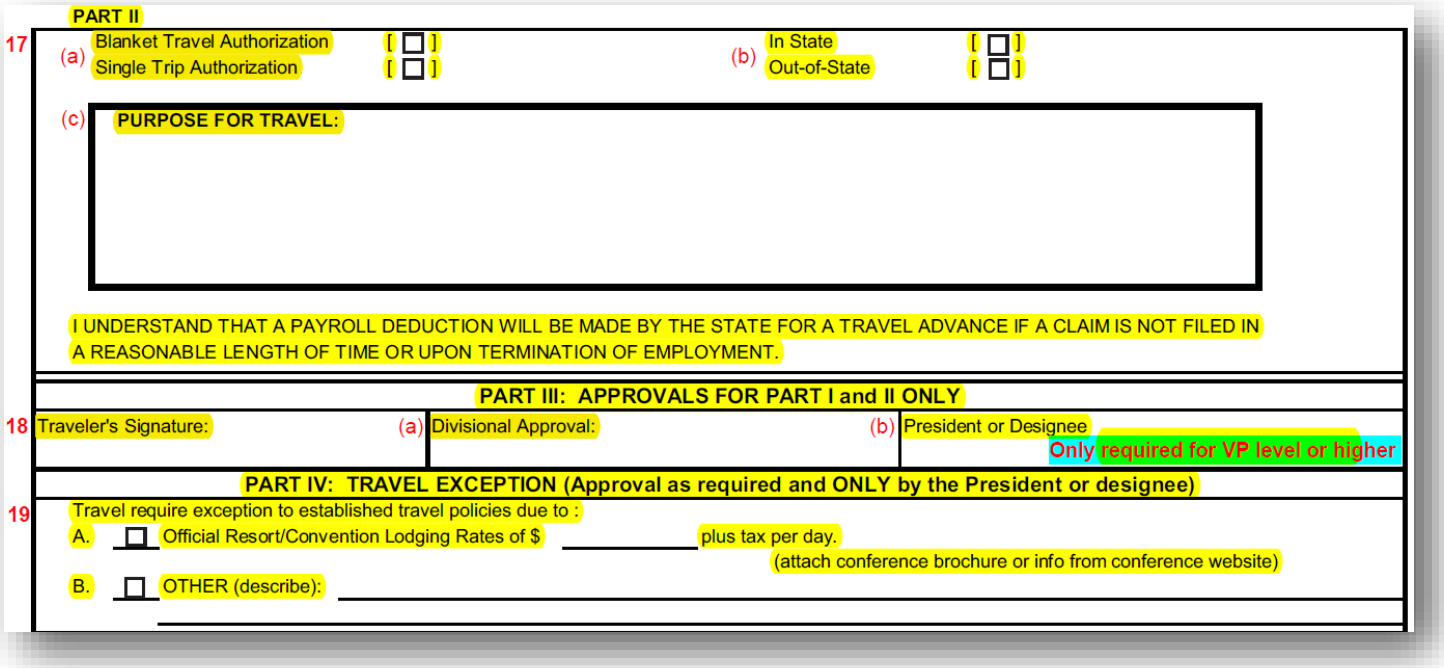

15 (a) MODE OF TRAVEL/ACCOMMODATIONS
☐ Air ☐ Train ☐ Commercial Rental Car ☐ State Car ☐ Personal Car ☐ Other:
Charter Transportation Required: ☐ Bus ☐ Aircraft ☐ Size (No. Passengers)
If state owned vehicle (type vehicle required): (☐) Economy (☐) Compact (☐) Medium (☐) Van (☐) Other:
(b) Name and Address of Motel/Hotel (if known):
(☐) Single (☐) Double No. of Rooms: No. of Persons: No. of Nights:
16 COST ESTIMATE INFORMATION
Mileage: $ 0.00 (a) No. of Miles/Rate: x 0.46 (b) Airfare: $ (c) Baggage: $
(d) Meals: $ (e) Taxi: $ (f) Parking: $ (g) Lodging: $ (h) State Car: $
(i) Other Expenses: (specify) $ $
Total Amount of Requisition: $ 0.00 Grant Officer Approval:

15. a) Select the mode of travel being used
    b) Provide name and address of Hotel/Accommodations Traveler will be staying at
16. a) (If driving personal car) Enter the number of miles (round-trip) from home to destination
    b) (If flying) enter the total amount of airfare (including tax and fees) for preferred airline
    c) Enter extra charges/fees for additional baggage (if applicable)
    d) Enter the total amount of meal allowance (See CPSUA Travel Binder for allocations)
    e) Enter estimated amount of allowance for Taxi fares (if applicable)
    f) Enter estimated cost for parking (if applicable)
    g) Enter total amount (including tax and fees) for Hotel/accommodations
    h) Enter total amount incurred for the use of a State Vehicle (Separate Form required)
    i) Enter (and specify) any other anticipated expenses

As you enter all anticipated expenses, the total amount will automatically be calculated below. Enter the calculated total into the "Total Amount of Requisition" field in the Tiger$hoppe Travel Form.


Total Amount of Requisition

PART II (PURPOSE OF TRAVEL & TRAVEL EXCEPTIONS)



PART II

17 (a) Blanket Travel Authorization [☐] Single Trip Authorization [☐] (b) In State [☐] Out-of-State [☐]

(c) PURPOSE FOR TRAVEL:

I UNDERSTAND THAT A PAYROLL DEDUCTION WILL BE MADE BY THE STATE FOR A TRAVEL ADVANCE IF A CLAIM IS NOT FILED IN A REASONABLE LENGTH OF TIME OR UPON TERMINATION OF EMPLOYMENT.

PART III: APPROVALS FOR PART I and II ONLY

18 Traveler's Signature: (a) Divisional Approval: (b) President or Designee Only required for VP level or higher

PART IV: TRAVEL EXCEPTION (Approval as required and ONLY by the President or designee)

19 Travel require exception to established travel policies due to :

A. ☐ Official Resort/Convention Lodging Rates of $ _____ plus tax per day.
(attach conference brochure or info from conference website)

B. ☐ OTHER (describe): _____

PRINT OUT REQUISTION, OBTAIN SIGNATURES, AND ATTACH ALL REQUIRED DOCUMENTATION

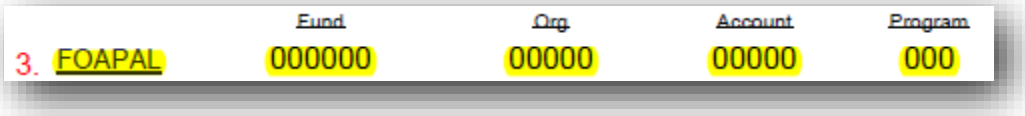
Does not go to Dean, unless Dean is the authorized person.

COMPLETING THE TRAVEL CLAIM FORM

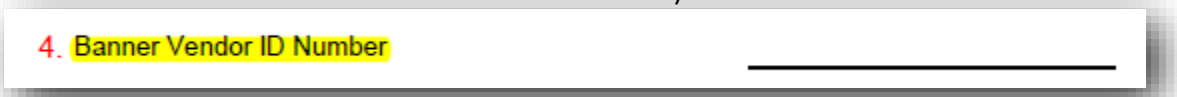
1. **Department Name –** Enter the name of the Department that the Traveler works in

2. **Travel Purchase Order Number** - Enter the Tiger$hoppe Requisition Number in this field.

3. **FOAPL** - Enter the same FOAP (Fund-Organization-Account-Program) number that was used on the "Paper" Travel Requisition & in Tiger$hoppe.



4. **Banner Vendor ID Number –** Enter the Traveler's TSU T-Number (w/o the "T")



5. **Claimant –** Enter the Traveler's Name here

CON T PROCEDURE VII-T.O. TRAVEL

6. **From the Period From –** Enter the Travel dates here

6. FOR THE PERIOD FROM _____ TO _____

7. **Travel Dates & Destination –** Enter the Travel dates & Departure and Arrival locations here. Enter each travel day on it's own line (see example below).

7. Date	Place Departed	Place Arrived
Day 1	Nashville, TN	Destination
Day 2	Destination	Destination
Day 3	Destination	Destination
Day 4	Destination	Nashville, TN

8. **Transportation –** Enter Mileage, Airfare, Taxi, and Lodging data here

8. Transportation	b.	c.	
Mileage		Airline, Bus or Rental Car	Taxi or Limo	d.
a. Miles	Total			Lodging
0	$ -	$ -	$ -	$ -

a) If Traveler is using his/her personal car for trip transportation, enter the number of miles driven (one way) from his/her home to the final destination.

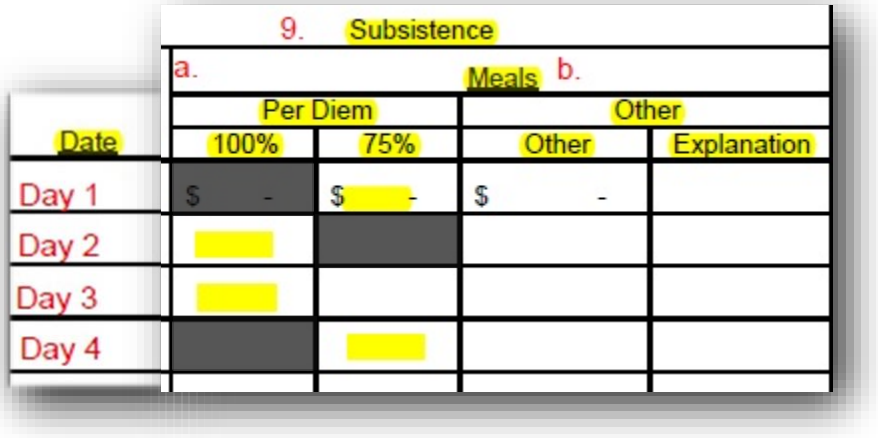
NOTE: ***(the reimbursement cost will automatically be calculated and auto-populated in the "Total" field***

b) Enter the total Airfare amount here.

c) Enter the amount allocated for Taxi/Shuttle service (if applicable) – Traveler ***MUST*** provide a receipt in order to receive reimbursement.

d) Enter the total amount for Hotel/Motel Charges – Traveler ***MUST*** provide a "zero-balance" Hotel/Motel receipt in order to receive reimbursement.

9. Subsistance – Enter Mileage, Airfare, Taxi, and Lodging

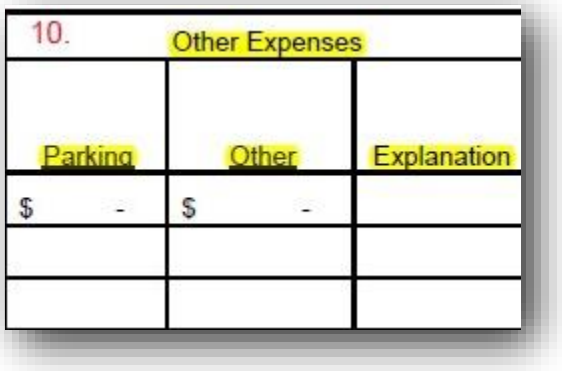


9. Subsistence				
	a. Meals		b.	
	Per Diem		Other	
Date	100%	75%	Other	Explanation
Day 1	$ -	$ -	$ -	
Day 2				
Day 3				
Day 4				

a) The meal allocations on the **FIRST** and **LAST** travel must be entered at 75% of the destination's Per Diem Rate as stated in the TSU/TBR Travel Policy Notebook. Enter this amount in the "75%" column.

b) The meal allocations for the "full days" at the destination are to be at 100% of the destination's Per Diem Rate as allocated in the TSU/TBR Travel Policy Notebook. Enter this amount in the 100% column for each day Traveler is at the destination point.

10. Other Expenses – Enter other encumbered fees here



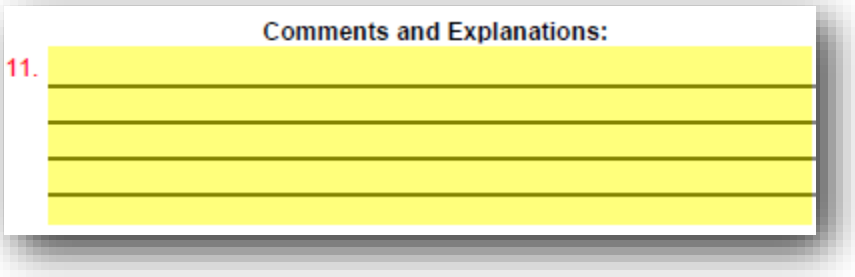
10. Other Expenses		
Parking	Other	Explanation
$ -	$ -	

a) If Traveler has used his/her personal car for travel, enter any parking fees that were encumbered during the trip. (Actual/original receipts must be provided for reimbursement)
b) Enter any other fees/expenses that may have been encumbered (i.e. airline rebooking fees, etc.). ***NOTE: Meal, bellmen, or any other gratuities/tips cannot be claimed for reimbursement***

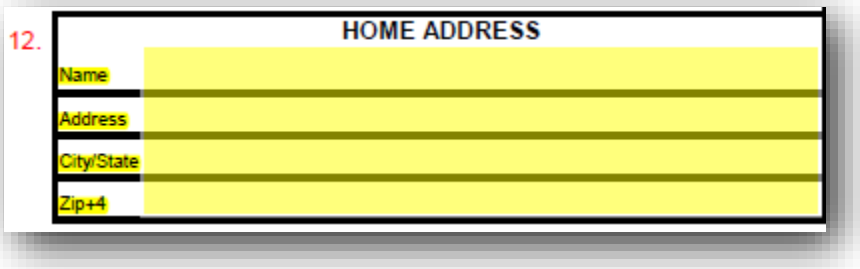
c) Enter brief explanation of expense encumbrance, or type “See below” and enter explanation in “comments section

11. Comments and explanations - Enter any comments or explanations

Traveler deems necessary for Accounts Payable to be aware of in order to process the Expense Claim.

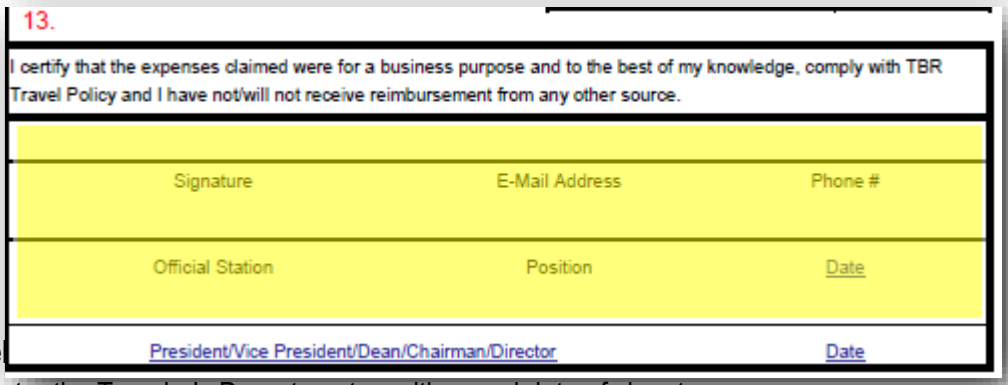


12. Traveler’s Home Address – Enter Traveler’s COMPLETE home address.



ACCOUNTING OFFICE USE ONLY BOX – These fields will auto populate as

13. Signatures – Enter Traveler’s COMPLETE home address.



Travel

a) Enter the Traveler’s Department, position, and date of signature

b) Traveler's Department Chair or College Dean signs and dates here.

Attaching Receipts

1) ***Make two (2) sets of photo copies of completed and signed travel claim, as well as all receipts relative to claim.

   a. Traveler keeps one (1) set for their own records.

   b. The college/department office keeps for tracking Purposes, being sure to note the date/time that the original packet has been taken to the travel office.

2) Once copies have been made, Traveler keeps one (1) photo copied set for their records. Attach ***ALL ORIGINAL RECEIPTS*** to the ***ORIGINAL signed Travel Claim Form***, and take entire packet to the Accounts Payables office in the Administration building.

   NOTE: Faculty can give entire ***ORIGINAL*** packet to the Administrative Assistant department or applicable person. The Administrative Assistant will log the Travel Claim packet out of the Department and personally deliver the Travel Claim to Accounts Payable on the Main Campus for processing.

3) To follow up on the status of submitted Travel Claims, contact the Travel Accounting Clerk in Accounts Payable.

Procedure VII-02.0: Travel for Faculty Development

The department faculty development budget allocation for the fiscal year 2017-2018 is set based on $1,000 per faculty line. This amounts to a total of $411,000. Each faculty is limited to one trip each fiscal year up to $1,000.

COLLEGE/DEPARTMENT	FACULTY LINES	TRAVEL BUDGET
College of Agriculture		
Agriculture Science	9	$ 9,000
Familly and Consumer Sciences	6	$ 6,000
College of Business		
Accounting and Law	8	$ 8,000
Business Administration	12	$ 12,000
Business Information Systems	7	$ 7,000
Economics and Finance	9	$ 9,000
College of Public Service		
PhD Public Administration	7	$ 7,000
Social Work	5	$ 5,000
Urban Studies	3	$ 3,000
College of Education		
Educational Administration	12	$ 12,000
Psychology	22	$ 22,000
Teaching and Learning	18	$ 18,000
College of Engineering		
Aeronautical and Industrical Technology	3	$ 3,000
Architectural and Civil Engineering	8	$ 8,000
Computer Science	10	$ 10,000
Electrical and Computer Engineering	9	$ 9,000
Mechanical and Manufacturing Engineering	7	$ 7,000
College of Health Sciences		
Baccularеate Nursing	15	$ 15,000
Cardio-Respitory Care Sciences	2	$ 2,000
Dental Hygiene	6	$ 6,000
Health Information Management	3	$ 3,000
HPSS	11	$ 11,000
Masters in Nursing	4	$ 4,000
Nursing Education	15	$ 15,000
Occupational Therapy	5	$ 5,000
Physical Therapy	8	$ 8,000
Public Health/Health Admin/Health Sciences	14	$ 14,000
Speech Pathology	7	$ 7,000
Liberal Arts		
Africana Studies	2	$ 2,000
Art	9	$ 9,000

COLLEGE/DEPARTMENT	FACULTY LINES	TRAVEL BUDGET
Communications	16	$ 16,000
Criminal Justice	7	$ 7,000
History, Geography, Policial Science,	18	$ 18,000
Language, Literature, Philosophy	32	$ 32,000
Music	11	$ 11,000
Sociology	8	$ 8,000
Life and Physical Sciences		
Biological Sciences	22	$ 22,000
Chemistry	13	$ 13,000
Physics and Mathematics	28	$ 28,000
TOTAL	**411**	**$411,000**

STEPS:

1. Any faculty member requesting travel funds for development must complete the ***Request for Faculty Travel Funds Form*** in advance and submit to department chair.

2. Travel requests must be approved in advance by Dean and V.P. Office.

TENNESSEE STATE UNIVERSITY

REQUEST FOR FACULTY TRAVEL FUNDS

Please attach a copy of Conference Brochure (with schedule of Activities) or Meeting Agenda

Date: _____

Faculty Name: _____

Department: _____ **College:** _____

Amount Requested: _____ **Department FOAP:** _____

Conference Location: _____

Description and Purpose of Travel Request: _____

_____

_____

Intended Faculty Development and Outcome: _____

_____

_____

_____

Approval: Department Chair _____

Approval: Dean _____

Approval: Vice President Academic Affairs _____

SECTION VIII: OTHER

Procedure VIII-01.0: Embedded Librarian

Now you can have a librarian in your online, hybrid and/or on-ground courses providing electronically based, integrated library instruction. We can create course-specific source links, research guides and tutorial for your courses. Request Form

We can create a platform that will encourage in-depth research and analysis, solving problems via discovery, obtaining, reviewing and analyzing relevant information. We can assist with the creation of assignments that will promote creative thinking, problem solving and information literacy. We will hold virtual office hours and will be available on campus for consultation.

To request the embedded librarian, please click here.

For more information, please contact:

Mrs. Barbara Van Hooser
Coordinator of the Embedded Librarian Program
Phone: 963-5206
e-mail: bvanhooser@tnstate.edu

Procedure VIII-02.0: Frequently Asked Questions

STEPS:

To add to the list of questions below, submit an email to Dr. Pat Crook and the questions and answers will be researched and added to the next updated list.

Question 1: What is the process for paying institutional and accreditation membership fees and the names of the institutional memberships that will be paid by the Office of the Vice President of Academic Affairs?

Answer: Only the following institutional memberships will be paid by the Office of the Vice President of Academic Affairs from the University membership account. See **Procedure II-17.0: Institutional Memberships.**

All other institutional memberships (i.e., college, department, discipline or academic program) must be paid using a department or college budget, if the memberships are to be subscribed to or renewed. No funds will be provided beyond what has been currently budgeted in a department's operating for memberships not listed above.

Accreditation fees will be paid by the Office of the Vice President of Academic Affairs based on adequate documentation supported by an invoice from the agency and timely submission by the department.

Payment Process: The hard copy of an invoice for an institutional membership or accreditation fee is to be brought to the Office of the Vice President of Academic Affairs approximately 90 days prior to the agency due date or within 24 hours of invoice date by the applicable unit. An email notification with a scanned copy of the invoice attached is to be immediately sent to Ms. Cordia McCutcheon, Assistant to the Vice President of Academic Affairs, and copied to Dr. Pat Crook, Associate Vice President, and Ms. Tamica Davidson, Assistant to the Vice President of Academic Affairs. Upon receipt of the invoice the following will occur: (a) data from the invoice will be entered onto a manual log and scanned into our electronic tracking system; (b) upon receipt the Institutional Memberships and Accreditation invoices after scanning, will be immediately entered into Tiger$hoppe by the Assistant using the Direct Pay form; (c) a copy of the Purchase Requisition will be sent back to the requesting department within 24 hours, with a copy of the invoice; d) Department administrative assistant (or designee) will contact Ms. McCutcheon and Ms. Davidson within five days, via email, if Purchase Requisition in Tiger$hoppe is not received; and, (e) Department chair (or designee) will follow-up with the accreditation or membership agency to insure check reached the agency in ample time prior to any penalty imposed on the University or program by the agency.

Please note that a letter of justification is required for any new memberships.

Question 2: Who will be responsible for paying late registration or processing fees when an authorization does not reach the Financial Aid Office by the designated deadline?

Answer: The delinquent department.

Question 3: Will the University pay travel to Individual Contractors?

Answer: No, a flat fee should be negotiated with the independent contractor with no mention of travel or other expenses in the body of the document. An independent contractor is responsible for all cost associated with providing the service and should be considered when the negotiated fee is decided.

Question 4: What are the Fall 20XX and Spring 20XX pay periods for adjunct, one-semester and one-year temporary faculty?

Answer: Adjunct and one-semester temporary faculty – **FALL SEMESTER**: September, October, November, and December, **SPRING SEMESTER**: February, March, April and May. Temporary one-year faculty are paid September – May, with deferred pay during June, July and August.

Question 5: Are the Overload and the adjunct Faculty budget allocations for the entire Academic Year (fall and spring semesters)?

Answer: Yes. Colleges will not be given additional funds during the year and may not overspend the allocation.

Question 6: Is a dual service agreement to be completed for an adjunct who teaches at TSU and another state agency or reverse?

Answer: No. An adjunct at one institution who becomes employed as an adjunct at another institution doesn't require a Dual Service Agreement. The intent with Dual Service Agreements is to address full-time employees.

Question 7: How does a TSU faculty receive payment for teaching at another college/university?

Answer: Approval should be acquired from the respective department chair and dean prior to accepting an offer to teach at another institution. Second, a dual service agreement must be signed by the president (or

designee) of both institutions. The dual service agreement will be initiated by the other institution and sent to the respective department where the faculty is assigned. A routing form is to be attached to the dual service contract following standard procedures. The restricted FOAP (231001-12501-74440-200) is to be entered in the Account No. section of the Contract Routing and Approval Form. The original contract is to be mailed to the other party (college/institution). A copy of the document will be emailed to Grants Accounting by the Legal Office for billing the other institution. The contract language should instruct those agencies to mail payment directly to the TSU Business Office and not the department. The original document is to be filed and maintained in the dean and department offices for permanent recordkeeping and audit purposes.

An extra service pay form must be completed by the department and attached as a supplement document in PeopleAdmin before the faculty member will be paid. The period of releasing the funds should be indicated on the extra service pay form. Remember, if the extra service pay form is not completed by the department and received in Human Resources prior to the payroll deadline date, extra service payment will be delayed.

Question 8: How does a non-TSU faculty teach at TSU?

Answer: A dual service agreement must be signed by the President (or designee) of both institutions. The contract must be created by the TSU department where the non-TSU faculty will be assigned to teach and forwarded to the appropriate offices for signatures with a Contract Routing and Approval Form. Once the contract is returned to the department by the Legal Office, it is to be sent to the other institution. A budget revision is to be made for the amount of the contract transferring funds from the College's decentralized adjunct position number and benefits down to operating (74000) to cover the amount of the salary and benefits. (See attach example of budget revision).

The information must be entered into Tiger$hoppe using the Contract Services Form with a copy of the executed contract attached as support documentation. The College's decentralized adjunct/part-time faculty FOAP (110001-Org.-74440-200) is to be indicated in the Account No. section of the Contract Routing and Approval Form and entered into Tiger$hoppe to generate a Purchase Requisition. Once the contract is signed by the President by TSU Legal Office, the signed contract will be switched in Tiger$hoppe which will generate a Purchase Order to the vendor following the standard Purchasing and Procurement procedure. The original contract is to be mailed to the appropriate college/institution. A copy of the document will be emailed to Grants Accounting by the Legal Office for billing the other institution.

Question 9: Do department chairs receive vacation time?

Answer: Yes, they are fiscal (12 months) employees and accrue two days per month annual leave. They also accrue one day of sick leave per month. They are required to work the same days as other university administrators and deans. They must use annual or leave without pay if absent during the semester break or non-university official holiday periods, unless authorized sick leave is used. Department chairs serve as administrators and faculty. As administrators, they are required and accountable for ensuring all administrative responsibilities and tasks are completed timely and accurately, while effectively managing of department staff. When department chairs are absent or must leave the campus during university operating hours for non-TSU reasons, the time must be recorded as annual or sick leave on web time entry (in accordance with policy).

Question 10: Can we pay moving expense for new employees?

Answer: Yes, with the appropriate approval and per new hire contract.

Question 11: Is overtime pay allowed?

Answer: Yes, with appropriate advanced approvals including the President.

Question 12: Who can work at the University without a signed contract?

Answer: **No one**, including student workers, is allowed to work without a signed contract from the Human Resources Offices. A faculty or Teaching Graduate Assistant may be allowed to work without a signed contract only if the College has received a signed Emergency Hire form from the Office of the Vice President of Academic Affairs. A copy of the Notice of Appointment or Graduate Assistant Appointment form must be attached to the request. Once the approval is obtained the Emergency Hire form is to be attached to the Notice of Appointment form as a supplement document and immediately entered in PeopleAdmin.

Temporary workers cannot continue to work after the end date on the contract without a new appointment form. The transactions will be processed as quickly as possible in PeopleAdmin (or as applicable for processing students appointments); however, please allow approximately 10 days processing time when hiring temporary and student workers.

Question 13: When should we use a transfer voucher?

Answer: When transferring expenses to or from restricted to unrestricted funds; when transferring expenses from or to foundation accounts; and, when reimbursing another department.

Question 14: How is travel to be processed?

Answer: See **Section VII: Travel-Related Processes**.

Question 15: Can classes be taken during the workday?

Answer: Yes, if approved by the Supervisor, Department Chair, or Dean. Annual leave must be taken for time off during the work day to take a class. Lunch hour or breaks cannot be used in place of annual leave.

Question 16: How much can an adjunct faculty teaching less than 11 hours be paid?

Answer: **Level 4** - $700 per credit hour- Doctorate & 10 or more years of experience

Level 3 - $650 per credit hour- Doctorate & Less than 10 years of experience

Level 2 - $600 per credit hour- Masters & 3 or more years of experience

Level 1 - $550 per credit hour- Masters & less than 3 years of experience

Special Note 1: Special rate for College of Business, Computer Science, and Social Work Program.

Special Note 2: Two and one semester temporary faculty (assigned teaching 15 hours workload) are paid based on department scale.

Question 17: How much can faculty teaching overload be paid?

Answer: Paid according to rank and experience

Professor - $700 per credit hour- Doctorate & 10 or more years of experience

Associate Professor- $650 per credit hour-- Doctorate & Less than 10 years of experience

Assistant Professor - $600 per credit hour- Masters & 3 or more years of experience

Instructor -$550 per credit hour- Masters & less than 3 years of experience

Question 18: What form needs to be used to make corrections to adjunct contract?

Answer: Adjunct Appointment – CORRECTION- Form

Question 19: On the budget revision, is a position number required for benefits?

Answer: No, benefits are grouped for all positions in account 62000.

Question 20: Is the department chair stipend paid out of the same position as the permanent position?

Answer: No, it is paid out of the Department Org. There is an Extra Service Pay (ESP) position number assigned to each department chair stipend in the Department Org.

Question 21: What is the difference in overload and extra service pay?

Answer: Overload form is for teaching faculty who are assigned to teach above the 15 hours workload (may be fewer hours for graduate class workload). Extra service is for exempt persons who perform additional duties outside the scope of the job descriptions consistently (i.e., special projects). A non-exempt (overtime or employee who is paid hourly) cannot be paid extra service pay.

Question 22: Where do we find our position numbers?

Answer: On your department personnel budget and department organization charts. The organization charts must be updated each year or as changes occur in personnel whichever occurs first.

Question 23: Can late registration fee for conferences and events be paid by the University?

Answer: No, the university will only pay the early or the regular registration fee. The traveler will be required to pay the difference.

Question 24: Can mileage from the Avon Williams to the Main Campus be claimed?

Answer: No. An employee traveling between campuses can ride the campus shuttle.

Frequently Asked Questions Graduate School

Procedure VIII-03.0: Resources in Academic Affairs

ACADEMIC AREAS

Academic Affairs Office

Advisement

Centers of Excellence (Research)

College-Prep Programs

eLearn

HBCU-UP

Honors Program

Library & Media Centers

Service Learning & Civic Engagement

SITES-M

Testing Center

TLSAMP (STEM Enhancement)

Tutoring/Academic Enrichment

WRITE Program (QEP)

Procedure VIII-04.0: Updates, Modifications, and Changes to Operational Manual

The ***Academic Affairs Operating manual*** is an online living document subject to changes as needed and in accordance with the steps outlined below. A committee will be appointed by the Vice President of Academic Affairs to review and recommend major changes to the manual. Minor changes will be made under the direction of the Associate Vice President for Academic Affairs as changes occur or upon recommendation of staff if necessary prior to quarterly committee meetings. Data contained in the manual that change annually will be updated no later than the month of August each year. Major changes in policies resulting in procedural changes will be updated no less than quarterly and will be based upon the recommendation of the committee or the Office of the Vice President for Academic Affairs. The manual will be updated to ensure procedures are developed to implement approved policies and guidelines promulgated by the appropriate governing bodies and University administrators. It will not be manually reproduced for mass distribution by the Office of the Vice President for Academic Affairs.

The manual is an online document, therefore can be downloaded by respective users as desired.
The committee will consist of members from various departments and divisions including support staff members, one faculty member selected by the Vice President for Academic Affairs, and the Associate Vice President for Academic Affairs.

STEPS:

1. Review current or new procedures and related steps;
2. Submit a request for a procedure to be developed or submit a description of steps for a specific procedure.
3. E-mail request, using the procedure manual update form, for inclusion in manual to the Associate Vice President-Academic Affairs (Dr. Pat Crook) or Dr. Eleni Elder.
4. The proposed procedure will be discussed with Vice President for Academic Affairs and others as applicable.
5. Upon approval by appropriate persons, procedures will be electronically updated and included in the manual.
6. Unapproved procedures will be returned to the originator by the designated Associate Vice President in Academic Affairs, via e-mail.

Procedure VIII-05.0: User Tips for Saving TSU's Online Forms and PDF

(Files Scanned as jpg files)

STEPS:

Files that are "scanned" as a .jpg file, which is a picture format, do not print out as clear or sharp as a .pdf or "regular document". If I may, I would like to share some "User Tips" with you

regarding saving forms and other documents as "regular files" and as .pdf's.

You *can* save the BLANK online forms as regular files to your desktop/hard drive. I actually have most of the TSU online forms saved to my computer in a "TSU Forms" Folder, for easy access.

- **To save a form to your computer** simply:
  - Create a Folder (i.e. "TSU Forms") on your desktop or in "My Documents" to store your forms
  - Open the form from the online link
  - Select: File
  - Save As… (***don't*** *change the default*" format"*(.pdf, .doc, .xls, etc.) of the file*)
  - Select where you want the files saved (i.e. Desktop TSU Forms)
  - Click "OK" (The file is then saved to your selected location).

A) Once you have filled out the forms, you *CAN* save them to your computer two ways: editable and un-editable

- **To save a form to edit later** simply:
  - Open the form from the online link
  - Select: File
  - Save As…
  - Rename the file (i.e. Save a Travel Claim form as: "Traveler name-Destination-travel date")

Select where you want the file saved (i.e. Traveler Name Travel Docs)

(Note: I have a folder for each Faculty Member in our College on my computer. Each Faculty folder has a "Travel Docs" Folder inside of it)

 Click "OK" (The file is then saved to your selected location).

- **To save a form that *cannot be edited***, simply:
  - Open the form, fill in all the information you want on the document:
  - Select: Ctrl+P (print function)
  - Select "Adobe PDF" from the Pull-down menu of printers
  - hit "Print", (a separate window will pop up)
  - "rename the file" (i.e. Traveler name-

Procedure VIII-06.0: Pictorial Directory Academic Affairs Support Staff

The Pictorial Directory for Academic Affairs Support Staff includes a list of Academic Affairs support staff in colleges/units in the Vice President for Academic Affairs/Academic Affairs Division. Information that is included: name, department, college, phone, fax, email, title, and office location. These were the individuals that were primarily responsible for locating and collecting information for this Operating and Procedures Manual.

STEPS:

1. When there is a change in support staff due to new hire, termination, promotion, demotion, etc., the supervisor (or designee) should contact the Vice President for Academic Affairs Office via email (pcrook@tnstate.edu) with the updated information on the employee directory consistent with the following entries.

2. When submitting employee information to Pictorial Director:
   - The employee completes the Directory Form with current information (send via email)
   - Schedule an appointment to Pictorial Director to take photo

3. This attached form is to be used when:
   - The Directory Form is used for all employees who are new, relocating, title changes or number changes

Tennessee State University

Pictorial Directory Form Addition/Change/Deletion

Please Check One

____ New Hire Addition

____ Change

____ Deletion

Name	
Title	
Department	
College	
Office Location	
Office Phone	
Fax	
Email	

Print Employee Name_____

Supervisor Approval _____

PICTORIAL DIRECTORY
ACADEMIC AFFAIRS SUPPORT STAFF
2018-2019

ALEXANDER, DEBRA
College/Unit: Agriculture
Department: Human Sciences
Location: Humphries Hall, 10
Campus: Main

Telephone: x**5601**
E-mail: dalexander1@tnstate.edu
FAX: x5033
Position: Administrative Assistant IV
Supervisor: Dr. Margaret Machara, Interim

ALLEN, JAMILLAH
College/Unit: Liberal Arts
Department: Art
Location: Elliott Hall, 116
Campus: Main

Telephone: x**5921**
E-mail: jallen53@tnstate.edu
FAX: x2932
Position: Administrative Assistant III
Supervisor: Dr. Carlyle Johnson

ALLEN, MICHELLE
College/Unit: Liberal Arts
Department: University Bands
Location: Performing Arts Bldg., (Strange 161)
Campus: Main

Telephone: x**5350**
E-mail: mallen@tnstate.edu
FAX: x5351
Position: Office Manager
Supervisor: Dr. Reginald McDonald

ANDERSON, REGINA
College/Unit: Business and Finance
Department: Human Resources
Location: General Services Building
Campus: Main

Telephone: x**5284**
E-mail: randers6@tnstate.edu
FAX: x5027
Position: Compensation Manager
Supervisor: Mrs. Linda Spears

AVANT, KAREN
College/Unit: Health Sciences
Department: Nursing
Location: Humphries Hall, 217
Campus: Main

Telephone: **X7201**
Email: kavant@tnstate.edu
FAX: x7107
Position: Administrative Assistant II
Supervisor: Dr. Courtney Nyange

BROWN, LASONIA
College/Unit: Agriculture
Department: Cooperative Extension Program
Location: Farrell-Westbrook Bldg., 213
Campus: Main

Telephone: **x1351**
E-mail: lbrow104@tnstate.edu
FAX: x5888
Position: Administrative Assistant IV
Supervisor: Dr. Latif Lighari

BROWN, NAKESHA
College/Unit: Agriculture
Department: Dean's Office
Location: Ag Bio Technology Bldg., 217
Campus: Main

Telephone: x**7561**
E-mail: nholloway@tnstate.edu
FAX: x5888
Position: Sr. Office Assistant
Supervisor: Dr. Chandra Reddy

BROWN, TIFFANIE
College/Unit: Engineering
Department: Aeronautical and Industrial Technology
Location: Tom Jackson Industrial Arts Building
Campus: Main

Telephone: **x5371**
Email: tbrown@tnstate.edu
FAX: x5496
Position: Administrative Assistant III
Supervisor: Dr. Ivan Mosley

BUNCH, SHARON
College/Unit: Business and Finance
Department: Procurement
Location: General Services Building
Campus: Main Campus

Telephone: **x5184**
E-mail: sbunch@tnstate.edu
FAX: x5192
Position: Procurement Compliance Officer
Supervisor: Mr. Joel Sims

CAMERON, PEGGY
College/Unit: Public Service
Department: Public Administration
Location: F- 400
Campus: Avon Williams Campus

Telephone: x**7241**
E-mail: pcameron@tnstate.edu
FAX: x7245
Position: Administrative Assistant III
Supervisor: Dr. Rodney Stanley

CARNEY, GWEN
College/Unit: Business
Department: Dean's Office
Location: AWC K - 425
Campus: Avon Williams Campus

Telephone: x**7136**
E-mail: gcarney@tnstate.edu
FAX: x7139
Position: Office Manager
Supervisor: Dr. Millicent Lownes-Jackson

CAWVEY, RYAN
College/Unit: Education
Department: Teaching and Learning
Location: Clay Hall 203
Campus: Main

Telephone: x**5641**
E-mail: rcawvey@tnstate.edu
FAX: x5218
Position: Administrative Assistant III
Supervisor: Dr. Claire Young

CLARK, GERVAISE
College/Unit: Education
Department: Teaching and Learning
Location: Clay Hall, 203
Campus: Main

Telephone: x**5465**
E-mail: geclark@tnstate.edu
FAX: x5218
Position: Administrative Assistant III
Supervisor: Dr. Claire Young

COAKLEY, DIANE
College/Unit: Education
Department: Dean's Office
Location: Clay Hall, 118
Campus: Main

Telephone: x**2175**
E-mail: dcoakley@tnstate.edu
FAX: x5140
Position: Administrative Assistant III
Supervisor: Dr. Heraldo Richard

COLLIER, BRENDA
College/Unit: Health Sciences
Department: Dean's Office
Location: Clement Hall, 159
Campus: Main

Telephone: x**7436**
E-mail: bcollier@tnstate.edu
FAX: x5926
Position: College Coordinator
Supervisor: Dr. Ronald Barredo

COLLINS, BRIDGETT
College/Unit: Health Sciences
Department: Nursing/MSN
Location: Humphries Hall Bldg., 216
Campus: Main

Telephone: **x5252**
E-mail: bbush@tnstate.edu
FAX: x7614
Position: Administrative Assistant IV
Supervisor: Dr. Donna Kenerson

Declined photo

CONN, ERICA
College/Unit: Academic Affairs
Department: International Affairs
Location: Holland Hall, 1st floor
Campus: Main

Telephone: x **5640**
E-mail: econn@tnstate.edu
FAX: x7771
Position: Sr. Office Assistant
Supervisor: Dr. Jewel Winn

COSBY, BRITTANY
College/Unit: Health Science
Department: Dean's Office
Location: Clement Hall,161
Campus: Main

Telephone: x **5924**
E-mail: bcosby@tnstate.edu
FAX: x5926
Position: Office Manager
Supervisor: Dr. Ronald Barredo

CROOK, PATRICIA
College/Unit: Academic Affairs
Department: VP for Academic Affairs
Location: McWherter Bldg., 2nd Floor
Campus: Main

Telephone: x**5280**
E-mail: pcrook@tnstate.edu
FAX: x5597
Position: Associate Vice President
Supervisor: Dr. Alisa L. Mosley

DANNER, PHYLLIS
College/Unit: Research and Institutional Advancement
Department: Research Sponsored Program
Location: Research & Sponsor Bldg.
Campus: Main

Telephone: x**615-277-1621**
E-mail: pdanner@tnstate.edu
FAX: x5068
Position: Director of Research and Sponsored Programs
Supervisor: Dr. Lesia Crumpton-Young

DAVIDSON, TAMICA
College/Unit: Academic Affairs
Department: VP for Academic Affairs
Location: McWherter Administration Bldg., 2nd Floor
Campus: Main

Telephone: x**5305**
E-mail: tdavidson5@tnstate.edu
FAX: x5597
Position: Assistant to the VP of Academic Affairs
Supervisor: Dr. Alisa L. Mosley

DICKEY, BREANNA

College/Unit: Academic Affairs
Department: Communications
Location: Performing Arts Bldg., 105
Campus: Main

Telephone: x**5561**
E-mail: bdickey@tnstate.edu
FAX: x5805
Position: Administrative Assistant III
Supervisor: Dr. Tomeka Winston

ELDER, ELENI COUKOS

College/Unit: Education
Department: Educational Leadership
Location: AWC A-404
Campus: Avon Williams Campus

Telephone: **x7296**
E-mail: ecoukos@tnstate.edu
FAX: x7296
Position: Professor
Supervisor: Dr. Kirmanj Gundi

FISHER, DOROTHY

College/Unit: Health Sciences
Department: Physical Therapy
Location: Clement Hall, 366
Campus: Main

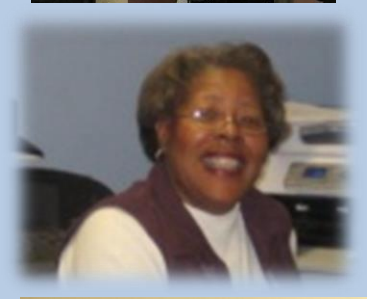
Telephone: **x5881**
E-mail: dfisher9@tnstate.edu
FAX: x5935
Position: Administrative Assistant IV
Supervisor: Dr. Ronald Barredo

GAINES, KAY
College/Unit:
Department: WRITE Center
Location: Tom Jackson Industrial Arts Bldg.
Campus: Main

Telephone: x**4999**
E-mail: kgaines@tnstate.edu
FAX: x4943
Position: Administrative Assistant III
Supervisor: Dr. Samantha Morgan-Curtis

GARDNER, MELANIE
College/Unit: Life & Physical Sciences
Department: Biological Sciences
Location: McCord Hall, 110
Campus: Main

Telephone: **x5752**
E-mail: @tmgardner4nstate.edu
FAX: x5747
Position: Administrative Assistant III
Supervisor: Dr. Torrence Johnson



GORDON, RUTH
College/Unit: Education
Department: Dean's Office
Location: Clay Hall, 118
Campus: Main

Telephone: x**5451**
E-mail: rgordon@tnstate.edu
FAX: x5098
Position: Senior Office Assistant
Supervisor: Dr. Heraldo Richards, Interim

GODWIN, DENISE
College/Unit: Agriculture
Department: Cooperative Extension
Location: Ferrell Westbrook Bldg., Ste. 200
Campus: Main

Telephone: **x6657**
E-mail: dgodwin@tnstate.edu
FAX: x5706
Position: Administrative Assistant II
Supervisor: Dr. Leslie Speller-Henderson

GRANT, RUTH
College/Unit: Life and Physical Sciences
Department: Mathematical Sciences
Location: Boswell Science Bldg., 305
Campus: Main

Telephone: **x2518**
E-mail: rgrant7@tnstate.edu
FAX: x5099
Position: Administrative Assistant II
Supervisor: D. Nolan McMurray

GREEN, KRISTIE
College/Unit: Liberal Arts
Department: Dean's Office
Location: Crouch Hall, 112
Campus: Main

Telephone: **x7516**
E-mail: kgreen59@tnstate.edu
FAX: x2137
Position: Sr. Office Assistant
Supervisor: Dr. Gloria Johnson

HARRIS, KIMBERLY
College/Unit: Health Sciences
Department: Cardio Respiratory Care & Health
Information Management
Location: Tom Jackson Industrial Arts Bldg. Suite 328
Campus: Main

Telephone: **x7431**
E-mail: kharr91@tnstate.edu
FAX: x7498
Position: Administrative Assistant III
Supervisor: Dr. Christine Hamilton

HILL, BENISHA
College/Unit: Public Service
Department: Social Work
Location: Elliott Hall, 310
Campus: Main

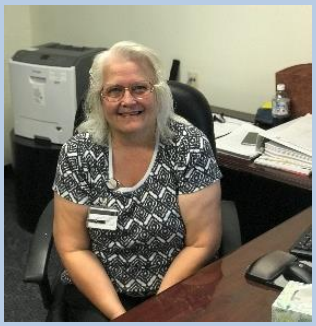
Telephone: **x7667**
E-mail: bhill36@tnstate.edu
FAX: x7672
Position: Administrative Assistant IV
Supervisor: Dr. Delores Butler

HOLT, IRENE
College/Unit: Health Sciences
Department: Dental Hygiene
Location: Clement Hall, 217
Campus: Main

Telephone: **x5801**
E-mail: istaley3@tnstate.edu
FAX: x5836
Position: Administrative Assistant IV
Supervisor: Mr. Gary Lee Lewis

KIDD-RIMANDO, BRITTANY
College/Unit: Business
Department: Business Administration
Location: AWC, K- 436
Campus: Avon Williams Campus

Telephone: **x7350**
E-mail: bkiddrim@tnstate.edu
FAX: x7139
Position: Administrative Assistant III
Supervisor: Dr. Chunxing Fun



LAGANA, JEANNE
College/Unit: AirForce ROTC
Department: Aerospace Studies
Location: Floyd Payne Bldg.,
Kean Hall, 106
Campus: Main

Telephone: **x 5931**
E-mail: jlagna@tnstate.edu
FAX: x5987
Position: Administrative Assistant III
Supervisor: Lt. Col. Presley

LANE, BRENDA
College/Unit: Agriculture
Department: Agriculture and Research
Location: Farrell-Westbrooks Bldg., 102
Campus: Main

Telephone: **x1827**
E-mail: blane@tnstate.edu
FAX: x7798
Position: Administrative Assistant III
Supervisor: Dr. Carter Catlin

MANN, GAILE
College/Unit: Engineering
Department: Mechanical Engineering
Location: Torrence Hall, 138
Campus: Main

Telephone: x**5391**
E-mail: gmann@tnstate.edu
FAX: x5496
Position: Administrative Assistant III
Supervisor: Dr. Hamid Hamidzadeh

MASON, ANNIECE
College/Unit: Agriculture
Department: Extension Services
Location: Lawson Hall, 108
Campus: Main

Telephone: **x6021**
E-mail: amason15@tnstate.edu
FAX: 5436
Position: Administrative Assistant II
Supervisor: Dr. Samual Nahashon

MCCAULEY, DEBORAH
College/Unit: Health Sciences
Department: Public Health, Health Administration and Health Sciences
Location: Suite D - 419
Campus: Avon Williams Campus

Telephone: x**7367**
E-mail: dmcauley@tnstate.edu
FAX: x7011
Position: Senior Office Assistant
Supervisor: Dr. Rosemary Theriot

MCCUTCHEON, CORDIA
College/Unit: Academic Affairs
Department: VP for Academic Affairs
Location: McWherter Bldg., 2nd Floor
Campus: Main

Telephone: **x5306**
E-mail: cmccutcheon@tnstate.edu
FAX: x 5597
Position: Assistant to the VP of Academic Affairs
Supervisor: Dr. Alisa L. Mosley

MCDONALD, EDNA
College/Unit: Life and Physical Sciences
Department: Biological Sciences
Location: McCord Hall, 110
Campus: Main

Telephone: x**5681**
E-mail: emcdonald1@tnstate.edu
FAX: x5747
Position: Administrative Assistant II
Supervisor: Dr. Terrance Johnson

MERCER, JONATALYN
College/Unit: Education
Department: Dean's Office
Location: Clay Hall, 112
Campus: Main

Telephone: x**2193**
E-mail: jmercer@tnstate.edu
FAX: x5114
Position: Administrative Assistant IV
Supervisor: Dr. Heraldo Richards

MERRIMON, MARSHA
College/Unit: Academic Affairs
Department: Service Learning
Location: Holland Hall, 306
Campus: Main

Telephone: **x5383**
E-mail: mmerrimonl@tnstate.edu
FAX: x5491
Position: Senior Office Assistant
Supervisor: Dr. Linda Guthrie

MERRIWETHER, JENETTA
College/Unit: Health Sciences
Department: Dental Hygiene Clinic
Location: Clement Hall, 101
Campus: Main

Telephone: **x5791**
E-mail: jmerriwe@tnstate.edu
FAX: x5836
Position: Administrative Assistant (Clinic)
Supervisor: Mr. Gary Lee Lewis

MILES, FENIS
College/Unit: Liberal Arts
Department: Music
Location: Performing Arts Building
Campus: Main

Telephone: **x5341**
E-mail: fmiles1@tnstate.edu
FAX: x5351
Position: Administrative Assistant IV
Supervisor: Dr. Robert Elliott

MUHAMMAD, LOIS
College/Unit: Agriculture
Department: Chemistry
Location: Boswell Complex, 201
Campus: Main

Telephone: x**5321**
E-mail: lmuhammad1@tnstate.edu
FAX: x5326
Position: Administrative Assistant III
Supervisor: Dr. Mohammad Karim

NELSON, MONTINA
College/Unit: Education
Department: Educational Leadership
Location: Clay Hall, 103
Campus: Main

Telephone: **x5450**
E-mail: nelso6@tnstate.edu
FAX: x5114
Position: Administrative Assistant III
Supervisor: Dr. Kirmanj Gundi, Interim

PERRY, ROMONA
College/Unit: Engineering
Department: Electrical & Computer Engineering
Location: Torrence Hall, 214
Campus: Main

Telephone: x**5381**
E-mail: rperry@tnstate.edu
FAX: x2165
Position: Administrative Assistant III
Supervisor: Dr. Zein-Sabatto

PHILLIPS, CHARLOTTE
College/Unit: Education
Department: Psychology
Location: Clay Hall, 303
Campus: Main

Telephone: x**5141**
E-mail: cphillips@tnstate.edu
FAX: x5140
Position: Administrative Assistant IV
Supervisor: Dr. Keisa Kelly

POTEETE, NADEAN
College/Unit: Agriculture
Department: Extension Services
Location: Murfreesboro
Campus: Rutherford County Extension

Telephone: x**615.898.7710**
E-mail: npoteete@tnstate.edu
FAX: x615.898.7999
Position: Administrative Assistant III
Supervisor: Mr. Anthony Tuggle

SEAY, CHERYL
College/Unit: Center for Extended Education Department: Extended Education
Location: M-200
Campus: Avon Williams Campus

Telephone: x**7360**
E-mail: cseay1@tnstate.edu
FAX: x
Position: Director for Extended Education
Supervisor: Dr. Evelyn Nettles

VACANT
College/Unit: Engineering
Department: Computer Science
Location: McCord Hall, 005
Campus: Main

Telephone: x**5800**
E-mail:
FAX: x7011
Position: Administrative Assistant III
Supervisor: Dr. Ali Sekmen

SMITH, ZAHEERAH
College/Unit: Health Sciences
Department: Nursing
Location: Humphries Hall, 310
Campus: Main

Telephone: **x5273**
E-mail: zsmithco@tnstate.edu
FAX: x5593
Position: Administrative Assistant III
Supervisor: Dr. Pinky Noble Britton

SPURLOCK, ROSA S
College/Unit: Health Sciences
Department: HPSS
Location: Gentry Center, 300
Campus: Main

Telephone: x**5581**
E-mail: rspurlock@tnstate.edu
FAX: x7011
Position: Administrative Assistant IV
Supervisor: Dr. James Heimdal

ST. DENNIS, SCOTT
College/Unit: Health Sciences
Department: Occupational Therapy
Location: Clement Hall, 367
Campus: Main

Telephone: x**5891**
E-mail: lstdenni@tnstate.edu
FAX: x5956
Position: Administrative Assistant III
Supervisor: Dr. Rita Troxtel

VACANT
College/Unit: Public Service
Department: Dean's Office
Location: E- 400
Campus: Avon Williams Campus

Telephone: **x7201**
E-mail:
FAX: x7245
Position: Coordinator
Supervisor: Dr. Michael Harris

THOMAS, TRUDIE, MBA
College/Unit: Honors College
Department: Dean's Office
Location: Student Success Center – 119D
Campus: Main

Telephone: x**5731**
E-mail: tthoma21@tnstate.edu
FAX: x
Position: Coordinator
Supervisor: Dr. Coreen Jackson, Interim

THOMPSON, TAMELA
College/Unit: Agriculture
Department: Agriculture and Environmental Sciences
Location: Lawson Hall, 108
Campus: Main

Telephone: **x5761**
E-mail: tthompson10@tnstate.edu
FAX: x5436
Position: Senior Office Assistant
Supervisor: Dr. Samuel Nahashon

TOWNSEND, MELVA
College/Unit: Liberal Arts
Department: University Bands
Location: Performing Arts Bldg., Strange, 161
Campus: Main

Telephone: x**2525**
E-mail: mtate01@tnstate.edu
FAX: x5351
Position: Senior Office Assistant
Supervisor: Ms. Michelle Allen

TRUSHEL, GINGER
College/Unit: Life and Physical Sciences
Department: Physics and Math
Location: Crouch Hall, 411
Campus: Main

Telephone: **x5501**
E-mail: gtrushell@tnstate.edu
FAX: x5397
Position: Administrative Assistant IV
Supervisor: Dr. Lonnie Sharpe

VAUGHN, LENETTA
College/Unit: Center for Entrepreneurship & Economic Development
Department: Small Business Development Center, Location: G - 400
Campus: Avon Williams Campus

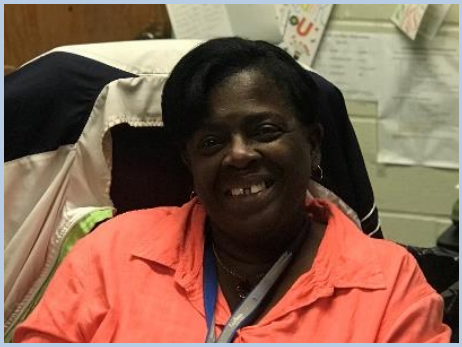
Telephone: **x7179**
E-mail: lvaughn@tnstate.edu
FAX: x7160
Position: Administrative Assistant III
Supervisor: Mr. John Ordung

VIVRETTE, RANDI
College/Unit: Business
Department: Accounting & Law
Location: Suite J
Campus: Avon Williams Campus

Telephone: **x7162**
E-mail: rvivrett@tnstate.edu
FAX: x7139
Position: Administrative Assistant III
Supervisor: Dr. A. Mnif

WALKER, CAROLYN
College/Unit: Liberal Arts
Department: Criminal Justice
Location: Crouch Hall, 308
Campus: Main

Telephone: x**5571**
E-mail: cwalker@tnstate.edu
FAX: x5485
Position: Administrative Assistant III
Supervisor: Dr. Deborah Burris-Kitchen



WILLIAMS, DELORES
College/Unit: Liberal Arts
Department: Arts & Sciences
Location: Crouch Hall, 408
Campus: Main

Telephone: **x5755**
E-mail: dflorence@tnstate.edu
FAX: x2137
Position: Office Supervisor
Supervisor: Dr. Theron Corse

WILSON, CARMEN
College/Unit: Liberal Arts
Department: Dean's Office
Location: Crouch Hall, Suite 112
Campus: Main

Telephone: **x7517**
E-mail: cwilson4@tnstate.edu
FAX: x2137
Position: Senior Office Assistant
Supervisor: Dr. Gloria C. Johnson

WORD, KAMEKA
College/Unit: Business
Department: Business Administration
Location: AWC, K - 432
Campus: Avon Williams Campus

Telephone: **x7123**
E-mail: kword@tnstate.edu
FAX: x7139
Position: Administrative Assistant III
Supervisor: Dr. Chunxing Fan

YANG, CHENHUA
College/Unit: College of Engineering
Department: Civil and Environmental Engineering
Location: Torrence Hall, ET 242
Campus: Main

Telephone: x**5421**
E-mail: cyang@tnstate.edu
FAX: x5413
Position: Administrative Assistant III
Supervisor: Dr. Banik

AFFAIRS SUPPORT STAFF: REVISING THE ACADEMIC AFFAIRS OPERATING MANUAL

Dr.Eleni C. Elder **Dr. Patricia Crook**

ABSTRACT June 30, 2012

The overall goal of this project was to align the existing *Academic Affairs Operations Manual* with The Academic Master Plan 2008- 2015, and TSUs 2010-2015 Strategic Plan, and then make the information easily accessible and available online by faculty and staff. In developing this project, it was desired to add value to the TSU community in the development and preparation of young adults and increasing graduation rates indirectly *by the training and development of the Academic Affairs support staff through a human resource perspective*. The desire to apply a human resources leadership approach was chosen as a means to engage the support staff in the revision process, thus giving them a sense of ownership in the resulting manual.

By using the Academic Master Plan (AMP) as a guiding framework, it was decided to pilot test the concept of using a personality type approach (i.e., the Myers-Briggs Type Indicator®) with Academic Affairs support staff at TSU, as a means of encouraging engagement and cooperation in four consecutive staff development workshop/training sessions designed specifically to review and update the *2011-2012 Academic Affairs Operations Procedures Handbook*. The *Kirkpatrick Model for Evaluating Effectiveness of Training Programs* (1998) was used as a framework for evaluating staff development programs on four increasingly complex levels using a variety of data collection instruments.

The purpose of this project was multi-faceted: (a) harness best practices, streamline and update the current *2011-2012 Academic Affairs Operating Procedures Handbook*; (b) engage the support staff in training and professional development that would increase *customer service* and enhance *learning* and, (c) develop a Professional Development Training Unit based on the Myers-Briggs Type Indicator® (MBTI®) that can be tailored for other divisions within the workplace. It was decided to adopt a human resources approach (Bolman and Deal, 2011). This report contains the results of this pilot test.

Major findings of this project: (a) by engaging the staff in the operations manual revisions process, there was increased learning and increased understanding of others' preferences; (b) MBTI® is an excellent teambuilding tool for increasing problem-solving and communication skills; (c) The MBTI® helps team members to build community; (d) Action research builds basic leadership skills in a safe environment; (e) The MBTI® training reduces conflict and enables change in organizations; (f) staff members are more likely to set realistic goals and more likely to meet these goals; (g) type training is excellent for supporting diversity training and helps individuals gain insight into others; and; (h) better relationships lead to increased morale, teamwork, job satisfaction, and job efficiency.

It was concluded that MBTI® adds validity to teambuilding, diversity, communication, and problem-solving programs workshop/training by providing a valuable tool and logical structure for getting acquainted and working together in the workplace. The following benefits of the MBTI® to the university and its staff and students may include: (a) increased value in diversity, (b) reduced conflict; (c) better relationships with co-workers; (d) increased customer service; and (e) organized structure for individual and group reflective action planning.

Keywords: *Academic Affairs, Myers-Briggs Type Indicator®, Staff Development, Support Staff Training, Personality Type Workshops*

INTRODUCTION

Tennessee State University, as most Research I Universities, strives for relevancy in preparing students in contemporary society. TSU is at a critical juncture, as the centennial celebration reaches a climax and the search for the eighth university president sets underway. With a practical dream of becoming the nation's leading multicultural public university, it is not surprising that so many people hesitate to take a chance at such a creative leap forward, even to the point of undermining or resisting well-thought-out strategic plans.

Statement of the Problem

Underlying the Academic Master Plan (AMP) is the assumption that TSU needs to change to meet the challenges that it faces and to seize its opportunities. To achieve the goals of the AMP, however, TSU will need to improve significantly in its infrastructure, including academic policies and procedures, the budget priority setting process, and multiple non-academic policies and procedures.

It has been past practice at TSU for each of the seven colleges to interpret policy at their discretion. It is the desire of the Division of Academic Affairs to streamline college academic affairs policies and procedures, harness best practices, and codify processes into one comprehensive document—the updated *2012-2013 Academic Affairs Operating manual*. In doing so, there would be widespread benefits for all stakeholders, including more efficient, systematic processes, consistency across the colleges within the university, increased communication leading to job satisfaction, improved customer service, more content students, and ultimately increased graduation rates.

Currently, the Academic Affairs unit is responsible for the development, implementation, oversight, and enforcement of policies related to guiding academic affairs, including the support staff, in achieving the goals and objectives of their respective units. The *support staff* (i.e., Administrative Assistant I – Administrative Assistant III) are the foundation of their respective departments. They are trained in the processes to assist deans, department chairs, faculty, and students toward attaining departmental and university goals and objectives. They are the "glue" that holds their department together.

The Tennessee Board of Regents (TBR) has established policies and guidelines that are implemented on a system-wide basis. Both policies and guidelines work their way through the appropriate *sub-council(s),* then go to the *presidents' council* for approval. Approval at that level is all that is required to establish guidelines, which generally describe the process of policy implementation. Policies themselves must go on to the full board for consideration after being approved by the presidents' council.

All TBR Institutions are required to follow system policies and guidelines and incorporate them into their campus policies and guidelines. As the need arises, policies and guidelines are updated and re-posted to the website. TSU, as a state university, is guided by the TBR-established Guidelines, as well as the TSU Academic Master Plan, the University Strategic Plan Measures and the TBR Measures.

Purpose of the Study

The purpose of this project was multi-faceted: (a) harness best practices, streamline, update the *2011-2012 Academic Affairs Operating Procedures Handbook*; (b) engage the Academic Affairs Support Staff in training and professional development that would not only increase *customer service*, but would also enhance *learning* that may be used elsewhere in a real-time situation; and, (c) develop a Professional Development Training Unit based on the Myers-Briggs Type Indicator® (MBTI®) that may be tailored for other divisions within the workplace.

Conceptual Framework

This action research project was developed as a creative response to traditional training. Making connections from promoting participation, motivating employees, encouraging teamwork, and developing good interpersonal relationships, to providing community service through the planning, developing, implementing and evaluating a staff development program. Reframing leadership and promoting self-reflection through action research were the crux of this project.

Action Research (AR) is an emerging leadership development activity with two basic goals: (a) solve the organizational problem (in this case, update the handbook), and (b) engage in learning that can be used elsewhere in a real-time situation (self-reflection about personality type, workshops on teambuilding, problem-solving, and change in organizations). In AR, the first priority is *learning;* the second is *solving the problem*.

Assumptions about leadership were based on the following factors. First, leadership is about behavior. Behavior, especially as related to communication, gives strong clues to leadership style. Second, to enhance effectiveness, leaders need to fully understand the patterns in their current behavior and to *recognize* and *employ* the range of behaviors available to them. Third, a psychology of leadership as suggested by psychological type invites individuals to recognize their demonstrated behaviors as expressions of their type, and to see type development as a way to enhance overall leader development. It is through *type development,* we become clear about our habits of mind, and about when our other preferences (behavior potentials) should be used.

Reframing Through the Human Resources Lens

In their book, *Reframing Organizations,* Bolman and Deal (2009) reflect on four perceptual lenses (or frames) of leadership: structural, political, cultural, and human resource. The frames constitute a comprehensive checklist of issues to which change agents must recognize and respond. It happens that many excellent change efforts in organizations fail because they rely entirely too much on data gathering, analysis, report writing, and presenting, instead of more creative and humanistic approaches to capture the employees' feelings (Kotter, 2002).

Working toward establishing clear structures and well-developed management systems, structural leaders focus on rationality, logic, analysis, and deal with facts and data. An effective structural leader thinks clearly, has great analytical skills, and can organize systems that are practical and can get things done. They perceive their organization as being a factory with specific goals and measurable productivity. However, the crisis of conditions facing many university administration in our nation persists, as Bolman and Deal explain, "change agents fail when they rely almost entirely on reason and structure and neglect human, political, and symbolic elements" (pg. 383).

Political leaders gather and mobilize needed resources and fight for the organization's objectives and goals. They build power bases consisting of allies, networks, and coalitions. An effective political leader is an advocate and negotiator who understands the political arena and feels comfortable dealing with conflict. Symbolic leaders employ personal charisma and a dramatic flair to get their subordinates excited and committed to the organization's mission. An effective symbolic leader is a visionary who uses symbols, tells inspirational stories about the organization, and frames experiences in ways that generate hope and provide meaning. And, the human resource leader emphasizes the importance of people. They perceive their organizations in terms of a *family* and work toward meeting the needs of the individual. They believe that the primary task of management is to create a good fit between individuals and organizations. An effective human resource leader is a facilitator and participative manager who supports and empowers others.

Reflecting: Personality Type Workshops

Knowing oneself well and understanding how others may differ are fundamental ingredients to strong relationships, effective leadership, and efficient teams in organizations. Personality is one of the most important tools to use in an effort to influence teams. As used throughout this project, *personality***,** means, "a consistent pattern of ways of thinking, feeling, and acting with regard to the environment, including other people" (Stech, in Northouse, p. 319, 2009). Capitalizing on the natural strengths of personality and enjoying interaction with people who are different are crucial for success. However, *tolerating* differences in the personalities coworkers is not enough—it is important to *celebrate* those differences. These differences provide the natural strengths one may need to benefit the team.

Personality workshops show how these factors—(a) self-knowledge, (b) team building, (c) communication, and (d) problem solving—are related to each other. Moreover, by becoming aware of team members' preferences for taking in information and making decisions, individuals will discover and practice better ways of working together and accomplishing tasks.

Although there is no one best way for an individual to conduct a self-assessment, there are many instruments or assessment tools available on the market for such purposes. For instance, one could engage in a 360-degree feedback process and have their boss, colleagues, and subordinates and/or team mates fill them out. Over the past several decades, there have been many specific knowledge domains, skills, traits, attributes, dispositions, and personal qualities which have been identified as those that constitute an effective leader. But, how do you know which are *your* natural strengths? The *Myers-Briggs Type Indicator*® assessment provides a framework for understanding personalities.

The *Myers-Briggs Type Indicator*® (MBTI®) is based on Swiss psychiatrist Carl Jung's theory of type. Jung recognized distinct patterns in people's seemingly random behavior. The MBTI ® inventory was created by the American mother-daughter team Isabel Briggs Myers and Katharine Cook Briggs in the 1940's. This inventory has since been updated and has been researched continually for the past 50 years.

The *Myers-Briggs Type Indicator*® is a self-report questionnaire designed to make Jung's theory of psychological types understandable and useful in everyday life. MBTI® results identify valuable differences between normal, healthy people, differences that can be the source of much misunderstanding and miscommunication. Taking the MBTI ® inventory and receiving feedback helps individuals identify their unique gifts. The information enhances understanding of self, motivations, natural strengths, and potential areas for growth. It also helps individuals to appreciate people who are different from them. Understanding MBTI® type is self-affirming and encourages cooperation with others. More than two million Indicators are administered annually in the United States. The MBTI® is also used internationally and has been translated into more than 30 languages.

Overview of Type Theory

The Personality Type Approach is used to encourage leaders and followers to become aware of their personality types and those of the people with whom they work in order to better understand their behavior and the responses they get from other people.

Preference: A term used to describe our natural tendencies for performing certain tasks. There are eight different preferences on the MBTI®: Extraversion, Introversion, Sensing, Intuition, Thinking, Feeling, Judging, and Perceiving. They are organized into four pairs of opposites.

Preference Scales: The pairs of opposite preferences are arranged on four scales or dichotomies (See Figure 1): Extraversion and Introversion, Sensing and Intuition, Thinking and Feeling, and Judging and Perceiving. These scales indicate whether a preference is very clear, clear, or slight.

OVERVIEW OF THE FOUR PREFERENCE DICHOTOMIES	
ATTITUDES	**EXTRAVERSION (E)** or **INTROVERSION (I)** How do you direct your energy and attention?
PERCEIVING - MENTAL FUNCTIONS	**SENSING (S)** or **INTUITION (N*)** How do you prefer to take in information?
JUDGING - MENTAL FUNCTIONS	**THINKING (T)** or **FEELING (F)** How do you prefer to make decisions?
ORIENTATION TO THE OUTER WORLD –LIFESTYLE	**JUDGING (J)** or **PERCEIVING (P)** How do you orient to the outer world?

***Figure 1**: Overview of the Four Preference Dichotomies*

Description of Extraversion (E) and Introversion (I)

The first type preference pair asks: what is the direction of your energy or attention? (See Figure 2) People who prefer Extraversion are energized by active involvement in events, and they like to be immersed in a variety of involvement. They feel comfortable with and like working with groups. They have a wide range of acquaintances and friends and have an energizing effect when around them. Extraverts often find their understanding of a problem becomes clearer if they can talk out loud about it and hear what others have to say. Sometimes, however, extraverts jump too quickly into activities and may not allow enough time for reflection, or may forget to pause to clarify the ideas that give aim or meaning to their activities. Extraverts are often seen as "go-getters or "people-persons" (Lawrence and Martin, 2001).

SOURCE OF ENERGY	
EXTRAVERSION	**INTROVERSION**
I. Prefer action and interaction over reflection	❑ Prefer reflection over action
II. Talk things over to gain understanding	❑ Think things through to gain understanding
III. Prefer oral communication	❑ Prefer written communication
IV. Take initiative in social and work settings	❑ Like working alone or with one or two others
V. Will get involved in social activities to re-energize	❑ Will spend time alone to re-energize

***Figure 2:** Extraversion-Introversion Dichotomy*

People who prefer Introversion are energized and excited when they are involved with the ideas, images, and memories and reactions that are a part of their inner world (Lawrence and Martin, 2001). Introverts often prefer solitary activities or spending time with one or two others with whom they feel comfortable, and they often have a calming effect on those around them. Introverts prefer fewer, more intense relationships. They sometimes, though, may spend too much time reflecting and not moving into action quickly enough. Or, they may forget to check with the outside world to see if their ideas really fit their experience. Introverts are often seen as calm and "centered" or reserved.

Description of Sensing (S) and Intuition (N)

The second type preference pair describes the way you like to take in information and what kind of information you tend to trust the most (See Figure 3).

TAKING IN INFORMATION	
SENSING	**INTUITION**
❑ Gather facts and details	❑ Look for patterns and relationships
❑ Focus on their five senses	❑ Focus on what lies beyond the surface
❑ Present-oriented	❑ Future-oriented
❑ Patient with routine	❑ Patient with complexity
❑ Concentrate on specific details	❑ Concentrate on the big picture

Figure 3: *Sensing-Intuition Dichotomy*

Do you trust more that information that comes in through your five senses (*Sensing*), or do you trust more that information that comes into your awareness by way of insight and imagination (*Intuition*)?

People who prefer Sensing tend to be concerned with what is actual, present, current, and real. They are immersed in the facts and details of a situation and the richness of the experience. They recall events and solve problems by working through things thoroughly for a precise understanding. Thus, they often develop a good memory for detail, become accurate in working with data, and remember facts or aspects of events that did not even seem relevant at the time they occurred. Sensing types work from the facts to the big picture; sometimes focusing so much on the facts of the present or past that they miss new possibilities.

People who have a preference for Intuition are immersed in their impressions of the meanings or patterns in their experiences. They would rather gain understanding through hands-on experience and would be interested in doing thing that are new and different. Intuitive types work from the big picture to the facts. They place great trust in insights, symbols and metaphors and less in what is literally experienced (Lawrence and Martin, 2001). They are often interested in the abstract in the theory, and may enjoy activities where they can use symbols or be creative. Intuitive types learn best when they have the overall idea first. Sometimes, though, they focus so much on new possibilities, that they miss the practicalities of bringing them into reality.

Description of Thinking (T) and Feeling (F)

The third preference pair describes how you like to make decisions or come to closure about the information you have taken in using your Sensing or Intuition. In other words, what kind of judgment do you prefer to use? A person of good judgment is able to make distinctions among a variety of choices and settle on a course of action that demonstrates excellence of understanding. You can make these judgments in two ways: (a) by giving more weight to objective principles and the impersonal facts (Thinking), or (b) by giving more weight to personal and human concerns and people issues (Feeling) (See Figure 4).

DECISION MAKING	
THINKING	**FEELING**
❑ Base decisions on logical analysis	❑ Base decisions on personal values
❑ Analytical	❑ Sympathetic
❑ Perceived as reasonable	❑ Perceived as compassionate
❑ Guided by cause-and-effect reasoning	❑ Guided by personal beliefs
❑ Want things to be fair	❑ Want things to be harmonious

Figure 4*: Thinking-Feeling Dichotomy*

People who have a preference for Thinking are concerned with determining the objective truth in a situation (Lawrence and Martin, 2001). They often appear analytical, cool and tough-minded, and have a technical or scientific orientation. They are concerned with truth and notice inconsistencies. At times, Thinking types believe that telling the

whole truth is more important than being tactful. They look for logical explanations or solutions to most everything, make decisions with their heads, and want to be fair. They sometimes, however, miss seeing or valuing the "people" part of situations, so they might be viewed as too task-oriented, uncaring or indifferent.

People who have a preference Feeling are concerned with whether decisions and actions are worthwhile. They have more of a people or communications orientation and appear caring and warm. More personal in approach, Feeling types believe they can make the best decisions by weighing what people care about and the points-of-view of persons involved in situations (Lawrence and Martin, 2001). In other words, they make decisions with their hearts and want to be compassionate and believe that being tactful is more important than telling the "cold" truth. Feeling types can sometimes miss seeing or communicating about the "hard truth" of situations, so they tend to be viewed by others as too idealistic, mushy or indirect.

Description of Judging (J) and Perceiving (P)

The fourth preference pair describes how you like to live your outer life—what is your lifestyle? Do you prefer a more structured and organized, planned way of life (Judging) or a more flexible, adaptable, and spontaneous lifestyle (Perceiving). See Figure 5. This preference may be also referred to as *attitude* by some type users.

LIFESTYLE	
JUDGING	**PERCEIVING**
❑ Make decisions in order to obtain closure	❑ Take in all available information before deciding
❑ Scheduled and systematic	❑ Spontaneous and casual
❑ Complete one project before beginning another	❑ Enjoy working on several projects simultaneously
❑ Commit quickly to plans or decisions	❑ Flexible, like to keep their options open
❑ Often finish tasks before the deadline	❑ Often finish tasks at the deadline

***Figure 5**: Judging-Perceiving Dichotomy*

People who prefer Judging like to have things settled and organized and feel more comfortable when decisions are made. They look task-oriented and like to make lists of things to do. They like to get their work done before playing and plan to avoid rushing just before deadlines. Sometimes they make decisions too quickly without enough information, or focus so much on the goal or plan that they miss the need to change directions at times.

People who prefer Perceiving are flexible and like to stay open to new experiences. They want to continue to take in new information. They tend to look more loose and casual. They work in bursts of energy, and enjoy rushing just before deadlines. They sometimes stay open to new information so long that they miss making decisions that need to be made, or focus so much on adapting in the moment that they do not settle on a direction or plan.

Psychological Type

Type refers to one's four-letter type The MBTI® assessment combines an individual's four preferences—one preference from each dichotomy, denoted by its letter—such as ENFJ, ISTP, etc. There are 16 possible type combinations, and each type is equally valuable. See Figure 6 for estimated frequencies, based on a sample of 3000, of each type in the U.S.

ESTIMATED FREQUENCIES OF THE MBTI® TYPES IN THE U.S. POPULATION *(n=3000)*			
ISTJ 11.6% ■■■■■■■■■■■■	**ISFJ** 13.8% ■■■■■■■■■■■■■■	**INFJ** 1.5% ■■	**INTJ** 2.1% ■■
ISTP 5.4% ■■■■■	**ISFP** 8.8% ■■■■■■■■■	**INFP** 4.4% ■■■■	**INTP** 3.3% ■■■
ESTP 4.3% ■■■■	**ESFP** 8.5% ■■■■■■■■■	**ENFP** 8.1% ■■■■■■■■	**ENTP** 3.2% ■■■
ESTJ 8.7% ■■■■■■■■■	**ESFJ** 12.3% ■■■■■■■■■■■■	**ENFJ** 2.5% ■■■	**ENTJ** 1.8% ■■

■ = approximately one percent

Figure 6: *Estimated Frequencies of the Types in the United States Population*

The type table was designed by Isabel B. Meyers as a way to highlight similarities and differences of the types by placement in the table. Each type in the type table is located directly adjacent to a type which shares three of the four preferences or personality characteristics.

The primary aim of the Personality Type Approach is to raise awareness of individuals to their own personality types and the implications of those types on work and relationships. Although everyone can learn skills in non-preferred areas, coworkers, or team members, can benefit from the natural focus and skills of colleagues with preferences different from their own (Kirby and Myers, 1998).

Teambuilding and Using Type Differences at Work

`According to some researchers (McCaulley, 1975) the MBTI® tool allows us to make predictions about team effectiveness based on psychological type, such as the following:

- The more similar the types on a team, the more readily the team members will understand each other.
- The more dissimilar the types on a team, the slower the understanding.
- Groups with high similarity will reach decisions more quickly but are more likely to make errors due to inadequate representation of all viewpoints.

- Groups with members of many different types will reach decisions more slowly (and painfully) but may reach better decisions because more viewpoints are covered.
- Teams with only a single representative of a certain preference (e.g., only one Introvert) may fail to appreciate the gifts/skills associated with that preference and may view that member as different.
- Teams that come to appreciate and use different types may experience less conflict.
- Successful teams with members of many different types promote the personal development of team members by encouraging learning from the gifts of other types.
  Although no one should use type to avoid tasks or to excuse unacceptable or insensitive behavior, in wor k settings:

- The clearest vision of the future usually comes from an Intuitive type.
- The most practical realism usually comes from a Sensing type
- The most incisive analysis comes from a Thinking type.
- The most skillful understanding and handling of people usually come from a Feeling type. (See Figure 8)

Constructive Uses of Type

In work teams or organizational contexts, it is important to be aware of and understand the differences between the various people who must work together. Psychological type and the MBTI® provide a tool for understanding differences between people. Appreciating and making constructive use of these differences is also part of the theory underlying the Myers-Briggs® assessment. However, moving from recognizing and tolerating, to appreciating and effectively using these differences is a challenge because we all have a natural bias for our own way of seeing things and making decisions. For example:

Es may think Is are:	uninterested or withholding information when Is are processing internally
Is may think Es are:	uncertain or inconsistent when they are processing a decision out loud
Ss may think Ns are:	avoiding or changing the topic when they are brainstorming connections
Ns may think Ss are:	unimaginative when they are raising realistic and practical questions
Ts may think Fs are:	over-personalizing when they focus on applying their values
Fs may think Ts are:	harsh and cold when they take a detached, problem-solving approach
Js may think Ps are:	procrastinating and unreliable when they are trying to keep options open
Ps may think Js are:	rigid and controlling when they are structuring and scheduling

What are first irritants or even conflicts may become understandable when one comprehends the psychological types of individuals involved. Team and organizational success depends on existence of a diverse set of competencies and interpersonal skills.

Personality Type and Work Style: Problem Solving

The Sensing-Intuition (S-N) and Thinking-Feeling (T-F) dichotomies represent cognitive functions underlying one's personality. Several researchers have found that a person's preferences on these two scales explain much about his or her approach to problem solving and decision-making (Nutt, 1986; Haley and Pini, 1994). Since these are core behaviors of influencing and teams, it can be particularly helpful to look at the four resulting preference combinations (ST, SF, NF, NT) when examining work style—in this case, the *columns* of the Type Table. Exploring these combinations can help you understand some of the strengths and potential blind spots of your personality type (Huszczu, 2004).

Preferences for Sensing and Thinking (STs)

Individuals with preferences for Sensing and Thinking (STs) are down-to-earth types who tend to focus on completing the list of tasks assigned to them. They tend to provide stability to a team and usually are reliable types other members can depend on. They would rather help the team fix its problems in a step-by-step fashion than throw out what the team has been doing and invent a whole new system. STs love common sense and want the team to deal with what is real rather than dream about the ideal. They prefer to look at facts and details. They may not love bureaucracy but they can survive it better than other types. They like to be organized and well documented.

No one personality type demonstrates the perfect set of traits and preferences required to succeed as a leader. Many STs are prone to be too short-term oriented; they tend to focus solely on the here and now and fail to produce long-term plans. They are not likely to embrace chance unless they are first convinced that the system in broken. When trying to help a team with a change effort, they may take an overly cautious approach to guard against catastrophe. Their focus on details may lead them to nitpicking and micromanaging the team's efforts.

Preferences for Sensing and Feeling (SFs)

Individuals with preferences for Sensing and Feeling (SFs) are often very good at helping people feel like they belong. They build teams inclusively, connecting members with other member having similar interests. They try to make sure everyone has some relationships on the teams than the tasks. SFs take pleasure in rescuing teammates (Hirsh, Hirsh, & Hirsh, 2003).

SF tendencies can also produce blind spots. In leadership positions SFs may also be perceived as softhearted and suckers for lost souls. They enjoy socializing and tend to know a lot about everyone; they may be accused of being busybodies or gossipers. SFs tend to be uncomfortable with conflict which leads them to overuse strategies of avoidance and accommodation to smooth over conflicts.

Preferences for Intuition and Feeling (NFs)

Individuals with preferences for Intuition and Feeling (NFs) tend to focus on the big picture and the values of the organization. They believe in the cause and in people's important role in forwarding the cause. They are often terrific communicators and can inspire their followers, provoking change and cheering on efforts to do what is right. They are strong supporters of training and development opportunities for their people.

NFs typically have some blind spots too. Their attraction to aesthetics and inspiration may overwhelm the substance of the tasks to be performed. Their flair for being fun loving and/or dramatic may turn off or frighten their teammates. While they can be treat communicators, sometimes they just talk too much.

Preferences for Intuition and Thinking (NTs)

Individuals with preferences for Intuition and Thinking (NTs) seek more perfect systems. They are often visionary leaders dissatisfied with the status quo—constantly thinking about what a team or organization could be or should be like. They are the architects of progress, designing frameworks ad systems to produce results. They prize and demand competency in themselves and others with high standards and a focus on the big picture and the future.

Like all people, NTs have their blind spots, too. They tend to find it hard not to show disappointment, even disdain, for repeated mistakes. They are often accused of being too idealistic and too demanding because their mind races ahead and keeps escalating expectations of the team. They may be more interested in the challenge than in savoring the successes.

Organizations and Change

Organizations today are involved with a variety of changes for any number of reasons. In an organizational context, a change is "an event that takes place outside of people, a shift in the external situation where something old ends or something new begins" (Edgelow and Bridges, 2000, pg. 20). Everyone knows that people are different, yet oftentimes organizations make and implement plans and initiate changes as though everyone were the same. Those individuals leading the change tend to become frustrated when others don't immediately come on board with the initiative or seem as excited as they are.

Individuals of different types have varying approaches to planning, implementing, and managing organizational change. Understanding the effects of each preference is a beginning, but type becomes even more useful in organizations when combinations of preferences are explored. For instance, combinations of the ***direction of energy*** **(E or I)** and ***orientation to the external world*** **(J or P)** influence how people respond to change. These combinations are represented by the four rows across the type table. Myers and McCaulley (1976) refer to these four combinations as: the Decisive Introverts (IJ), the Adaptable Introverts (IP), the Adaptable Extraverts (EP), and the Decisive Extraverts (EJ). Complete descriptions of each profile are provided in Figures 7, 8, 9, and 10.

CHANGE AND THE "DECISIVE INTROVERT" IJS			
INFJS			
Contribute by: • Providing an insightful analysis of how change could affect people • Persisting with an innovative course of action despite obstacles	**May irritate team members by:** • Pressing for a new or untested approach when an effective standard procedure already exists • Taking too long to mull over all possibilities in depth before settling on a plan of attack	**May be irritated by team members who:** • Act prematurely without due consideration of consequences for people • Fail to follow through on their promises	**Can maximize effectiveness by:** • Appreciating the value of established methods • Being more willing to settle on a course of action and get going
INTJS			
Contribute by: • Offering new perspectives, insights, and visions • Exhibiting a determined, calm, decisive demeanor	**May irritate team members by:** • Being critical of those who fail to appreciate their vision of the future • Paying insufficient attention to the impact on people	**May be irritated by team members who:** • Focus on getting things done in the present without respect for past traditions or future ramifications	**Can maximize effectiveness by:** • Leaving open the possibility that others' resistance may have a sound basis • Realizing that change has a concrete impact on the well-being of people
ISFJS			
Contribute by: • Being mindful of what has worked in the past to pave the way for a stable future • Supporting change that is of practical value to people	**May irritate team members by:** • Being overly pragmatic and focusing on the here and now • Wanting change to adhere to current rules or procedures	**May be irritated by team members who:** • Overlook the realistic concerns of people • Fail to acknowledge the value of the tried and true	**Can maximize effectiveness by:** • Considering what the current reality suggests about the future • Realizing that new guidelines may need to be developed to more effectively mange change
ISTJS			

Contribute by:	May irritate team members by:	May be irritated by team members who:	Can maximize effectiveness by:
• Being mindful of what has worked in the past to pave the way for a stable future • Checking all the details and understanding what can reasonably be accomplished	• Resisting change in favor of maintaining the status quo • Depending too much on plans or schedules when flexibility is required	• Want change for change's sake • Fail to acknowledge the value of the tried and true	• Recognizing that change is part of the natural evolution of any endeavor • Realizing that not every contingency can be planned for or anticipated

Figure 7*: Profile of the "Decisive Introvert" (IJs) and Change*

"Decisive Introverts" IJs

When changes are proposed, the IJs check them out against their internal perceptions (data or big pictures). If the changes "fit", they move quickly to implement them. If the changes don't fit, they dig in their heels and become unmovable opponents. The four types included in this group are: INFJ, INTJ, ISFJ, and ISTJ. Characteristics and contributions of each of the Decisive Introvert types are displayed in Figure 7.

Adaptable Introverts" IPs

When changes are proposed, IPs are curious and seek information. Then they assess the information with their internal judgment (values and logical principles). Their information seeking appears adaptable, but they move ahead only in their own time—after they have decided. The four Adaptable Introvert types include: INFP, INTP, ISFP, and ISTP. Characteristics of IPs and change are displayed in Figure 8.

CHANGE AND THE " ADAPTABLE INTROVERT" IPS			
INFPs			
Contribute by: • Promoting innovation, imagination, and creativity • Encouraging others to look at things from multiple perspectives	**May irritate team members by:** • Processing and analyzing the change too much and therefore not acting expediently • Concentrating too much on people's feelings at the expense of bottom-line necessities	**May be irritated by team members who:** • Support standard operating procedures for their own sake • Fail to acknowledge that people experience and adapt to change differently	**Can maximize effectiveness by:** • Recognizing that sometimes it is best to try something, instead of just thinking about it • Realizing that without a realistic look a the facts, people could be hurt in the long run
INTPs			
Contribute by: • Analyzing the present situation and laying out a blueprint for change • Allowing others to get on with needed changes	**May irritate team members by:** • Being unrealistic about the level of commitment or follow-through needed to enact change • Complicating the change process by focusing on inconsistencies	**May be irritated by team members who:** • Are unwilling to listen to a logical analysis of the need for change • Ask that the change be effected in one way by all team members	**Can maximize effectiveness by:** • Assessing the resources needed before proposing a change • Accepting that a completely consistent system or plan is extremely rare
ISFPs			
Contribute by: • Tuning in to the needs of others and responding with artistry and caring • Exhibiting flexibility and tolerance in times of flux and change	**May irritate team members by:** • Being overly fearful of risk-taking and reluctant to abandon their comfort zone • Focusing on what *is* rather than on what *might be possible*	**May be irritated by team members who:** • Push hard for immediate action and results • Are so absorbed in logical analysis that they fail to comprehend the impact on people	**Can maximize effectiveness by:** • Understanding that making mistakes offers the potential for growth and new knowledge • Challenging themselves to become more aware of all that life has to offer
ISTPs			
Contribute by: • Being mindful of present conditions so that change initiatives can be grounded in reality • Doing whatever is needed to make the change efficient and effective	**May irritate team members by:** • Being too reactive and moving into the change process too quickly • Not completing one task before moving on to another	**May be irritated by team members who:** • Analyze the process at the expense of implementing a hands-on approach • Fail to consider the objective reality to the change	**Can maximize effectiveness by:** • Considering the long-range effects of a change before plunging in • Sticking with a plan and following through until closure

***Figure 8**: Profile of the "Adaptable Introvert" (IPs) and Change*

The "Decisive Extraverts" (EJs)

When changes are proposed, the EJs tend to apply their judgment (logic or values) out loud by questioning. Then, if their questions are answered, they move quickly to plan, organize, and implement the change. The four Decisive Extravert types include: ENFJ, ENTJ, ESFJ, and ESTJ. See Figure 9.

CHANGE AND THE "DECISIVE EXTRAVERT" EJS			
ENFJS			
Contribute by: • Providing caring support for others in times of flux • Clarifying values in order to make change more positive for people	**May irritate team members by:** • Being overly idealistic, sweeping problems under the rug • Remaining loyal to under-serving people or causes when change is needed	**May be irritated by team members who:** • Focus on specifics and logistic with little regard for the concerns of the people involved • Appear indecisive and resist cutting off options	**Can maximize effectiveness by:** • Facing difficulties and problems more realistically • Evaluating the benefits of relationships and causes and letting go of those that are no longer mutually sustaining.
ENTJS			
Contribute by: • Offering order and structure to manage change • Acting decisively, with a willingness to take on unpleasant but necessary tasks	**May irritate team members by:** • Being unduly concerned with stability and predictability even though change is by nature chaotic • Overlooking new methods in favor of sticking with traditional approaches	**May be irritated by team members who:** • Spend too much time analyzing the underlying meanings rather than the fact and specifics • Fail to roll up their sleeves and get going with the work that needs to be done	**Can maximize effectiveness by:** • Realizing that change cannot always be controlled or mandated • Challenging themselves to find the optimal solution instead of relying solely on what has worked in the past
ESFJS			
Contribute by: • Managing the day-to-day needs of people during times of uncertainty • Offering a systematic and practical perspective based on past experience	**May irritate team members by:** • Making decisions too quickly without considering the logical ramifications • Trying to fit the change into a preconceived, sequential structure	**May be irritated by team members who:** • Take a casual, "let's wait and see" approach • Disregard standard operating procedures	**Can maximize effectiveness by:** • Considering data critically and analyzing the pros and cons of an action before responding • Staying open to new information and possibilities a they arise
ESTJS			
Contribute by: • Offering order and structure to manage change • Acting decisively, with a willingness to take on unpleasant but necessary tasks	**May irritate team members by:** • Being unduly concerned with stability and predictability even though change is by nature chaotic • Overlooking new methods in favor of sticking with traditional approaches	**May be irritated by team members who:** • Spend too much time analyzing the underlying meanings rather than the facts and specifics • Fail to roll up their sleeves and get going with the work that needs to be done	**Can maximize effectiveness by:** • Realizing that change cannot always be controlled or mandated • Challenging themselves to find the optimal solution instead of relying solely on what has worked in the past

***Figure 9**: Profile of the "Decisive Extravert" (EJs) and Change*

The "Adaptable Extraverts" (EP)

When changes are proposed, these types tend to consult their networks, talk to people, and find out what everyone thinks. If the changes allow room for their creativity and action, they gather resources and try to energize everyone to implement the changes. The four Adaptable Extravert types include: ENFP, ENTP, ESFP, and ESTP. See Figure 10.

CHANGE AND THE "ADAPTABLE EXTRAVERT" EPS			
ENFPs			
Contribute by:	**May irritate team members by:**	**May be irritated by team members who:**	**Can maximize effectiveness by:**
• Joyfully embracing the novel and untried • Supplying energy to initiate a new course of action	• Encouraging change for change's sake • Failing to appreciate the merits of tradition and past experience	• Are overly cautious or resistant to change • Cling to established routines when adaptation is required	• Understanding that change is not always desirable or necessary • Recognizing that the past can offer direction for the future
ENTPs			
Contribute by:	**May irritate team members by:**	**May be irritated by team members who:**	**Can maximize effectiveness by:**
• Being quick to recognize the value of change • Forming and clarifying ideas with creative new insights	• Launching too many changes at once • Giving up too easily if things become routine	• Refuse to look at new possibilities • Are unwilling to take risks, even when supported by logic	• Tempering their enthusiasm for change with a dose of practicality • Recognizing that a change worth making may require grunt work
ESFPs			
Contribute by:	**May irritate team members by:**	**May be irritated by team members who:**	**Can maximize effectiveness by:**
• Being energetic, spontaneous, adaptable, and able to take advantage of the moment • Joyfully embracing novelty and variety	• Appearing fickle • Not respecting agendas and timelines; wanting to "fly by the seat of their pants"	• Seem stuck in a settled routine • Push abstract models of the change process	• Clarifying and prioritizing what is important in order to make worthwhile commitments • Recognizing that they can serve others more efficiently in ties of change when they develop a plan
ESTPs			
Contribute by:	**May irritate team members by:**	**May be irritated by team members who:**	**Can maximize effectiveness by:**
• Taking responsibility for locating resources, removing obstacles, and resolving difficulties • Being responsive, pragmatic, and able to roll with the punches	• Plunging in too quickly, assuming they can improvise no matter what • Focusing on concrete details without recognizing the wider implications for people	• Are slow to adapt and cling to stand operating procedures • Refuse to give up an idealized version of the future in spite of present realities	• Looking beyond the quick fix, examining a situation in depth • Considering people's feeling as relevant data when instituting a change

***Figure 10**: Profile of the "Adaptable Extraverts" (EPs) and Change*

Designing, Developing, and Implementing Effective Staff Development Programs

The genesis of staff development originates from educational goals and objectives providing the guidance necessary for integrating the individual goals of employees with those of the organization (Davies and Armistead, 1975). Figure 11, a model for a staff development program, is a summary of the steps necessary to the designing of an effective program.

From Davies, D.R. and Armistead, C.D. (1975). *In-service Education: Current Trends in School Policies and Programs* (Arlington, VA: National School Public Relations Association).

***Figure 11**: Model for a Staff Development Program*

The primary purpose of a staff development program is to increase the knowledge and skills of staff and employees, thereby increasing the potential of the organization to reach its goals (Davies and Armistead, 1975). The process of assessing staff needs is essentially the process of determining the difference between what the staff knows and what they need to know. It is the information gained from a needs assessment survey or questionnaire or interview that will provide the framework within which program goals and objectives will be established.

Program design is a process of matching needs with available resources through an effective delivery method. It is unproductive to consider only one method of delivering a staff development program. One method for providing a rational structure for designing staff development activities focuses on psychological type which identifies some of the normal differences in learning styles (Dunning, 2003a). Colin Graves (2011), a licensed MBTI® facilitator and CEO or IRIDIUM Consulting Firm of the UK, describes that a typical MBTI®-based team workshop looks at improving communication, enhancing team problem-solving, valuing diversity and providing a non-judgmental way to approach team issues.

In designing and preparing the training sessions, there were several factors to consider: (a) type distribution of the group (b) location of the group meetings (c) time of day (d) provision of incentives and, (e) make up of the group. Thought was also given to learning styles of adults. Adults learn most effectively when they are given the opportunity to use their most effective learning styles. Though each of the eight preferences has some predictable effects on learning styles, the most significant difference is between the S and the N dichotomy.

Based on research from the ASCD, some specific problems that tend to hinder employee participation include: when participants are unclear as to what they hope to achieve, or when they consider past programs as a waste of time. Other obstacles to employee participation include programs that are so highly structured as to hinder creativity, or at the other extreme, programs where there is no orderly plan at all. Finally, when a group involved with a specific program is so large, participation may be hindered.

Effective evaluation is the final phase in a staff development program. For most programs, a perception-based approach is both appropriate and effective. Participants are asked to rate the individual conducting the program, the content of the program, how the program was organized, and the time and place of the presentation. Nevertheless, the most well-known and used model for measuring the effectiveness of training programs was developed by Donald Kirkpatrick in the late 1950's. It has since been adapted, modified, and stood the test of time (Kirkpatrick, 1959, 1979, 1998). The basic structure of Kirkpatrick's four-level model is shown in Figure 12.

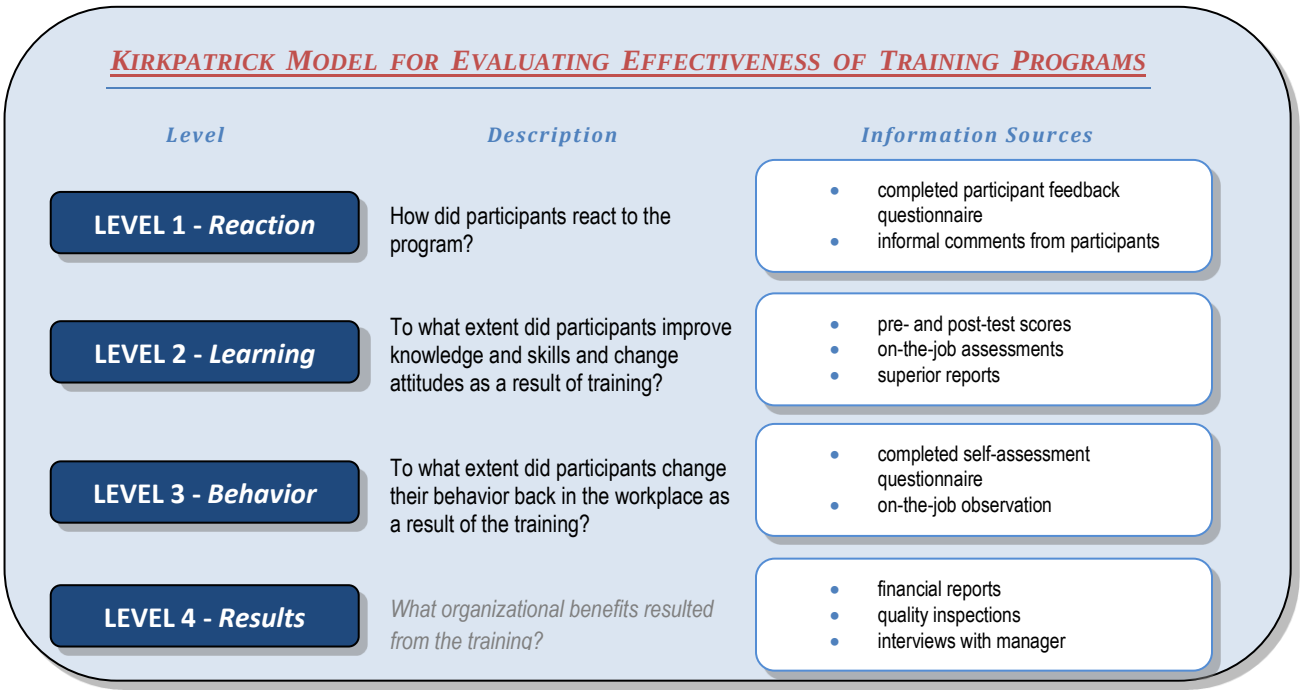


***Figure 12**: Kirkpatrick Model for Evaluating Effectiveness of Training Programs*

Using Kirkpatrick's classic model, any training or staff development program can be evaluated at four progressive levels. Level 1: *Reaction* is a measure of the learners' reactions to the course or program; Level 2: *Learning* is a measure of what they learned; Level 3: *Transfer* is a measure of changes in their behavior when they return to the job after the training program; and, Level *4*: *Results* is a measure of the business outcomes that occur because they are doing their jobs differently.

Using the Kirkpatrick Model for Measuring Results of Type Training of the Academic Affairs Support Staff at Tennessee State University

Level 1: Reaction

Evaluation at Kirkpatrick's Level 1 measures how the participants in a program feel about their experience. For example, how satisfied are the support staff with what they learned? Do they regard the material as relevant to their work? Do they believe the material will be useful to them on the job? This level, therefore, does not measure learning per se; it merely measures how well the learners liked the training sessions and the workshops. Kirkpatrick's model suggests using data collection instruments, such as completed participant feedback questionnaires, informal comments from participants, and focus group sessions with participants (Kirkpatrick, 1998).

Level 2: Learning

According to Kirkpatrick, learning is defined as the facts, principles, and techniques that are absorbed and understood by the participants (1979). When instructors measure learning, they are finding out how

much of the skills, knowledge, and attitudes of the individuals have changed. This process requires more than a reaction survey; it requires an assessment of the material presented throughout the time period and a measurement of the "student outcomes and learning objectives". Did the participants learn what they were supposed to learn? Evaluation measures at Level 2 may include: pre- and post-test scores, on-the-job assessments, scores on end of program exams, and supervisor reports. For the purpose of this study, we used the pre- and post-assessment surveys.

Level 3: Behavior

Even well written learning objectives do not indicate how the individual will transfer the learning and new knowledge to job performance. A change in on-the-job performance and behavior is the ultimate goal of Level 3, rather than test-scores, as was the primary measure in Level 2. In other words, Level 3 is mostly concerned with the extent the support staff changed their behavior back in the workplace once they have completed the workshops and training. The ideal measures at this level are instruments involving feedback from the stakeholders (e.g., an on-the-job performance evaluation by a supervisor, a letter from a parent or community member, a report from a peer or manager, or a more reflective self-assessment questionnaire from the learner herself). For this study, we used the *Personality Assessment Survey* (Wagner and Weigand, 2005)

Level 4: Results

Level 4 evaluation attempts to measure the results of a program as it directly affects the organization's bottom line. What organizational benefits resulted from the student's advanced education? Measures to examine at this level may include Return of Investment (ROI) surveys and organizational climate surveys, student retention and graduation rates.

METHODOLOGY

Research Design

This study used an organizational level action research design. A pre- and post-test survey was administered to determine to what degree the support staff in the academic affairs division (including the seven colleges and CIT, institutional planning, and sponsored research) feel have adequate access to the resources they need to fulfill their job requirements, and to what degree they feel this information is *important*. Through the use of the MBTI® to promote cooperation and collegiality the support staff engaged in teambuilding activities to revise the current *Academic Affairs Operating Procedures Handbook*.

Action Research (AR) is an emerging leadership development activity with two basic goals: (a) solve the organizational problem (in this case, update the handbook), and (b) engage in learning that can be used

elsewhere in a real-time situation (self-reflection about personality type, and involvement at workshops on teambuilding, problem-solving, and change in organizations). In AR, the first priority is *learning;* the second is *solving the problem*. The focus on learning also distinguishes AR from task forces, teams, quality circles, committees, and work groups.

According to Spalding and Falco (2012), there are five basic steps in conducting action research at the organizational level. See Figure 15. Step I: *Identify the Issue*—issue was identified from the AMP (improve customer service and update policies); Step 2: *Develop a Program*—workshop/training sessions designed around the Myers-Briggs Type Indicator and based on Pre-Assessment Survey; Step 3: *Implement a Program*—four consecutive workshops/trainings conducted for academic affairs support staff; Step 4: *Measure Program's Effectiveness*—using Kirkpatrick's Model, training will be assessed on several levels, including reaction, learning, organization; Step 5: *Reflect and Modify*—using the data collected, modifications will results in two deliverables, including an updated version of Academic Affairs Operating manual and a Workbook for a staff development training unit on Type and Teambuilding. Figure 13 illustrates the five basic steps, as well as an overview of each of the steps.

Adapted from Spalding and Falco (2012), Action Research for School Leaders

Figure 13: *Steps in Conducting Organizational Level Action Research*

Instruments

Several instruments were used to collect data for this project: (a) The *Pre- and Post-Test Academic Affairs Support Staff Assessment*, (b) The *Myers-Briggs Type Indicator®*, (c) *Session Evaluations* for the monthly staff development training/workshops (four count), (d) *The Wagner and Weigand Personality Type Assessment*

Questionnaire (2005), (e) Tennessee State University website directory, and (e) various email messages and verbal comments from participants.

The *Academic Affairs Support Staff Assessment Survey* is a researcher-created survey composed of 45 items categorized into six (6) areas: (a) items # 1-7: *University Strategic Plan*; (b) items # 8-17: *Division of Academic Affairs*; (c) items # 18-20: *Computer Systems*; (d) item # 21: *Travel Processes and Procedures*; (e) items # 22-28: *Budget Processes and Procedures*; and, (f) items # 29-45: *Personnel Issues*. Participants were asked to rate the levels to which they feel they have "access" to the information they need to perform their job, and how "important" they feel this information is to their job. All items were rated on equivalent 5-point Likert scales (5 = "high access and importance" to 1 = "low access and importance") scale. Means and standard deviations were calculated for each item, and item means scores were collapsed for each category. A difference score (***importance*** minus ***access)*** was computed for a more precise comparison. These calculations were done for both the pre- and post-assessments. Space was provided at the end of the survey for comments and suggestions. The data obtained from this assessment helped provide the framework for workshop training needs. The PRE-test *Questionnaire* was distributed during the December 15, 2011 training meeting. The POST-test *Questionnaire (*same items*)* was distributed four months later at the March 30, 2012 meeting. Participant ID numbers were coded on the questionnaires for the purpose of pre- and post-test score analysis and disaggregation by area.

The *Myers-Briggs Type Indicator®* was distributed during the December 15, 2011 training meeting for use with teambuilding and communication workshop training sessions. Taking the 93-item MBTI® inventory and receiving feedback helps participants identify their unique gifts. The information enhances understanding of themselves, their motivations, their natural strengths, and their potential areas for growth. It also helps individuals appreciate people who differ from them. Understanding their MBTI® type is self-affirming and encourages cooperation with others. Data obtained from this personality inventory was used in the planning process along with the data received from the needs assessment survey to provide the framework for the workshops.

Each participant received her MBTI® personality type, a one-page description profile which includes *Type Characteristics*, *How Others See Them*, and *Potential Areas for Growth;* a pencil engraved with his/her four-letter type; and, and the frequency distribution chart of the types of all academic affairs support staff. The benefits in this survey allow for raising awareness of responsibilities and tasks to be accomplished in the area of academic affairs. Through experiential activities team members were exposed to the different preferences for taking in information and making decisions (according to the MBTI®). Participants were provided opportunities to discover and practice better ways of working together and accomplishing tasks leading to a healthier climate conducive for student learning and retention.

Training Session Evaluations were administered after each monthly staff development training workshop: December 2011, January 2012, February 2012, and March 2012. Participants were asked to evaluate each workshop to assess the suitability of the workshop, the participants understanding of the workshop's materials, and the presenters' effectiveness. All participants in the workshop were sent an invitation to complete the survey to evaluate the effectiveness of the workshop**.**

*Personality Type Assessment Questionnaire (*Wagner and Weigand, 2005). The purpose of this valid and reliable instrument is to evaluate the effectiveness of the MBTI® training on six components: (a) *partnering and mentoring*: consulting with a person of a different type to help improve his or her understanding of other types; (b) *workforce diversity*: valuing the diversity and strengths of the team, demonstrated participation in decision making by all staff members; (c) *performance contracting*: defining realistic goal and contracts, followed up with verbal commitments and action plans; (d) *communication:* improving communication between individuals and groups as a result of type flexibility; (e) *problem solving*: considering other types when thinking about decision strategies, offering content at a different pace and in a different order to accommodate type differences in the group; (f) *type flexibility*: understanding preferences or types that are unlike one's own , consciously modifying one's presentation to achieve

optimal communication with an individual or group; and, (g) *customer service*: applying type dynamics to raise awareness of and improve response to customer needs *(*Wagner and Weigand, 2005).

Participants

Participants for this pilot project included sixty-seven (67) support staff from the academic affairs division from one public university in the Middle Tennessee area. Participants (all female) ranged in age from mid twenties to mid sixties. The participants were selected because of their position in the university and the purpose of the research.

Table 1 displays a breakdown of the participants by the four preference dichotomies. As expected, there is a predominance of Feeling Types, as the group is all female, and females tend to prefer Feeling over Thinking. Note, also that over 80% of the participants prefer Judging over Perceiving. This also appears on target.

Table 1: *Characteristics of Academic Affairs Support Staff—Preference Dichotomies*

Preference	n	Percentage	Preference	N	Percentage
Extraverted Types	34	53.1%	Introverted Types	30	46.9%
Sensing Types	42	65.6%	Intuitive Types	22	34.4%
Thinking Types	28	43.7%	Feeling Types	36	56.3%
Judging Types	53	82.8%	Perceiving Types	11	17.2%

Procedures

At the first training workshop in December 2011, the support staff from Academic Affairs units completed the Myers-Briggs Type Indicator (MBTI®) and a PRE *needs assessment* survey related to the policies and procedures as stated by the *TBR Policies and Guidelines.* These assessments provided the researcher with baseline data. Demographic data was also collected (i.e., gender, ethnicity, academic unit, time in position).

During January, February and March 2012, three more training workshops (teambuilding, enhancing problem solving and decision making, and developing communication skills) were designed and implemented while simultaneously reviewing and updating the Academic Affairs Operations Manual. Each workshop was designed with an icebreaker, group activity, a training segment with knowledge content, a brief work session on the manual, and a closing activity. The materials from each of the workshops have been compiled into a participant workbook: *Type Training and Teambuilding with the Myers-Briggs Type Indicator®). Group* activities and incentives (Sharpie-on-a-lanyard) were selected to increase motivation and participation. At the March 2012 workshop, a POST assessment (the same) was administered to the same group to determine if operations manual, and/or MBTI® training, awareness of TSU mission/values provided guidance and promoted learning.

Research Results

Kirkpatrick's *Model for Evaluating Effectiveness of Training* provided the framework for collecting the data. The results are organized by the level of the model and by perceptions of the participants.

Level 1: Reaction How Do Learners Feel?

Workshop/Training #1. A developmental workshop was held in December 2011 for the support staff of the Division of Academic Affairs. The evaluation survey was placed in the university's on-line survey system *Qualtrics* with assistance from the university's Division of Institutional Planning and consisted of eight questions. Seven of the eight questions utilized a four point Likert scale response (1= poor, 2= satisfactory, 3= good, 4= excellent) and the eighth question was an open-ended response question. Overall, 41 individuals were asked to respond to the survey. An initial response rate of 36% (15 responses) was achieved with the survey. A reminder email was sent out to all participants, which resulted in another seven individuals responding for a total response rate of 54% (22 responses). This response rate was considered acceptable for analysis and the results of the responses are as follows.

Overall the responses to the evaluation survey were positive with only one area (My Understanding of the Myers-Briggs Type Indicator®) having any negative responses. Over 70% of the participants believed that the content of the workshop was good (this is a combined rate for both good responses and excellent responses) and the organization of the workshop and the suitability of the space used also received high levels of satisfaction (63% and 68% respectively). Participants indicated that at the end of the workshop that they had a good understanding of all topics presented in the survey (MB = 78%, University Strategic Plan = 73%, Decentralization of Adjunct/Temporary Employees = 78% , and the Overload Budget = 78%).

Qualitative data showed that participants had two improvements that they wished to see for future workshops: improved acoustics and making sure that all support staff are able to attend the professional development workshops. In addition, future workshop ideas were presented that included ideas for improved employee performance (self-esteem and motivation) as well as workshop related to policies and procedures.

Workshop/Training #2. Two staff development workshop were held on January 27, 2012 and February 9, 2012 for the support staff of the Division of Academic Affairs. All participants in the workshop were sent an invitation to complete the survey to evaluate the effectiveness of the workshop. The evaluation survey was placed in the university's on-line survey system *Qualtrics* and consisted of nine questions. Eight of the nine questions utilized a four point Likert scale response (1= poor, 2= satisfactory, 3= good, 4= excellent) and the ninth question utilized a five point Likert response (1= Very Satisfied, 2= Satisfied, 3= Somewhat Satisfied, 4= Dissatisfied, 5= Very Dissatisfied). Overall, 61 individuals were asked to respond to the survey. An initial response rate of 31% (19 responses) was achieved with the survey. This response rate was considered acceptable for analysis and the results of the responses are as follows.

Overall the responses to the evaluation survey were positive with only one area (the Organization of the Session) having any significant amount of negative responses (Although the use of the term "Satisfactory" is not considered a negative response, the use of a four point Likert scale suggest that the level of satisfaction in this area is less than would be considered ideal) and represents an area for improvement in future presentations. Over 70% of the participants believed that the content of the workshop was good (this is a combined rate for both good responses and

excellent responses) and their understanding of the Meyers-Briggs and the University's Core values also received high levels of satisfaction (89% and 94% respectively). The meeting room was sufficient for its purposes (64% indicated either good or excellent, with no poor responses) and the audio/sound for the presentation was also sufficient. In response to the questions about benefiting personally and professionally, over three quarters of respondents indicated that they definitely benefitted from their participation in the workshop (83% and 78% respectively). Finally participants' responses to "How satisfied participants feel about their work" indicate that up to 90% of respondents indicated that they were satisfied to very satisfied with their work.

Workshop/Training #3. Three staff development workshops were held on Friday, February 24, 2012 (Make-up sessions: Thursday, March 14th and Wednesday, March 21st) for the support staff of the Division of Academic Affairs. All attendees at the March workshop were given a paper/pencil evaluation to complete to evaluate the effectiveness of the February workshop. The evaluation survey consisted of nine questions. Eight of the nine questions utilized a four point Likert scale response (1= poor, 2= satisfactory, 3= good, 4= excellent) and the ninth question utilized a five point Likert response (1= Very Satisfied, 2= Satisfied, 3= Somewhat Satisfied, 4= Dissatisfied, 5= Very Dissatisfied). Overall, 61 individuals were asked to respond to the survey. An initial response rate of 31% (19 responses) was achieved with the survey. This response rate was considered excellent for analysis and the results of the responses are as follows.

Overall the responses to the evaluation survey were positive with only one area (the Organization of the Session) having any significant amount of negative responses (Although the use of the term "Satisfactory" is not considered a negative response, the use of a four point Likert scale suggest that the level of satisfaction in this area is less than would be considered ideal) and represents an area for improvement in future presentations. Over 70% of the participants believed that the content of the workshop was good (this is a combined rate for both good responses and excellent responses) and their understanding of the Meyers-Briggs and the University's Core values also received high levels of satisfaction (89% and 94% respectively). The meeting room was sufficient for its purposes (64% indicated either good or excellent, with no poor responses) and the audio/sound for the presentation was also sufficient. In response to the questions about benefiting personally and professionally, over three quarters of respondents indicated that they definitely benefitted from their participation in the workshop (83% and 78% respectively). Finally participants' responses to "How satisfied participants feel about their work" indicate that up to 90% of respondents indicated that they were satisfied to very satisfied with their work.

Workshop/Training #4. A staff development workshop was held on March 27, 2012 for the support staff of the Division of Academic Affairs. All participants in the workshop were sent an invitation to complete the survey to evaluate the effectiveness of the workshop. The evaluation survey was placed in the university's on-line survey system Qualtrics and consisted of 9 questions. Eight of the nine questions utilized a four point Likert scale response (1= poor, 2= satisfactory, 3= good, 4= excellent) and the ninth question utilized a five point Likert response (1= Very Satisfied, 2= Satisfied, 3= Somewhat Satisfied, 4= Dissatisfied, 5= Very Dissatisfied). Overall, the 43 individuals who attended the training were asked to respond to the survey. An initial response rate of 46.5 % (20 responses) was achieved with the survey. A second request to complete the evaluation form was sent out a week later and three more responses were received for the number of responses totaling 23 and a response rate of 53.5% which was considered acceptable for analysis. A summary of all evaluations shown in Table 2..

Table 2: *Summary of Workshop/Training Evaluations*

	WORKSHOP #1 December 2011		WORKSHOP #2 January 2012		WORKSHOP #3 February 2012		WORKSHOP #4 March 2012	
	N	Mean	N	Mean	N	Mean	n	Mean
1. The content of the workshop was	22	2.92	19	2.38	40	2.60	23	2.68
2. The understanding of the Myers-Briggs was	22	2.95	19	3.00	41	3.01	23	2.91
3. The organization of the session was	22	2.32	19	2.88	41	2.63	23	2.24
4. The meeting room was	22	2.91	19	2.95	41	3.13	23	3.47
Meeting Location	Forum		BARN		BARN		AITC Bldg	
5. The audio/sound in the room was	--		18	2.68	40	3.03	23	3.27
6. The level to which I benefit personally is	--		18	3.06	41	2.68	23	2.55
7. The level to which I benefit professionally	--		19	2.94	40	2.68	23	2.62
Indicate how you feel about your work	46	3.63	19	4.21	41	3.59	23	4.90

Level 2: Learning

Learning is defined by what is absorbed and understood by participants throughout the course of training, which for this study, was measured using Pre- and Post-Test Assessments. Scores were collected on all participants December and March. Table 3 displays the extent to which the participants felt they gained knowledge. Pre- and post-assessment importance scores were rated higher than the corresponding access scores, in all areas.

Table 3: *Results of* ***Tennessee State University Academic Affairs Support Staff Assessment Survey***

ACADEMIC AFFAIRS SUPPORT STAFF ASSESSMENT SURVEY AREAS		Pre-test		Post-test		Difference (Post-Pre)
		Mean [a]	SD	Mean [a]	SD	
I. University survey items #1-7 [b]	Access (A)	2.88	1.24	3.04	1.16	.16
	Importance (I)	3.82	1.38	3.70	1.11	-0.12
	Difference (I-A)	.94		.66		
II. Division of Academic Affairs survey items #8-17	Access	2.68	1.21	3.05	1.02	.37
	Importance	3.92	.95	3.56	.98	-0.36
	Difference	1.24		.51		
III. Computer Systems survey items #18-20	Access	3.99	1.09	3.89	1.16	-.10
	Importance	4.58	.78	4.54	.91	-0.04
	Difference	.59		.65		
IV. Travel Processes & Procedures survey items #21	Access	3.98	1.17	3.73	1.45	-.25
	Importance	4.64	1.17	4.42	1.13	-0.22
	Difference	.66		.69		
V. Budget Processes & Procedures survey items #22-28	Access	2.35	1.44	2.86	1.49	.51
	Importance	3.23	1.47	3.56	1.36	.33
	Difference	.88		.70		
VI. Personnel Issues survey items #29-45	Access	2.85	1.02	3.25	1.02	.40
	Importance	3.26	.98	3.48	1.05	.22
	Difference	.41		.23		

[a] Note: Rating Scale based on scale of 5-1: 5 = high ***access*** or ***importance*** to 1 = low ***access*** or ***importance***
[b] Item analysis in Appendix

Level 3: Behavior

Kirkpatrick;s Level 3 is mostly concerned with the extent the support staff changed their behavior back in the workplace once they have completed the workshops and training. The researcher explored the opinions and behaviors of the participants to gauge how their perceptions on six different dimensions changed since they have attended an MBTI® type training program and learned about their MBTI® type. These dimensions included: (a) partnering and mentoring, (b) workforce diversity, (c) performance contracting, (d) communication, (e) problem solving, (f) type flexibility, and (g) customer service. Table 4 displays the survey assessment results by dimension and indicates which dimensions showed significant changes in behavior for this group. A significant score is 3.75 or greater.

Table 4: ***Personality Type Assessment Survey (Wagner and Weigand, 2005)*** *Results by Dimension*

ASSESSMENT INDICATOR		SCORE	CHECK √ IF 3.75 OR >
Partnering / Mentoring	Q4 + Q5 + Q11 + Q13 / 4	3.42	
Workforce Diversity Score	Q4 + Q5 + Q7 + Q8 + Q9 + Q10 + Q19 / 7	3.64	
Performance Contracting Score	Q3 + Q6 + Q12 + Q20 / 4	3.68	
Communication Score	Q4 + Q11 + Q12 + Q17 + Q18 / 5	3.65	
Problem Solving Score	Q1 + Q2 + Q9 / 3	3.90	√
Type Flexibility Score	Q14 + Q16 + Q20 / 3	3.68	
Customer Service Score	Q15 + Q16 / 2	3.75	√

The eight out of the twenty survey items which had scores of 3.75 or greater are displayed in descending order in Table 5:

Table 5*: *Personality Type Assessment Survey *(Wagner and Weigand, 2005) Results—Items Showing Significant Improvement in Behavior After MBTI® Training*

ITEM # and DIMENSION	QUESTION	SCORE
1. Problem-Solving	Feel *comfortable consulting* with another trainee of a different MBTI® type to explore improving his or her understanding of other MBTI® types.	4.09
10. Workforce Diversity	Find that I am more likely to *work to meet my goals*.	3.93
17. Communication	Find that I am more *conscious of how others will react* when I present issues.	3.86
18. Communication	Find that I have *gained additional insight into other people*.	3.85
20. Type Flexibility	Feel that I *understand the effects of My MBTI ® preferences* in work situations.	3.83
2. Problem-Solving	*Look forward to discussing MBTI ® types* with other trainees.	3.82
9. Problem-Solving and Workforce Diversity	Find that I *set more realistic goals*.	3.77
16. Customer Service and Type Flexibility	Feel that I have a *better understanding of other people's preferences* when issues arise.	3.76

ANALYSIS & DISCUSSION

The use of the MBTI® in organizations promotes learning, as evidenced by the pre- and post-assessment results. When tailoring training to groups, it is critical to design the activities that will appeal to all learning styles. Dunning (2007) suggests providing teambuilding training to include a variety of activities, and she further describes eight learning styles based on the MBTI®. These styles include: Responders (ESP), Explorers (ENP), Expeditors

(ETJ), Contributors (EFJ), Assimilators (ISJ), Visionaries (INJ), Analyzers (ITP), and Enhancers (IFP). For example, the predominant learning styles in the Academic Affairs support staff group were: ISJ (n=15), ETJ (n=14), and EFJ (n=14). Alone, these 43 individuals comprise nearly two-thirds of the group (65.2%). Table 6 displays some suggested training activities for each of the learning styles and the frequencies for this project's support staff group.

***Table 6**: Effective Training Activities Appealing to Specific Learning Styles (Dunning, 2007)*

RESPONDERS (ESP) n=3 • Include activities in which participants can move around • Provide links to practical applications • Engage the senses with color, texture, or sound	**ASSIMILATORS** (ISJ) n=15 • Use well-organized structure and follow a clear agenda • Provide useful and practical information • Include facts, details, and links to experience of participants
EXPLORERS (ENP) n=3 • Provide opportunities to generate or explore ideas • Introduce ideas with an overview or conceptual framework • Link material to other applications and frameworks	**VISIONARIES** (INJ) n=10 • Provide additional resources for interested participants • Use precise language to discuss complex concepts and ideas • Integrate information from a variety of sources
EXPEDITORS (ETJ) n=14 • Demonstrate competence of trainers and credibility of information • Provide a logical rationale for activities • Provide opportunities to question or debate	**ANALYZERS** (ITP) n=2 • Use efficient design and implementation • Provide information in a logical manner • Include challenges or problem solving
CONTRIBUTORS (EFJ) n=14 • Include activities to build group rapport • Provide opportunities to cooperate and collaborate • Deliver in a pleasant physical environment	**ENHANCERS** (IFP) n=3 • Explore the personal meaning and significance of learning • Provide support and encouragement for participants • Consider the unique situation and needs of each participant

Insights about why educational institutions are so difficult to change were brought to light. Training and staff development are sometimes viewed as "simple solutions" to complex problems. Trainers are often asked to provide a "miracle". Rather, the training sessions should be designed to provide information, insights, and experience to participants which will ultimately lead to changes in perceptions, behavior, and, if lucky, performance. By being strategic, an organization will be able to be proactive and more prepared to take advantage of opportunities as they arise.

Finally, the MBTI® tool supports diversity, which is particularly applicable in today's global and diverse organizations. By becoming aware of preferences for taking in information and making decisions and discovering individual and team problem-solving styles, support staff were able to unify around a common purpose and understand more clearly TSUs vision for the future.

LIMITATIONS

Although the research has reached its aims, there were several unavoidable limitations of this study. First, this research was conducted using data from participants from only one functional division from one public institution. Therefore, to generalize the results for larger groups, the study should have involved more participants from different levels and/or from different institutions. Additionally, the participants self-reported responses on both the pre- and post-assessment instruments, as well as the personality type inventory. To some extent, the self-reporting might have affected the quality of the resulting operating procedures handbook, because group assignments were determined by personality type. Perhaps, an additional assessment from participants' supervisors regarding content knowledge might have provided a more accurate profile.

CONCLUSION & SUGGESTIONS

In summary, the major findings of this project included: (a) by engaging the staff in the operations manual revisions process, there was increased learning and increased understanding of others' preferences; (b) MBTI® is an excellent teambuilding tool for increasing problem-solving and communication skills; (c) the MBTI® helps team members to build community; (d) action research builds basic leadership skills in a safe environment; (e) the MBTI® training reduces conflict and enables change in organizations; (f) staff members are more likely to set realistic goals and more likely to meet these goals; (g) type training is excellent for supporting diversity training and helps individuals gain insight into others; and; (h) better relationships lead to increased morale and job satisfaction.

The MBTI® adds validity to teambuilding, diversity, communication, and problem-solving programs workshop/training by providing a valuable tool and logical structure for getting acquainted and working together in the workplace. The following benefits of the MBTI® to the university and its staff and students may include: (a) increased value in diversity—the recognition of and appreciation for differences with others; (b) reduced conflict which enables change and enhances team interaction; (c) better relationships with co-workers promotes increased job satisfaction leading to increased customer service; (d) increased customer service resulting in higher student retention and graduation rates; and (e) organized structure for individual and group reflective action planning.

The MBTI® provides a perspective for analyzing organizational culture, climate, or health, for work teams. By providing a language and a framework, personality type can appropriately be used for building the awareness and appreciation of individual differences necessary for positively impacting effectiveness in organizations.

Significance of the Study

The challenge of change in higher educational organizations is increasing. With the Academic Master Plan (AMP) guiding its future, TSU has many opportunities to distinguish itself and many advantages on which to build. To reach its destiny, however, TSU must continue to implement with vigor and drive, the changes outlined in the AMP. In doing so, TSU will provide a unique and distinctive education for its students, thereby opening to them endless leadership opportunities on a global scale.

Note: Tables 7, 8, and 9 added July 1, 2013.

Table 7:

Results of Academic Affairs Support Staff Assessment Post-Post Survey

ACADEMIC AFFAIRS SUPPORT STAFF ASSESSMENT SURVEY		A	B	C	D [a]	E [b]
		PRE-TEST	POST-TEST	POST-POST TEST	DIFFERENCE BETWEEN POST and PRE-TEST	DIFFERENCE BETWEEN POST-POST and PRE-TEST
		December 2011	March 2012	May 2013		
I. University	Access (A)	2.88	3.04	3.15	**0.16**	**0.27**
	Importance (I)	3.82	3.70	3.16		
	Difference (A – I) [c]	-0.94	-0.66	-0.31		
II. Division Academic Affairs	Access	2.68	3.05	3.18	**0.37**	**0.50**
	Importance	3.92	3.56	3.45		
	Difference (A – I)	-1.24	-0.51	-0.31		
III. Computer Systems	Access	3.99	3.89	4.41	**-0.10**	**0.42**
	Importance	4.58	4.54	4.63		
	Difference (A – I)	-0.59	-0.65	-0.09		
IV. Travel Processes & Procedures	Access	3.98	3.73	4.19	**-0.25**	**0.21**
	Importance	4.64	4.42	4.32		
	Difference (A – I)	-0.66	-0.69	-0.09		
V. Budget Processes & Procedures	Access	2.35	2.86	3.23	**0.51**	**0.88**
	Importance	3.23	3.56	3.65		
	Difference (A – I)	-0.88	-0.71	-0.42		
VI. Personnel Issues	Access	2.85	3.25	3.46	**0.40**	**0.61**
	Importance	3.26	3.48	.3.61		
	Difference (A – I)	-0.41	-0.23	-0.16		

[a] Column B minus Column A
[b] Column C minus Column A
[c] *Access* score minus *Importance* score

Table 8:
Personality Type Assessment Survey Results by Dimension

ASSESSMENT INDICATOR		SCORE MARCH 2012	CHECK √ IF 3.75 OR >	SCORE MAY 2013	CHECK √ IF 3.75 OR >
Partnering / Mentoring	**Q4 + Q5 + Q11 + Q13 / 4**	3.42		3.54	
Workforce Diversity Score	**Q4 + Q5 + Q7 + Q8 + Q9 + Q10 + Q19 / 7**	3.64		3.66	
Performance Contracting Score	**Q3 + Q6 + Q12 + Q20 / 4**	3.68		3.69	
Communication Score	**Q4 + Q11 + Q12 + Q17 + Q18 / 5**	3.65		3.75	√
Problem Solving Score	**Q1 + Q2 + Q9 / 3**	3.90	√	3.76	√
Type Flexibility Score	**Q14 + Q16 + Q20 / 3**	3.68		3.75	√
Customer Service Score	**Q15 + Q16 / 2**	3.75	√	3.86	√

Table 9:
Summary of Workshop/Training Evaluations

	WORKSHOP #1 December 2011		WORKSHOP #2 January 2012		WORKSHOP #3 February 2012		WORKSHOP #4 March 2012		WORKSHOP #7 May 2013	
	N	Mean	N	Mean	N	Mean	n	Mean	n	Mean
1. The content of the workshop was	22	2.92	19	2.38	40	2.60	23	2.68	46	2.83
2. The understanding of the Myers-Briggs was	22	2.95	19	3.00	41	3.01	23	2.91	42	2.86
3. The organization of the session was	22	2.32	19	2.88	41	2.63	23	2.24	45	2.91
4. The meeting room was	22	2.91	19	2.95	41	3.13	23	3.47	46	2.97
Meeting Location Room	Forum		BARN		BARN		AITC Bldg		Forum	
5. The audio/sound in the room was	--		18	2.68	40	3.03	23	3.27	46	3.06
6. The level to which I benefit personally is	--		18	3.06	41	2.68	23	2.55	46	2.82
7. The level to which I benefit professionally	--		19	2.94	40	2.68	23	2.62	46	2.91
Indicate how you feel about your work	46	3.63	19	4.21	41	3.59	23	4.90	46	3.91

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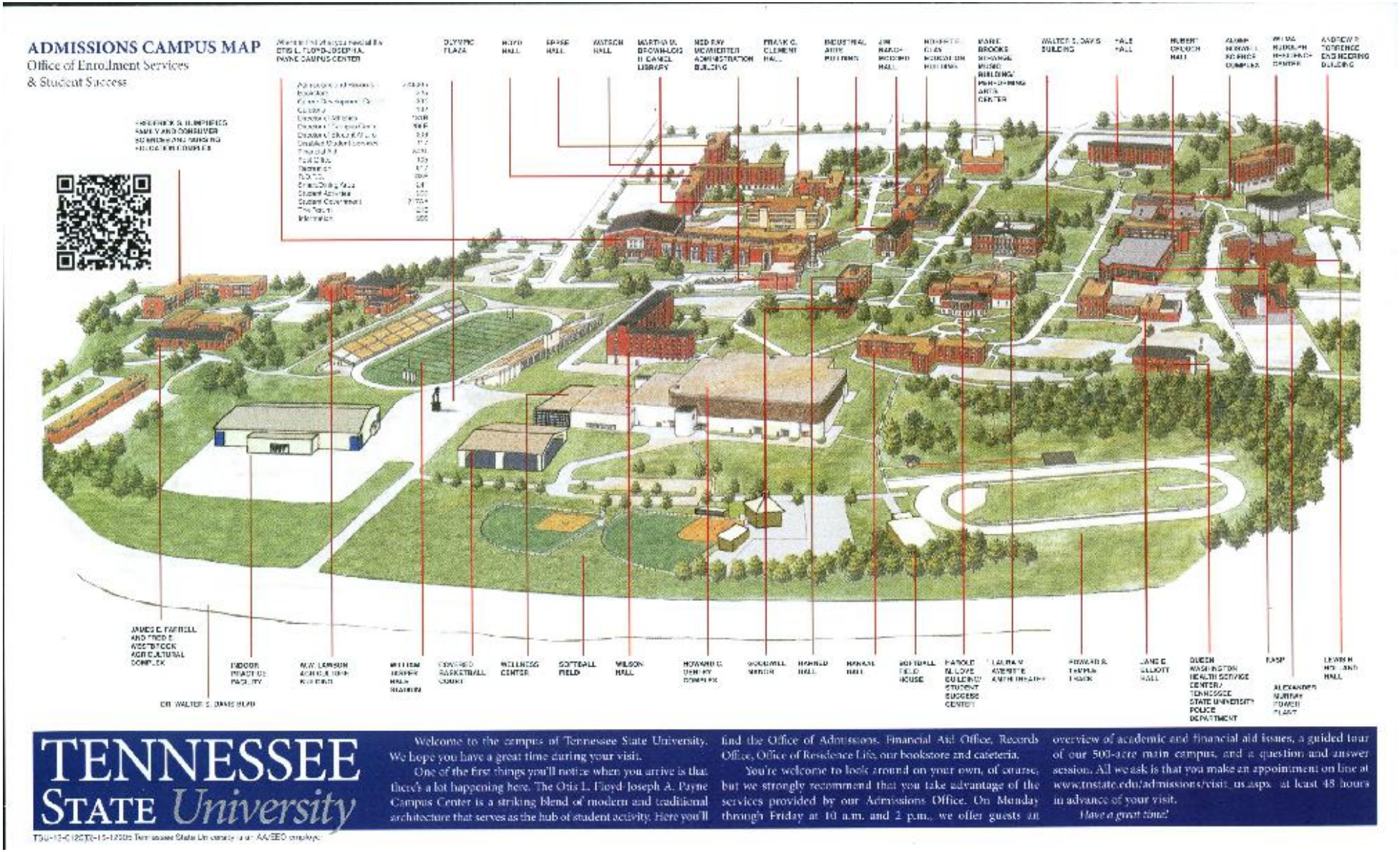

TENNESSEE STATE *University*

Welcome to the campus of Tennessee State University. We hope you have a great time during your visit.

One of the first things you'll notice when you arrive is that there's a lot happening here. The Otis L. Floyd-Joseph A. Payne Campus Center is a striking blend of modern and traditional architecture that serves as the hub of student activity. Here you'll find the Office of Admissions, Financial Aid Office, Records Office, Office of Residence Life, our bookstore and cafeteria.

You're welcome to look around on your own, of course, but we strongly recommend that you take advantage of the services provided by our Admissions Office. On Monday through Friday at 10 a.m. and 2 p.m., we offer guests an overview of academic and financial aid issues, a guided tour of our 500-acre main campus, and a question and answer session. All we ask is that you make an appointment on line at www.tnstate.edu/admissions/visit_us.aspx at least 48 hours in advance of your visit.

Have a great time!

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Tennessee State University Adjunct Faculty Handbook

AMOSLEY

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Division of Academic Affairs
Adjunct Faculty Handbook

NOTICE

All faculty are expected to follow all College policies and procedures. This Handbook includes specific information about those policies and guidelines as well as general information you will need in the performance of your duties. Your department chair will request that you sign a statement noting that you have read and will abide by the policies outlined in the Adjunct Faculty Handbook. Please read this Handbook before you sign your contract and address any questions to your College Dean, Department Chair, or the appropriate College official, prior to signing.

1. Your contract must be signed by all parties for any class you teach. Sign your contract and return it to Human Resources as soon as possible after you receive it.

2. CHECK CLASS ROLLS: Only those students who have enrolled and PAID are eligible to attend your class. It is IMPORTANT that you check student attendance against the CURRENT class roll during the first weeks of the semester. Any student attending who is not on the roll should be referred to the Business Office. IT IS THE RESPONSIBILITY OF FACULTY TO INFORM STUDENTS THAT THEIR NAME IS NOT ON THE ROLL.

3. PARKING DECALS REQUIRED: All employees, including adjunct faculty, and students MUST display a parking decal, day and evening. All employees should obtain parking information by going to the following website- http://www.tnstate.edu/auxiliary/parking/.

4. FINANCIAL AID ATTENDANCE PROCESS: NOTE the Financial Aid Attendance Reporting Procedures in this Handbook. These requirements apply to EVERY INSTRUCTOR and should be adhered to WITHOUT FAIL.

5. E-MAIL POLICY. Note the section on email between faculty and students. Place be aware that there is a policy that requires you to carefully manage your official TSU e-mail.

6. REQUIRED TRAINING. All faculty must complete TSU and other required training in a timely manner. Employment related training will be conducted through Human Resources, Information Technology, Academic unit or College training may also be required. Completion of required trainings will be considered as part of faculty member evaluations.

Mission Statement, Vision Statement, and Statement of Core Values

Vision Statement

Tennessee State University aspires to be the premier public urban, comprehensive institution achieving prominence through innovation and instruction, research, creativity, and service with the dissemination of knowledge and information.

Mission Statement:

Building on its land-grant legacy, Tennessee State University transforms lives, prepares a diverse population of leaders, and contributes to economic and community development by providing affordable and accessible educational programs at various degree levels promoting academic excellence through scholarly inquiry, research, lifelong learning, and public service.

Core Values

Tennessee State University maintains the following core values:
•Excellence
•Learning
•Accountability
•Integrity
•Shared governance
•Diversity
•Service

ACADEMIC FREEDOM, CONDITIONS OF EMPLOYMENT, AND FACULTY EVALUATION

Conditions of Employment

Appointment-- Adjunct faculty members are employed on the basis of credentials and interviews, and they must meet the same minimum education preparation requirements as full-time faculty (See pages following for credentialing requirements). Credentials include personal data, official transcripts of college work, and other appropriate documentation (e.g., evidence of valid licenses or certificates, description and verification of work experience, etc.). Adjunct faculty are responsible for ensuring that their Human Resources file is complete: employment application, W-4 form, 1-9 form (plus documentation), and official transcripts.

Paychecks will not be issued until all Human Resources requirements have been met. The final paycheck will not be issued until all contractual obligations have been met. Faculty members must update their files annually to include official transcripts of courses taken or degrees earned relevant to their teaching and to include current licenses and certifications.

Adjunct appointments are only for the semester or dates as specified on the contract. Contracts should not be interpreted as an ongoing commitment by the university on a semester-by-semester basis. If enrollment is not sufficient to warrant holding the class, the contract will be cancelled.

Evaluation

Academic divisions conduct student evaluations of courses and instructors, peer evaluations, and supervisor evaluations. The evaluation process is essential in the College's efforts to constantly improve upon teaching and learning.

Adjunct faculty are evaluated by students in each course each semester they teach. The student/course evaluation is conducted at a predetermined date near the end of each semester. Evaluation instructions will be completed by students on-line through the Internet. Results of the evaluations will be available to faculty, Department Chairs, and College Deans after the final date for recording grades at the end of each semester.

ACADEMIC FREEDOM POLICY

Policy/Guideline
I. Introduction
A. The following policy of the Tennessee State University on academic freedom and responsibility is available to adjunct faculty.

II. Academic Freedom and Responsibility
A. The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching unrelated subject matter.

B. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties, including and consistent with any and all policies pertaining to clinical and research practices. Research for financial gain must be based upon an understanding with the authorities of the university, which is documented reduced to writing and signed by the faculty member and the appropriate academic officer(s)

C. The faculty member is a citizen, a member of a learned profession, and an officer of an educational university/college. When the faculty member speaks or writes as a citizen, he/she should be free from university/college censorship or discipline, but his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should remember that the public may judge the profession and the university/college by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she does not speak for the university/college.

D. Academic freedom is essential to fulfill the ultimate objectives of an educational university/college - the free search for and exposition of truth - and applies to teaching, research, and faculty participation in institutional governance. Freedom in research is fundamental to the advancement of truth, and academic freedom in teaching is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. Faculty participation in institutional governance is fundamental to the development and maintenance of effective academic policies, national and regional accreditation, and shared responsibility for the delivery of educational programs and services to students. Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, failure to carry out assigned duties, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members subject to the provisions of Article III.

E .The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. The faculty member has an obligation to participate in tenure and promotion review of colleagues as specified in university policy. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, the full benefits and responsibilities of academic freedom extend to all individuals teaching at TSU, whether or not they are eligible for tenure.

FACULTY CREDENTIALING REQUIREMENTS & PROCEDURES

Tennessee State University guarantees that only appropriately credentialed individuals serve on the faculty. All original documents are held by the Office of Human Resources.

The credentialing process is maintained by the Office of the Vice President of Academic Affairs and the respective academic colleges.

It is the responsibility of each individual faculty member to provide to the Office of Human Resources current, official transcripts of all collegiate coursework or other documentation necessary to meet Tennessee State credentialing requirements. Only original, not "issued-to-student", college transcripts are acceptable.

The credentialing file content is compiled and approved by the appropriate College Dean. The Vice President of Academic Affairs reviews and certifies that all faculty credentials meet established criteria. College Deans conduct periodic reviews of the files to assure current content (at least annually).

The Vice President of Academic Affairs will coordinate the credentialing process between College Deans and the Office of Human Resources. Academic Affairs will ensure that credentialing files include the matching of degrees, coursework, training, certifications, and experience to the specific Tennessee State course(s) the person is qualified to teach. Human Resources will maintain the official credentialing documents including applications, transcripts, the credentials sheet, and other required documents.

Tennessee State faculty credential requirements meet current SACSCOC criteria. Our faculty will meet or exceed SACSCOC minimum requirements. The requirements may change subject to accrediting requirements, Tennessee Board of Regents policy, or College policy.

These degree and credential requirements meet or exceed the standards set by our principal accrediting body -- The Southern Association of Colleges and Schools (SACSCOC). The College holds a number of specialized accreditation and program approvals for areas including Business, Allied Health, Paralegal Studies, and Social Science/Education. Additional specific faculty credentials such as professional licensure, professional certifications, appropriate work experience and/or educational preparation may be required for teaching in specific course and program areas. Details on faculty credentials for these programs are available through the academic unit.

SECTION III.
PROFESSIONAL TEACHING RESPONSIBILITIES

Classroom Responsibilities:
Course Outlines (Syllabi)-- Each course that is taught at Tennessee State must have a course outline (syllabus) on file with the department. If the course is one which has been taught by full-time faculty members, the College dean or department chair will have a copy of the outline for the part-time faculty member. If the course is one which is taught only by the part-time faculty, the division dean or department chair should be contacted about the development of the course outline. Every student should receive a

syllabus on the first evening or day of class. Faculty are required to notify students on the syllabus how they may contact faculty concerning issues.

Syllabi should contain the following minimum components:

- The course number, title, semester, and year offered
- Any prerequisites the student must have
- Information about office/conference hours
- Instructor's contact information
- Course description
- Course objectives
- Organization and format of the course
- Topics to be covered in the course
- Competencies students are expected to learn in the course
- Course requirements (textbook and other educational materials)
- Instructor's grading policy, how final grades will be determined, and the minimum requirements for successfully completing the course

TEMPLATE SYLLABUS LANGUAGE

DISABILITY ACCOMMODATION STATEMENT

- TSU is committed to creating inclusive learning environments and providing all students with opportunities to learn and excel in their course of study. Any student with a disability or condition which might interfere with his/her class performance or attendance may arrange for reasonable accommodations by visiting the Office of Disability Services (ODS). ODS is located in Kean Hall, room 131 and can be reached at 963-7400 or www.tnstate.edu/disabilityservices . You will be required to speak with ODS staff and provide documentation of the need for an accommodation. If you qualify for an accommodation you will be provided with a document stating what type of classroom accommodations are to be made by the instructor. It is your responsibility to give a copy of this document to the instructor **as soon as you receive it**. Accommodations will only be provided **AFTER** the instructor receives the accommodation instructions from ODS; accommodations are not retroactive. You must follow this process for each semester that you require accommodations.

- **SEXUAL MISCONDUCT, DOMESTIC/DATING VIOLENCE, STALKING**

  TSU recognizes the importance of providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or is experiencing any of these incidents, there are resources to assist you in the areas of accessing health and counseling services, providing academic and housing accommodations, and making referrals for assistance with legal protective orders and more.

Please be aware that most TSU employees, including faculty and instructors, are "responsible employees", meaning that they are required to report incidents of sexual violence, domestic/dating violence or stalking. **This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator.** Although I have to report the situation, you will still have options about how your situation will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

You are encouraged to contact TSU's Title IX Coordinator to report any incidents of sexual harassment, sexual violence, domestic/dating violence or stalking. The Title IX coordinator is located in the Office of Equity and Inclusion, McWherter Administration Building, Ste. 260 and can be reached at 963-7494 or 963-7438. For more information about Title IX and TSU's SART or policies and procedures regarding sexual, domestic/dating violence and stalking please visit: www.tnstate.edu/equity.

If you wish to speak to someone confidentially, who is not required to report, you can contact the TSU Counseling Center, located in the basement of Wilson Hall, at 963-5611 or TSU Student Health Services, located in the Floyd Payne Campus Center room 304, at 963-5084. You may also contact the following off campus resources: Sexual Assault Center of Nashville at 1-800-879-1999 or www.sacenter.org or the Tennessee Coalition to End Domestic & Sexual Violence at 615-386-9406 or www.tncoalition.org .

HARASSMENT & DISCRIMINATION

Tennessee State University is firmly committed to compliance with all federal, state and local laws that prohibit harassment and discrimination based on race, color, national origin, gender, age, disability, religion, retaliation, veteran status and other protected categories. TSU will not subject any student to discrimination or harassment and no student shall be excluded from participation in nor denied the benefits of any educational program based on their protected class. If a student believes they have been discriminated against or harassed because of a protected class, they are encouraged to contact the Office of Equity and Inclusion at McWherter Administration Building, Ste. 260, 615-963-7494 or 963-7438, www.tnstate.edu/equity.

Course Instruction-- During the first meeting of the class, the faculty member should discuss the specific objectives of the course and the system of grading that will be used. In addition, the faculty member should outline briefly topics to be studied, the number and nature of outside reports, reading requirements, experiments, tests, and other expectations of students. The first class meeting, including the longer evening class sessions, should be planned to meet for the entire period.

Faculty Attendance--If for some unforeseen reason a faculty member cannot meet class as scheduled, the department chair should be notified as early as possible. This will allow the department chair time to make arrangements for the class so that students will not be deprived of a class meeting.

Room Assignments-- When a room assignment has been made for a class, the room should be utilized until a change of room assignment has been made. Should there be a problem with size, facilities, number of chairs, or other difficulties, the faculty member should notify the department chair to determine if a change is possible.

E-Mail -- Official Tennessee State e-mail accounts will be provided to all adjunct faculty. This is to be the preferred e-mail used for communication with students and for administrative purposes. Adjunct faculty are encouraged to utilize e-mail and other technical enhancements to communicate regularly with students. Your e-mail should always be managed so you can respond to official communication.

Library Use and Services:
Library Hours-- The Tennessee State Library has posted hours and location information which can be found on its website- http://www.tnstate.edu/library/.

Grades and Quality Points-- At the end of each term, instructors report to the Registrar the standing of all students in their classes. The grade of a student in any course is determined by the progress of the student as outlined in each course syllabus.

The instructor's evaluation of the quality of the student's work is expressed by letters as follows:

Grade	Instructor's Evaluation	Quality Points Awarded Per Semester Hour
A	Superior	4.0
B	Above average	3.0
C	Average	2.0
D	Passing but below average	1.0
F	Failing	0.0
S	Passing	0.0

Academic Advising-- Academic advising is a responsibility of the full-time faculty. Students requesting advisement assistance should be referred to the appropriate department office by major field. Students who are classified as "undeclared" are referred to the Learning Resource Center. Normal center hours are 8:00 a.m.-4:30 p.m. Monday through Friday.

Payment of Salary
All employees, newly-hired and rehired, are required to participate in direct deposit. Direct deposit advice will be mailed. All required documents must be on file in Human Resources. Pay periods are to be the last day of the month shown on the adjunct contract. State employees who are employed through dual service agreements will be paid at the end of the term upon completion of the contract.

Adjunct Faculty Compensation
Tennessee State fully embraces the importance of adjunct faculty as a part of the instructional team. These individuals must possess the equivalent credentials and qualifications of full-time faculty as established by the division and in compliance with all appropriate accrediting agencies. Adjunct faculty must submit original transcripts documenting appropriate credentials. Payments to faculty will be withheld until transcripts are received. All adjunct faculty must participate in an orientation developed by the institution and complete all required periodic trainings.

Tennessee State will advertise, as needed, for appropriate and qualified part-time faculty. Each applicant must complete an application for employment and submit original transcripts to Human Resources. Department and college officials will review, screen and recommend appointment of adjunct faculty to the Vice President of Academic Affairs.

Appointments will be for one semester. No appointment is official until the proper contract is completed and approved by all appropriate officials.

SECTION V.

RECORDS AND REGISTRATION INFORMATION

CONFIDENTIALITY OF STUDENT RECORDS- To comply with the Family Educational Records Protection
Act (FERPA) as amended, Tennessee State has adopted policies to protect the privacy of its students. Student records may be released only after the Office of Records and Registration receives written authorization from the student to release personal identifiable information.

Faculty should not post grades where other students could see and identify their classmates' grades. All requests for student information, including requests from parents, should be referred to the Registrar or the department chair.

CLASS ROLLS - Class rolls for their own courses are available to faculty from the beginning of each term through the Banner Self-Service system. The computer generated class rolls are very important and should be checked carefully by instructors each day the class meets through the first two weeks of the term.

Adds, drops, and withdrawals are immediately updated on this screen as students make changes to their class schedules. If a student is attending class and the student's name is not on the class roll, refer the student to the Registrar to determine why the name has been omitted.

Students who are attending class and not officially registered will not receive credit for the class. If, for any reason, at the beginning of a term the adjunct faculty member does not yet have computer access to their class rolls, the department office will provide those until the instructor has access. Faculty should notify the department immediately if a class roll cannot be accessed, so that an alternative can be provided.

It is the responsibility of the instructor of record, to ensure that the class rolls are correct and complete both at the beginning of the term and throughout. Errors on the Final Grade roll should be discussed with the Registrar immediately upon discovery.

ADDING CLASSES: After the registration period, requests to add a course must be approved by the appropriate college dean or his/her designee. The college office will be responsible for communicating with the faculty if permission to add late is approved.

DROPPING CLASSES- Students can withdraw from courses through the published last date to withdraw. The College procedure may require the permission of the instructor or the department chair or college dean. Students who fail to follow official procedures for

withdrawing from a course will receive the grade earned for the course and the grade will be calculated in the grade point average. A student may be permitted to withdraw from a course of courses after the published last date to withdraw and still receive a "W" only if the student can present documented evidence of serious personal illness, death in the immediate family, or employer mandated transfer.

Students should contact the Office of Records and Registration if they have questions.

WITHDRAWAL FROM COLLEGE - Students who find they need to stop attending Tennessee State and withdraw from ALL classes are required to follow the process detailed in the university catalog.

ADMINISTRATIVE WITHDRAWALS- Students may be administratively withdrawn by an instructor for failure to attend class. The Administrative Withdrawal Forms are available in Student Affairs. This form must be completed and signed by the Student Affairs official and approved by the Vice President for Academic Affairs by the last date to withdraw as published in the College Catalog. A copy of the form will be mailed to the students, giving them an opportunity to contact the university if an error has occurred.

GRADES- Faculty will submit final grades using Banner Self-Service.

GRADING PROCESS AND DUE DATE- Faculty will be notified by the Office of Records and Registration each semester of the procedure and final date for posting grades. It is IMPORTANT that you observe this DEADLINE. Failure to observe this due date delays the processing of all grades.

All grades are submitted through Banner Self-Service. If you have trouble logging into Banner Self-Service or cannot remember your PIN, please contact the Help Desk at 963-7777.

GRADE CHANGES- After grading for the term has been completed for a term, grades can only be changed by submitting a Change of Grade Form to the Office of Records and Registration.

To change a grade of "I"-- An "I" grade must be completed the term following the semester the "I" was awarded. The instructor must complete the Change of Grade Form. Changing a grade of "I" requires the signature of instructor of the course, signature of the department chair, and the signature of the college dean. Forward the completed form to the Office of Records and Registration for processing.

To correct a grade other than the "I"- A Change of Grade Form must be completed and signed by the instructor of the course, department chair, college dean, and forwarded to the Office of Records and Registration.

Students will be notified of all grade changes.

MID-TERM DEFICIENCIES- The university Catalog indicates that students who are in danger of receiving a grade below the accepted minimum be notified at mid-term indicating a lack of satisfactory progress. This notice is very important to students and each faculty member is required to complete the mid-term deficiency process. The letter "U" is used to identify students on the mid-term deficiency rolls who are not making satisfactory progress. All others will be left blank. Banner Self-Service will be used to post Mid-Term Deficiencies. Please follow the directions provided by the Office of Records and Registration on the notice e-mailed to all faculty at mid-term. Students who receive deficiency notices are advised to contact the instructors of the courses in which they have deficiencies for advice on continuing successfully in those courses.

TOPIC	Contact	Phone
Academic Affairs	Dr. Michael Harris or Dr. Clara Young (AVP)	5301
Information Technology – E-mail, Computer Tech Support	Help Desk	7777
Library Resources	Circulation Desk	

FERPA is the acronym for the Family Educational Rights and Privacy Act. Originally enacted in 1974 as part of a bill extending the Elementary and Secondary Education Act of 1965, it has been amended over the years since. FERPA was enacted as a series of civil rights legislation, designed to assert and protect the rights of students and their parents. Its primary purpose was two-fold: to assure parents of students' access to their education records and to protect such students' rights to privacy by limiting the transferability of their records without their consent.

Can a school disclose information to parents in a health or safety emergency?

Yes. Tennessee State University is permitted to disclose information from education records to parents if a health or safety emergency involves their son or daughter. The disclosure of such information shall be limited to data that is necessary to manage the emergency situation.

Can parents be informed about students' violation of alcohol and controlled substance rules?

Yes. TSU is permitted to inform parents of students under the age of 21 of any violation of law or policy concerning the use or possession of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

TSU may disclose information from "law enforcement unit records" to anyone -- including parents or federal, State, or local law enforcement authorities -- without the consent of the eligible student. Many colleges and universities have their own campus security units, just as Tennessee State University does. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

When may a school disclose information to parents of dependent students?

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules or if the student voluntarily provides the University with a wavier consenting to his or her parent's access to educational records.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing information with parents that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a professor or other school official from letting a parent know of his or her concern about the student based on his or her personal knowledge or observation.

How does HIPAA apply to student education records?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services for students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

Release of Student Information

A student is any person who is or has been enrolled at Tennessee State University. An applicant who does not enroll or who is declared ineligible has no inherent right to inspect any file. Wherever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights. This eligible parent is one who has satisfied Section 52 of the Internal Revenue Code of 1954 and who presents such proof to the custodian of the education records. Normally this proof will be written affirmation by the student and the parent declaring that the student is a dependent for Federal Income Tax purposes.

Generally, Tennessee State University does not permit access to, or the release of any personally identifiable information other than Directory Information, without the written consent of the student. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- **School officials with legitimate educational interest;**
- **Other schools to which a student is transferring;**
- **Specified officials for audit or evaluation purposes;**

- **Appropriate parties in connection with financial aid to a student;**
- **Organizations conducting certain studies for or on behalf of the school;**
- **Accrediting organizations;**
- **To comply with a judicial order or lawfully issued subpoena;**
- **Appropriate officials in cases of health and safety emergencies; and**
- **State and local authorities, within a juvenile justice system, pursuant to specific State law.**

Tennessee State University may disclose, without consent, "directory information" such as: a student's name, address, telephone listing, institutional electronic mail address, photograph(s), videotape/digital image(s), date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree(s), honors and academic awards received, the most recent previous educational agency or institution attended by the student.

At the time a student registers for courses, the student may notify the Records Office in writing, that "directory information" should not be released. This notification is only effective for the current semester for which the student will be enrolled. Download Form Here

Parental Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of your child's education records. Once your child turns 18 or attends a school beyond high school, you can no longer access his or her records without your child's written consent.

If you want to access your child's Tennessee State University records, he or she must complete the Student Release of Confidential Information Form.

Without your child's consent, FERPA allows Tennessee State University to release information to you if at least one of these statements applies:

- **Your child is considered a "dependent" for tax purposes. You must verify this with a copy of your most recent tax return.**

- **Your child is under age 21 and has violated any law or policy concerning the use or possession of alcohol or a controlled substance.**
- **A health or safety emergency involves your child.**
- **The information an official is sharing is based on personal knowledge or observation of your child.**

For more information, type the search term "FERPA" in the advanced search box at www.ed.gov.

Enrollment Verification

If your insurance provider requires verification that your child is enrolled at Tennessee State University, you must have your son or daughter complete the Enrollment Verification Form. The form may be mailed or faxed to the Records Office.

This PDF was the version of the Student Handbook linked at the official policies site of the University (http://www.tnstate.edu/policies/) as of 6-29-2020 and was downloaded from that link at http://www.tnstate.edu/campus_life/documents/StudentHandbook.pdf. It was saved as is except for adding the designation _2016-2017revised to the end of the filename.

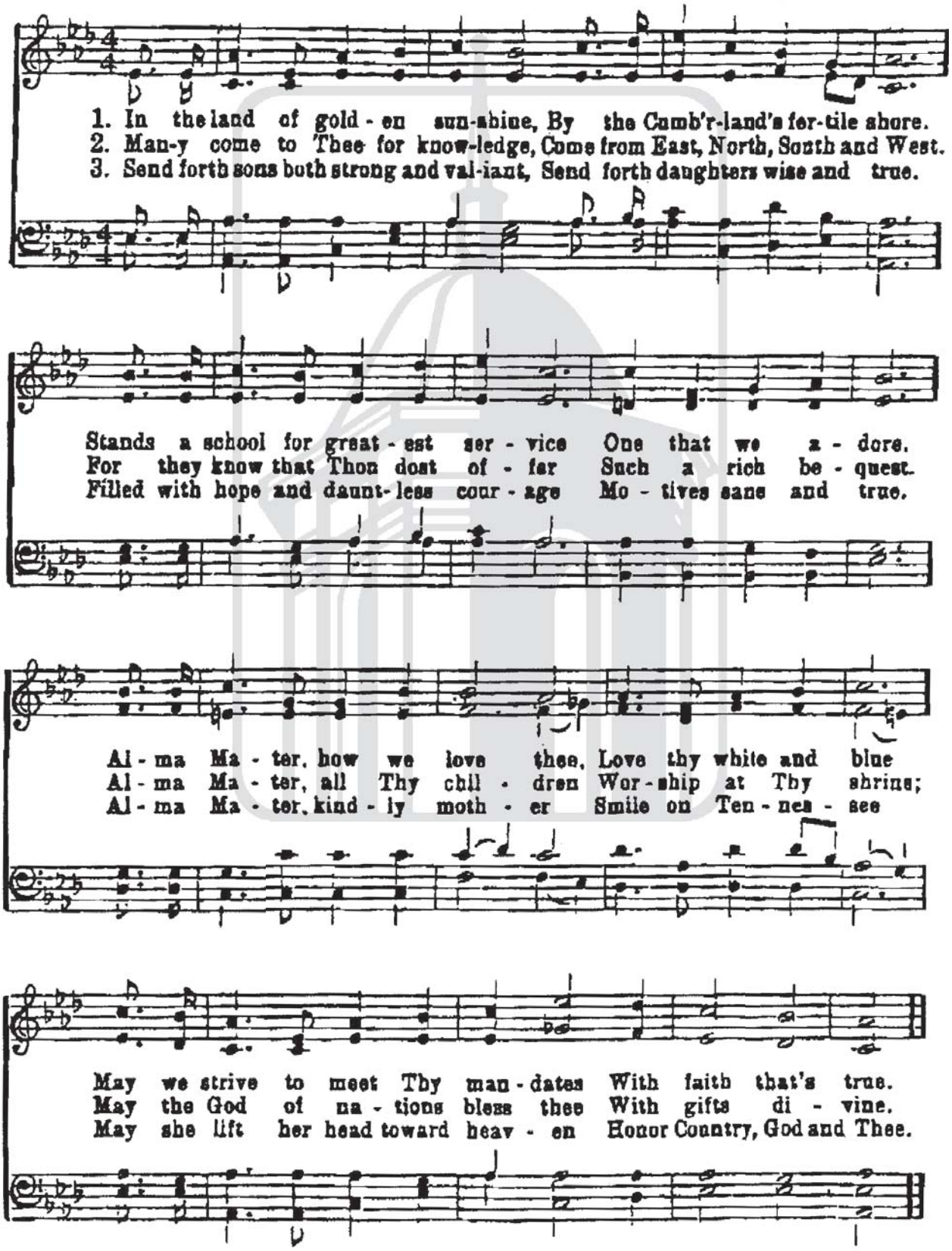
TENNESSEE STATE UNIVERSITY

STUDENT HANDBOOK & PLANNER

2016/2017 REVISED

Alma Mater

L. M. Averitte

Clarence Hayden Wilson

THE TSU STUDENT HANDBOOK

Concerning

Student Affairs, Conduct and Discipline

Of

TENNESSEE STATE UNIVERSITY

Nashville, Tennessee

2016-2017

The STUDENT HANDBOOK is produced by the Division of Student Affairs and represents the official statement of policy rules and regulations that direct student life at Tennessee State University. Do not throw this copy away. You will need it throughout your matriculation as a reference to every aspect of university

The information in this book was supplied and approved by the college.
Information and published event dates are subject to change.

GLOBAL DATEBOOKS

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FOREWARD

The **STUDENT HANDBOOK** facilitates communication among the members of the university community. The materials for this university handbook have been created and developed over more than 70 years by students, faculty and staff members, various university organizations, and committees.

The **STUDENT HANDBOOK** serves as a source of necessary and useful information that will help the students understand their privileges, rights, and responsibilities pertaining to Student Affairs. It will contribute significantly to the continued high level of cooperative and constructive relationships between students and the various departments of the university. These relationships help develop positive responsible leadership and citizenship, deepened loyalty, and heightened morale.

Tennessee State University is proud to provide students with many opportunities to attend and participate in lecture series, theatrical events, parades, intercollegiate sports and a broad variety of educational and recreational activities. All students who attend university events, including but not limited to sporting events, commencement, convocation, concerts, debates, lecture series, and other events, or who participate in university activities as an attendee, participant, or team member may be recorded, photographed or videotaped. By participating in or attending events, students give the university permission to use their image, likeness, and voice to publish the same in any form of publication, including but not limited to print, broadcast, electronic, video or Internet. Such materials may be used for educational or commercial purposes without payment from Tennessee State University.

"THINK, WORK, SERVE"

As a land-grant institution, the mandate for Tennessee State University is instruction, research and public service. The university contributes to the advancement of all who seek its services and can profit from its broad educational programs. Tennessee State University stimulates its students and the citizens of Tennessee to reach their full potential through respect for inquiry and appreciation of their cultural traditions, imbues them with the desire to develop basic knowledge and skills that will enable them to succeed in an ever changing world, develops the leadership needed for the advancement of knowledge, and applies that knowledge toward the improvement of the quality of life for the citizens of our state and nation. The objectives of Tennessee State University are represented in the university's motto: **"Think, Work, Serve."**

TRADITIONS AND TRADITIONAL EVENTS

With each generation of students, some traditions fade away and others come into being. Each generation has the privilege and obligation of preserving or not preserving and of adding to traditions according to their interpretations of what is significant and what is essential to the heritage. It is with pride that the following traditions and traditional events are presented.

Traditions

The university colors, adopted many years ago by the students: reflex blue and white.

The seal of the university is one of its most cherished traditions. It is affixed to diplomas and other documents. It is displayed in a place of honor at the entrance to the Harold M. Love Learning Resource Center, bearing ensigns representing our dedication to growth, construction and learning with a hand holding a light above all and the motto "Think, Work, Serve." It deserves respect at all times and is not to be walked upon.

The university's logo combines a script acronym and cupola which proclaims the traditional and future elements in the school's heritage.

The university's charge, "Enter to Learn, Go Forth to Serve," is inscribed over the proscenium arch of the Walter S. Davis Humanities Building.

It is a memorable and respected tradition of the alumni association to induct the candidates for degrees into the association during the commencement ceremonies.

Other traditional events are: Opening Convocations, Inauguration of the Student Government Association President and Vice President; Miss TSU and Mr. TSU Coronation; Greek Show; Homecoming Week; John Merritt Classic; Christmas Tree Lighting Ceremony; Student Elections Week; Dr. Martin Luther King, Jr. Convocation; Commencement Exercises; Founders' Day and Academic Awards Day.

HISTORICAL STATEMENT

The present-day Tennessee State University exists as a result of the merger on July 1, 1979, of the former Tennessee State University and the University of Tennessee at Nashville.

Through successive stages, Tennessee State University has developed from a normal school for Negroes to its current status.

By virtue of a 1909 Act of the General Assembly, the Agricultural and Industrial State Normal School was created, along with two other normal schools in the State, and began serving students on June 19, 1912. In 1922, the institution was raised to the status of four-year teachers' college and was empowered to grant the bachelor's degree.

The first degrees were granted in June 1924. During the same year, the institution became known as the Agricultural and Industrial State Normal College; and in 1927, "Normal" was dropped from the name of the College.

The General Assembly of 1941 authorized the State Board of Education to upgrade substantially the educational program of the College, which included the establishment of graduate studies leading to the master's degree. Graduate curricula were first offered in several branches of teacher education. The first master's degree was awarded by the College in June 1944.

Accreditation of the institution by the Southern Association of Colleges and Schools was first obtained in 1946.

In August 1951, the institution was granted university status by approval of the State Board of Education. The reorganization of the institution's educational program included the establishment of the Graduate School, the School of Arts and Sciences, the School of Education, and the School of Engineering. Provisions were also made for the later addition of other schools in agriculture, business, and home economics.

The University was elevated to a full-fledged land-grant university by the State Board of Education in August, 1958. The Land-Grant University program, as approved by the State Board of Education, included: the School of Agriculture and Home Economics, the Graduate School, the Division of Business, the Division of Extension and Continuing Education, and the Department of Aerospace Studies. A School of Allied Health Professions and a School of Business were created in 1974.The School of Nursing was established in 1979.

On July 1, 1979, the former University of Tennessee at Nashville was merged with Tennessee State University as a result of a court order.

Begun initially in 1947 as an extension center of the University of Tennessee, which is based in Knoxville, the University of Tennessee at Nashville offered only one year of extension credit until 1960, when it was empowered by the Board of Trustees of the University of Tennessee to offer two years of resident credit. Authorization was granted to extend this to three years of resident credit in 1963, even though degrees were awarded by the Knoxville unit.

To more fully realize its commitment as a fully-functioning evening university, the Center at Nashville became a full-fledged, four-year, degree-granting institution in 1971, upon successfully meeting the requirements for accreditation of the Southern Association of Colleges and Schools. During the same year, the General Assembly sanctioned the institution as a bona fide campus of the University of Tennessee, and the new university occupied its quarters in the building at the corner of Tenth and Charlotte Avenues.

It was the erection of the above-mentioned building that gave rise to a decade-long litigation to "dismantle the dual system" of higher education in Tennessee. The litigation, culminating with the merger of both institutions, resulted in an expanded mission of the present- day Tennessee State University as a Tennessee Board of Regents Institution.

JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

In June 1967, a joint committee comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors met in Washington, DC., and drafted in part the Joint Statement of Rights and Freedoms of Students published below.

Since its formulation, the Joint Statement has been endorsed by each of its five national sponsors, as well as a number of other professional bodies. The Association's Council approved the statement in October 1967 and the 54th annual meeting endorsed it as association policy. While Tennessee State University endorses this statement, nothing in its content should be interpreted or construed to supersede existing policies or procedures.

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well- being attainment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable tenets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom on the campus and in the larger community. Students should exercise their freedom responsibly.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admission policies of each college and university are a matter of institutional choice—provided that each college or university makes clear the characteristics and expectations of students that it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. IN THE CLASSROOM

A. PROTECTION OF FREEDOM OF EXPRESSION

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

B. PROTECTION AGAINST IMPROPER EVALUATION

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. PROTECTION AGAINST IMPROPER DISCLOSURE

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

STATEMENT OF POLICY REGARDING THE COLLECTION,

RETENTION AND DISSEMINATION OF INFORMATION ABOUT STUDENTS

I. INTRODUCTION

In compliance with state and federal law for protection of the rights and privacy of students, a statement of policy has been established at Tennessee State University.

II. PRINCIPLES

In order to provide for and protect the privacy of its students, Tennessee State University will collect, retain, and disseminate such information according to the following principles:

1. Students will have access to information about themselves and its use in university records.
2. Procedures will be established for a student to challenge and correct or amend an inaccurate record.
3. The university shall ensure that a student's educational record is not improperly disclosed or used for other than authorized purposes.
4. The university shall ensure that the content of a student's educational record is not disclosed without the student's consent, except as is otherwise allowed by law.
5. University personnel who are custodians of data files containing information about students shall take reasonable precautions to ensure that the data are reliable and not misused.
6. Policy and procedures concerning the collection, retention, and dissemination of student information will be in compliance with state and federal laws.

The president of the university shall promulgate necessary administrative regulations to implement this policy statement.

III. CLASSIFICATION AND COLLECTION OF STUDENT EDUCATIONAL RECORDS

A. A student is defined as a person who is registered for a credit course or courses or a non-credit course or program at the institution, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

B. Educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by a school, department, office or other university organizational subdivision or by a person acting for the university or any of its subdivisions. The term "educational record" does include:

   1. The official academic record **is** composed of documents in computer data files maintained by the office of admissions and records. The dean/director of admissions and records, responsible to the Vice President for Academic Affairs, is the official custodian of these records and is the person or designee who accesses these records.
   2. Academic advising records, which are the materials maintained in the school and academic departments for use in advising the student relative to his/her program of study and/or preparing the recommendations for state certification. The student's advisor, responsible to the departmental head, dean of the school, and Vice President for Academic Affairs, is the official custodian of these records.
   3. Discipline records and preliminary notifications, proceedings, results, and actions taken as a result of student faculty advisory committee hearings that are maintained in the office of Judicial Affairs. The Dean of Students and/or Chief Judicial Officer is responsible to the Vice President for Student Affairs. They are the official custodians of these confidential records.
   4. Student financial aid records are maintained in the Office of Financial Aid. The Director of Financial Aid, responsible to the Vice President for Enrollment Management, is the official custodian of these records. The student promissory notes are maintained by the Department of Education and are not maintained in the Financial Aid Office.
   5. Career counseling, placement, and cooperative education records including applications, résumés, letters of reference, faculty recommendations, and related information are maintained in the Career Development Center.
   6. Counseling Center records including test scores, tutorials, academic, and vocational counseling summaries, are maintained in the University Counseling Center. The Director of the center is responsible to the Assistant/Vice President for Student Affairs. The Director and the Assistant/ Vice President are the official custodians of these records.
   7. Testing Center comprehensive testing services, which are offered to TSU students, staff and faculty, and to the general public. The testing staff administers and scores a wide range of standardized tests related to counseling, advanced placement, undergraduate

and graduate admissions, proficiency testing, high school equivalency examination, college credit by examination, and collects ACT Assessment Student Profile Reports. The Director of the Testing Center is responsible to the Vice President for Enrollment Management.

C. The term "educational record" does not include.

1. Records that are created or maintained by a physician, psychiatrist, psychologist, professional counselor, or other recognized professional or para-professional acting in his/her professional or para-professional capacity or assisting in that capacity and that are created, maintained, or used only in connection with the provision of treatment of the student and are not available to anyone other than persons providing such treatment. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student's choice.

2. Security records which are maintained solely for law enforcement purposes.

3. Records that are maintained solely in connection with a person's employment within the university when the individual is not in attendance as a student at the university.

D. Information that Tennessee State University may collect for student educational records through any of its offices, departments, and schools directly from the student prior to admission, at the time of enrollment, or at any other time should be viewed as falling into one of the following categories.

1. Directory information which is defined as: "the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height and member of athletic teams, dates of attendance, degree, honors and academic awards received, and the most recent previous educational agency or institution attended by the student."

2. Personally identifiable data or information which includes the name of a student, or other personal identifier, such as the student's social security number or student number, a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or other information which would make it possible to identify the student with reasonable certainty.

IV. POLICY CONCERNING STUDENT ACCESS TO EDUCATIONAL RECORDS

A. Students may have access to their own educational records and be allowed to see the original record. Students may obtain copies of that record at a reasonable cost. All information in the educational records may be reviewed by the student except for:

1. financial records of the student's parents.

2. confidential recommendations concerning admissions, employment, or honors which were placed in the educational record of a student prior to January 1, 1975, if the student has waived the right to inspect and review these letters and statements, and these letters and statements are related to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition.

3. confidential letters and statements of recommendations placed in the student's educational record after January 1, 1975, if the student has waived the right to inspect and review these letters and statements are related to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary program.

4. any information in the student's educational record which pertains to another student.

B. A student may waive the right to access to documents described in Section A (3); however, the student upon request will be given the names of persons making confidential recommendations. Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the university.

C. With the exception of Tennessee State University and Tennessee Board of Regents officials and staff who have been determined by the university to have legitimate educational interests, all individuals and agencies who have requested or obtained access to a student's records (other than directory information) will be noted in the record which is kept with each student's educational record. This record will also indicate specifically the legitimate interest that the person, agency, or organization had in obtaining the information.

D. A request must be in writing stating the purpose of the request, the specific documents to be reviewed, and the name of the persons making the request.

E. An applicant who does not enroll or who is declared ineligible has no inherent right to inspect his/her file.

V. CHALLENGES TO THE CONTENT OF RECORDS

A. If after reviewing his/her individual records, a student wishes to challenge a perceived inaccuracy, misleading statement, or other perceived violation of his/her privacy or other rights, the following procedures are available:

1. The student shall be provided an opportunity for correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and to insert into such records a written explanation. A student may challenge a grade only on the grounds that it was inaccurately recorded upon the transcript.

2. When the student complains that the information is inaccurate, misleading, or otherwise a violation of the student's rights, the official custodian of the records may advise the student of the necessary steps to resolve the problem.

3. On the request of either the official custodian of the records or the individual student, a hearing shall be conducted to resolve the problem.

4. The Dean of Students and/or Chief Judicial Officer serves as the hearing officer. Should the hearing officer have a direct interest in the outcome of the hearing, the Vice President for Student Affairs may designate a person to serve as hearing officer.

    a. The hearing shall be conducted and decided within a reasonable period of time following the request for hearing. The student shall be given reasonable notice of the date, place, and time of the hearing.

    b. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and be assisted by an individual.

    c. The decision of the hearing officers shall be in writing to the student, and inserted into his/her file within a reasonable period of time after the conclusion of the hearing. The decision of the hearing shall be based solely upon the evidence and shall contain reasons for the decision.

    d. If the decision is adverse to the student, the student shall have the right to place a statement in the records commenting upon the information challenged and/or setting forth reasons for disagreeing with the decision.

VI. POLICY ON STUDENT COMPLAINTS

Tennessee State University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, a Student Complaint form can be completed and filed with the Vice President for Student Affairs Office located in Suite 308 of the Floyd/Payne Campus Center.

- Students may obtain a complaint form from the Office of the Vice President of Student Affairs, Office of Academic Affairs, Office of Student Conduct and Mediation Services, the Office of Residence Life and Housing, all residence halls/apartments, or the One Stop Shop located on the Avon Williams Campus. This form is also available online at www.tnstate.edu/campus_life/**complaint**.aspx. Complaints forms for Academic Affairs may be retrieved at http://www.tnstate.edu/academic_affairs/Information.aspx.

- A completed form is filed in the Office of the Vice President for Student Affairs. The complaint is logged, assigned a number, and forwarded to the Vice President of the area responsible for obtaining a response to the complaint, which is forwarded by the student. Action response dates by responsible parties are recorded and the name of specific responding staff member is noted on the form. A few examples of student complaints are attached.

Filing Complaints

The students obtain a copy of the Student Complaint Form from the Division of Student Affairs offices and the Tennessee State University website at www.tnstate.edu/campus_life/**complaint**.aspx. The complaint form is completed and hand delivered or emailed to the Vice President for Student Affairs by the student. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the subject matter.

Example 1: if the complaint is against a student for violation of the code of conduct, the complaint is forwarded to the Office of Student Conduct and Mediation Services.

Example 2: if the complaint alleges discrimination based on race, color, gender, sexual orientation, gender identity, religion, national origin, age, disability, or veteran's status the complaint is forwarded to the Director of the Office of Equity and Inclusion.

Example 3: If the subject matter is a residential hall complaint, the complaint is forwarded to the Director of Residence Life and Housing.

Example 4: If the subject matter is an academic complaint, the complaint is forwarded to the Vice President of Academic Affairs.

Upon resolution, the complaint form is returned to the Office of the Vice President for Student Affairs who forwards the decision to the student.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee

37217, or by going online and filling out the form electronically at http://www.tbr.edu/contact/StudentComplaintForm.aspx. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Commission of Colleges of the Southern Association of Colleges and Schools, 1866 South Lane, Decatur Georgia 3033 (www.sacs.org).

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

VII. RELEASE OF INFORMATION

A. Educational records and personally identifiable information obtained from those records may be disclosed without the student's consent to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Tennessee Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill institutional duties.

B. Tennessee State University shall not permit access to, or the release of, any information in the educational records of any student that is personally identifiable, other than directory information, without written consent of the student to any party other than the following:

1. Appropriate person in connection with the student's application for, or receipt of, financial aid.
2. Federal or state officials as defined in federal regulations codified in 34CFR.
3. State or local officials authorized by state statute.
4. Organizations conducting studies for or on behalf of Tennessee State University concerning the development, validation, or administration of predictive tests, the administration of students and programs; or, the improvement of instruction when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose.
5. Accrediting organizations to carry out their function.
6. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
7. An individual executing a judicial order or subpoena.
8. Appropriate persons in connection with an emergency and such knowledge is necessary to protect the health or safety of a student or other persons.

TITLE IX/ VAWA NOTIFICATION

GENDER DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSUALT, DOMESTIC/DATING VIOLENCE AND STALKING.

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in education programs and activities that receive federal financial assistance. Examples of the types of discrimination that are prohibited under Title IX include gender discrimination, sexual harassment, sexual assault, discrimination based on pregnancy and the failure to provide equal opportunity in athletics.

The Violence Against Women Act also provides protection against acts of domestic violence, dating violence and stalking.

COMPLAINTS OF VIOLATIONS INVOLVING SEXUAL HARRASSMENT, SEXUAL VIOLENCE, STALKING, DOMESTIC/ DATING VIOLENCE AGAINST A STUDENT BY A TSU EMPLOYEE, MAY BE DIRECTED TO TSU'S TITLE IX COORDINATOR AT:

Office of Equity and Inclusion
Title IX Coordinator
3500 John A. Merritt Blvd.
Ned McWherter Administration Bldg., Ste. 260
Nashville, TN 37209
(615) 963-7435
www.tnstate.edu/eeoaa/titleix

FOR COMPLAINTS INVOLVING STUDENT ON STUDENT SEXUAL HARRASSMENT, SEXUAL VIOLENCE, STALKING, OR DOMESTIC/DATING VIOLENCE:

Student Conduct and Judicial Services
Title IX Deputy Coordinator
3500 John A. Merritt Blvd.
Floyd Payne Campus Center, Room 308
Nashville, TN 37209
(615) 963-4891
www.tnstate.edu/mediation

FOR COMPLAINTS OF GENDER EQUITY IN ATHLETICS:

Valencia Jordan (Deputy Coordinator)
Associate Athletics Director/Senior Women's Administrator
Gentry Complex, Room 318
3500 John Merritt Blvd.
Nashville, TN 37209
www.tsutigers.com/

REPORTS OF SEXUAL ASSAULT/VIOLENCE MAY ALSO BE REPORTED TO:

Tennessee State University Police Department
3500 John Merritt Blvd.
Queen Washington Bldg., 2nd Floor
Nashville, TN 37209
(615) 963-5171 (non-emergency); 911 for emergencies
www.tnstate.edu/police/

Confidential services are also available in the TSU Counseling Center for individuals seeking assistance with sexual assault, domestic/dating violence, stalking, personal decision-making, intra/interpersonal relationships, social relations, and crisis issues. The Counseling Center may be contacted at the address or phone number below:

Main Campus
Basement, Wilson Hall
615-963-5611
www.tnstate.edu/counseling/

Additional resources for students, faculty or staff experiencing sexual harassment, sexual violence, stalking or domestic/dating violence can be found at: http://www.tnstate.edu/eeoaa/titleix.aspx

NON-DISCRIMINATION & AFFIRMATIVE ACTION STATEMENT

Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Tennessee State University. The following person has been designated to handle inquiries regarding non-discrimination policies: Tiffany Cox, Director, Office of Equity and Inclusion, tcox9@tnstate.edu, or the Assistant Director, Office of Equity and Inclusion, Ms. Rita Williams Seay rseay@tnstate.edu, 3500 John Merritt Blvd., McWherter Administration Building, Suite 260, Nashville, TN 37209, 615-963-7435. The Tennessee State University policy on nondiscrimination can be found at www.tnstate.edu/nondiscrimination.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. Examples of the types of discrimination prohibited by Title VI include racial harassment, school segregation, and denial of language services to students who are limited in their English. To file an employment discrimination/harassment complaint or a Title VI discrimination/harassment complaint please contact:

Tiffany Cox, Director
Rita Williams Seay, Assistant Director
Office of Equity and Inclusion
3500 John A. Merritt Blvd.
Ned McWherter Administration Bldg., Ste. 260
Nashville, TN 37209
(615) 963-7435 (office)
(615) 963-7463 (fax)
www.tnstate.edu/eeoaa/

Complaints of discrimination based on race, national origin, gender and disability may also be filed with the U.S. Department of Education Office for Civil Rights (OCR) at:

Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
800-421-3481
http://www2.ed/gov/about/offices/list/ocr

Code of Student Conduct

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Part 1. Institution Policy Statement

1. College and university students are citizens of the state, local, and national governments and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the institutions and Directors of the technology center under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

2. Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Tennessee State University ("TSU," "the university" or the "institution") has developed the following policy which is intended to govern student conduct on the campuses under its jurisdiction.

3. For the purpose of this policy, a "student" shall mean any person who is admitted and/or registered for study at TSU for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policy governing student conduct. Students are responsible for compliance with Institutional policy at all times

4. Disciplinary action may be taken against a student for violations of this policy which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution. If a student's violation of applicable laws or ordinances adversely effects the University's pursuit of its educational objectives, it may enforce its policies, including this policy, regardless of any proceedings instituted by other civil or criminal authorities. Conversely, violation of any section of this policy may subject a student to disciplinary measures by the University whether or not such conduct is simultaneously in violation of state, local or national laws.

5. This policy, and related material incorporated herein by reference, is applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a) (4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Jurisdiction/Application

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of persons, property or the campus community. Such action may include taking disciplinary action against those students whose behavior on or off campus premises indicates that they pose a substantial danger to others.

UNIVERSITY GENERAL STATEMENT ON DRUGS AND ALCOHOL

The unlawful use, possession, distribution, sale or manufacture of controlled substances or alcoholic beverages, including the improper use of prescription medicines by TSU students, is strictly prohibited. Any student found in violation of this policy will be subject to disciplinary action.

Drug Policy

Tennessee State University does not condone the misuse or abuse of drugs or controlled substances. Although the Student Conduct Administrator will determine on a case-by-case basis the nature of the sanctions against students who violate this policy, specific sanctions may include, but are not limited to:

1. Disciplinary probation for first-time violators of the policy (includes possession or consumption).

2. Suspension from the College for first-time violators of the policy on possession, distribution, sale or manufacture of illegal drugs.

3. Expulsion from the College for second-time violators of the policy on possession, distribution, sale or manufacture of illegal drugs.

Alcoholic Beverage Policy

The University does not condone the misuse or abuse of alcoholic beverages. Members of the University community are held accountable for their decisions regarding their use of alcohol, as well as behavior that occurs as a result of alcohol use. For students who violate this policy, specific sanctions may include, but are not limited to, the following:

1. Disciplinary probation for first-time violators of the policy (includes possession or consumption).
2. Suspension from the College for second-time violators of the policy (includes possession or consumption).
3. Expulsion from the College for third-time violators of the policy (includes possession or consumption).

Part 2: Disciplinary Offenses

1. Generally, through appropriate due process procedures, the University's disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objective, that violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institutional-controlled property
2. Students and student organizations and its members while acting in their capacity as members of, or while attending or participating in any activity of the organization shall be subject to all rules and policy of the University and Tennessee Board of Regents. The Office of Student Conduct and Mediation Services shall have jurisdiction over all disciplinary matters involving students and student organizations when the Student Code of Conduct is implicated. Individual or organizational misconduct that is subject to disciplinary sanction shall include, but is not limited to, the following examples:
    a. Conduct dangerous to others - Any conduct or attempted conduct which constitutes a serious danger to any person's health, safety or personal well-being, including, but not limited to the following:
        1. Physical and/or verbal abuse
        2. Threats and/or intimidation
        3. Harm inflicted on self
    b. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a) (1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
    c. Disorderly conduct – Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or which unreasonably disturbs institutional function, operations, classrooms and other groups or individuals.
    d. Obstruction of or interference with institutional activities or facilities – Any intentional interference with or obstruction of any institutional activity, program, event, or facilities including the following:
        1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities.
        2. Interference with the right of any institution member or other authorized person to gain access to any institutional or institutional controlled activity, program, event, or facility sponsored by the institution.
        3. Any obstruction or delay of a campus police officer, fireman, campus security officer, public safety officer, EMT or failure to comply with any emergency directive issued by such person in the performance of his or her duty or any institutional official in the performance of his/her duty.
    e. Misuse of or damage to property – Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials or unwarranted destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution or another, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials, and/or safety devices; and any such act against a member of the institution community or a guest of the institution.
    f. Theft, misappropriation, or unauthorized sale of Property – Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.

g. Misuse of documents or identification cards – Any forgery, alteration of or unauthorized use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.

h. Firearms and other dangerous weapons – Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons.

i. Explosives, fireworks, and flammable materials – The unauthorized possession, ignition, or detonation of any object or article that causes damaged by fired or other means or property or possession of any substance which could be considered to be and used as fireworks.

j. Alcoholic beverages – The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.

k. Drugs – The unlawful possession or use of any drug or controlled substance (including, but limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana) sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property.

l. Drug paraphernalia – The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property.

m. Public intoxication – Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.

n. Gambling – Unlawful gambling in any form.

o. Misuse of computers or computing resources and facilities – Misusing and/or abusing campus computer resources including, but not limited to the following:

    1. Use of another person's identification to gain access to institutional computer resources;

    2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems;

    3. Unauthorized access to a computer or network file, including but not limited to, altering, using, and reading, copying, or deleting the *file;*

    4. Unauthorized transfer of a computer or network file;

    5. Use of computing resources and facilities to send abusive or obscene correspondence;

    6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,

    7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official;

    8. Violation of any published information technology resources policy;

    9. Unauthorized peer-to-peer file sharing.

p. Financial irresponsibility – Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity, or failure to pay outstanding bills.

q. Unacceptable conduct in disciplinary proceedings – Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.

r. Failure to cooperate with university officials – Failure to comply with directions of institutional acting in the performance of their duties.

s. Violation of general rules and policies – Any violation of the general rules and policies of the institution as published in an official institutional publication, such as Student Handbook or Residence Life Campus Living Brochure, including the intentional failure to respond to any required action or the intentional performance of any prohibited action.

t. Attempts at and aiding and abetting the commission of an offense – Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;

u. Violations of state or federal laws – Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

v. Failure to notify – Failure of students certified to receive educational benefits for veterans to notify the Office of Veteran Affairs of any changes in their program that will affect their certification status.

w. Violation of imposed disciplinary sanctions – Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution.

x. Discrimination, Harassment or Retaliation – Any act by an individual or group against another person or group in violation of University or TBR policy, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policy 5:01 :02:00, (F), 5:01:02:00, 2:02:10:01 and TSR Guideline P-080. These matters must be submitted to the Office of EO/AA for full investigation.

y. Sexual Misconduct. An offense including acts of sexual assault, domestic violence, dating violence and/or stalking as defined in TBR Policy P-080. All matters involving allegations of sexual misconduct will be governed by the procedures set for in the TBR Policy P-080;

z. Academic Misconduct. Plagiarism, Cheating, Fabrication – For purposes of this section, the following definitions apply.

1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own proper attribution.

2. Cheating. Shall mean, but is limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit hours.

3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

4. Classroom Misconduct – Disruptive behavior in the classroom.

Part 3: Academic and Classroom Misconduct

1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures established by the institution.

2. Academic dishonesty may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. The instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct, including an "F" for the assignment/test or an "F" in the course. Disciplinary sanction will be imposed only through the appropriate institutional disciplinary process.

3. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary action, through appropriate institutional academic grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

4. Disruptive behavior in the classroom may be defined, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, the presence of non-enrolled visitors in the classroom, the continued use of any electronic or other noise or light emitting device which disturbs or interrupts the concentration of others (e.g., disturbing noises from beepers, text messaging, cell phones, palm pilots, laptop computers, games, etc.).

5. Class attendance and punctuality requirements are established by the faculty through the printed syllabus for each course. Students are expected to attend class regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which student(s) are unable to make immediate contact with faculty, the student may contact the Office of the Vice President of Student Affairs, the Office of Academic Affairs and the One Stop Center for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for possible completion of coursework requirements, if feasible.

Part 4: Disciplinary Sanctions

1. Upon a determination that a student or student organization has violated any of the rules, policies or disciplinary offenses set forth in this Code of Student Conduct, disciplinary sanctions that may be imposed, either singularly or in combination, by the appropriate university officials include but are not limited to the sanctions referenced below.

    a. Restitution. A student who has committed an offense against property may be required to reimburse the university or other owner for damage to or misappropriation of such property or unreimbursed medical expenses resulting from physical injury. Any such payment in restitution shall be defined by the university.

    b. Fine – Fine of not more than $200. This sanction shall apply to violations of the following disciplinary offenses: misuse of documents or identification card and failure to cooperate with university officials. Failure to pay fines may result in further disciplinary action.

    c. Warning – The appropriate university official may notify the student or student organization that continuation or repetition of specified conduct may be cause for further disciplinary action.

    d. Reprimand – A written or verbal reprimand, or censure, may be given to any student or organization whose conduct violates part of the Code of Conduct. Such a reprimand does not restrict the student in any way, but it does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the university community but that any further violation may result in more serious penalties.

    e. Apology – A student or student organization may be given the opportunity, under certain circumstances, to apologize to an affected party, either verbally or in writing, as an alternative or in addition to the imposition of other disciplinary sanctions, for the behavior related to a disciplinary offense.

    f. Restriction – A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the University in any way, restrictions on university or TBR sponsored travel and events, denial of the use of facilities, parking privileges, or restrictions involving the participation in any extra-curricular activities, organizational privileges, athletic events, or on an athletic team.

        This restriction may include, for example, denial of the right to represent the university in any way, university or TBR sponsored travel, denial of the use of facilities, parking privileges, or participation in extra-curricular activities or restriction of organization privileges.

    g. Referral to the University Counseling Center or appropriate healthcare provider is never to be considered as a punishment for any specified behavior. Participation in counseling treatment is strictly voluntary and highly confidential, but the student may be referred to the university-counseling center or an appropriate health care provider for an **evaluation** to determine if the student poses a threat to the campus community. The University Behavior Intervention Team may, in coordination with the Judicial Affairs Office or other University officials, issue appropriate directives regarding a student's continued presence on campus in connection with the Referral referenced herein.

    h. Community or Educational Project – A project beneficial to the individual, campus, and/or community may be required. The project will be related to the offense the student is guilty of violating.

    i. Assignment of work hours – A specified number of supervised hours of work to be completed on campus may be assigned. This work will be commensurate to the offense the student is guilty of violating.

    j. Probation. Continued enrollment of a student or recognition of a student organization on probation may be dependent upon adherence to the Code of Student Conduct. Any student or organization placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities or any other appropriate special conditions. Any conduct in violation of this Code while on probationary status may result in the imposition of a more serious disciplinary sanction.

    k. Suspension. If a student is suspended, he or she is deprived of student status and is separated from the university for a stated period of time with conditions of readmission stated in the notice of suspension. The suspension shall appear on the student's disciplinary record regardless of whether or not such student is successfully readmitted.

    l. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission or student organization to the institution. Tennessee State University policy requires that any student or organization receiving a penalty of expulsion shall be restricted from the campus of Tennessee State University during the period of expulsion unless on official business with the university verified in writing by the Judicial Officer/Dean Students.

    m. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

    n. Revocation of Admission, Degree or Credential

o. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to this policy as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s).

p. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record. A student may be immediately removed from campus or student housing for violations of the University's housing policy or residence agreement under the interim suspension standards set forth in paragraph m. above.

q. Removal or suspension from an athletic team.

r. Interim Suspension. Though as a general rule, the status of a student or student organization accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges. Interim suspension may be imposed upon a finding by the Chief Judicial Officer or designee that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the University community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension.

    1. During an interim suspension, the student shall be denied access to campus facilities, classes, and/or all other university activities or privileges unless prior approval has been granted by the Dean of Students/Chief Judicial Officer.

    2. If a student chooses to challenge the imposition of an interim suspension, a preliminary hearing will be conducted by the Student Affairs Disciplinary Committee, in consultation with university officials. The hearing will be scheduled within five (5) working days of the student's request for a hearing. The preliminary hearing committee's sole charge will be to determine whether the Dean of Students' (or designee) interim suspension decision was arbitrary and capricious or constituted an abuse of discretion. During this preliminary hearing, the student will be given notice of the allegations against him/her and provided a summary of the evidence that supports the interim suspension. The student will be afforded an opportunity to respond to the allegations. The preliminary hearing committee may, at its sole discretion, call witnesses or permit the Dean of Students (or designee) and the student to call witnesses in support of their respective presentations. If the preliminary hearing committee upholds the Dean of Students' interim suspension decision, a formal hearing under the disciplinary procedures set forth in this policy shall be held as soon as practical, if applicable. If the preliminary hearing committee reverses the Dean of Students' (or designee) decision, the Vice President for Student Affairs may, in his or her sole discretion, review the decision and uphold, modify or reverse the preliminary hearing committee's decision if he or she determines that the evidence does not support the preliminary hearing committee's determination.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Part 5: Procedures and Guidelines for the Enforcement of Student Discipline

1. A university has the responsibility and obligation to its students, faculty, and community to maintain an academic environment that promotes intellectual pursuits and harmonious interpersonal relationships between its various publics and constituents. Toward this end, TSU has established and published a uniform Code of Conduct, which spells out and informs students at the university the parameters of appropriate student conduct.

2. The following is a description of the procedures by which the university enforces its standards of student conduct.

3. Inherent in these procedures is the university's recognition of it obligation to protect the rights and privileges of its students in accordance with the guarantees afforded all citizens under the Constitution of the United States and due process as interpreted by appropriate judicial authority.

4. The maintenance of order and the enforcement of the rules and policies of the university and the Tennessee Board of Regents are vested with the president of the university or his/her designee. This responsibility is delegated to the Vice President for Student Affairs who in turn delegates this authority to the Dean of Students/Chief Judicial Officer and the faculty and students appointed to participate in the administration of these procedures.

5. The university believes that the disciplinary procedures described below will serve the interests of students in obtaining full and fair hearings.

A. Pre-Hearing Procedures

1. The Dean of Students/Chief Judicial Officer Student Affairs shall conduct an investigation of the alleged violation(s).

2. All matters involving allegations of impermissible discrimination, harassment, or retaliation will be governed by the procedures outlined in TBR Guideline P-080 Subject: Discrimination and Harassment – Complaint and Investigation Procedure and/or an institutional policy that reflects the requirements of that Guideline as well as the TSU Policy governing Sexual Misconduct.

3. At the conclusion of the investigation, the Dean of Students/Chief Judicial Officer for Student Affairs shall conduct a preliminary conference and shall advise the student of the charge(s) and proposed sanction(s), if any. The student may admit the violation(s) and accept sanction(s) or may elect to contest the charge. Admission of the violation(s) and sanction(s) shall constitute a waiver of hearing, and shall be in writing when possible. Such admission shall be binding and may not be subsequently revoked without concurrence of the Dean. At the conclusion of the preliminary conference, the Dean of Students/Chief Judicial Officer shall execute the "Preliminary Conference Form" reflecting the action taken or to be taken in the case. If the student fails to appear for the preliminary conference, the student shall be deemed to have waived his/her right to contest the charges and sanctions and said sanctions shall become final. A student has five (5) working days from the date of the preliminary conference to make an election.

   For all cases where suspension or expulsion are not possible sanctions, if the student chooses to contest the charge, it shall be heard pursuant to the Institutional Hearing Procedures set forth in section D below.

B. Tennessee Uniform Administrative Procedures Act (TUAPA)

1. All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-301 *et seq*., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Tennessee Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure.

C. Function and Composition of the Student Affairs Disciplinary Committee

1. The Student Affairs Disciplinary Committee is the principal judicial body for hearing violations of the university's Code of Student Conduct, making relevant findings, and recommending sanctions, where appropriate.

2. The student Affairs Disciplinary Committee shall be comprised of 12 members and two (2) alternates. The Committee shall include six (6) students with one (1) student alternate. Student members will be selected by the Vice President for Student Affairs from a group nominated by the Dean of Students/Chief Judicial Officer, and shall serve a (2) year term. An additional six (6) members shall be members of the faculty or staff, with one (1) alternate. The faculty or staff members of the committee shall be selected for two (2) year terms by the Vice President for Student Affairs from a group nominated by academic deans, dean of students, or department heads.

3. A Chairperson shall be appointed by the Vice President of Student Affairs or designee.

4. The Chairperson of the Student Affairs Disciplinary Committee is responsible for directing the conduct of any hearing, and shall make necessary procedural rulings including, but not limited to, rulings regarding the admissibility of evidence, and shall be responsible for drafting all written determinations by the Committee. The Chairperson shall only vote when there is a tie, and the vote is needed to break said tie.

5. No less than four (4) members of the committee, including at least one faculty or staff representative, must be present to constitute a quorum.

6. Meetings of the Committee are irregular and called by the Chairperson upon being informed that an alleged violation of the Code of Student Conduct exists and that a hearing is necessary.

D. Student Affairs Disciplinary Committee Hearing Procedures.

Standard of Proof

The standard of proof required for a finding of violation of the student code of conduct shall be the preponderance of the evidence. This means that based on the information and evidence presented to the committee, it is more likely than not that the student has violated the Student Code of Conduct.

1. The following procedures shall govern conduct of an Institutional Hearing by the Student Affairs Disciplinary Committee:

   a. The student shall be advised of the date, time, and place of the hearing.

   b. The students shall be advised, in writing, of the breach of policy of which he or she is charged.

c. The student shall be advised of the following rights: (i) the right of the accused student to present or state his/her case; (ii) the right to be accompanied by an advisor (An advisor shall not be permitted to participate in the hearing and shall be limited to directly advising the student); (iii) the right to call witnesses in his/her behalf; (iv) the right to confront witnesses against him/her.

d. The date of the hearing shall be set no later than ten (10) calendar days but no sooner than two (2) days following the student's notice of intent to contest the charge.

e. The hearing notice should be delivered in person to the student by an appropriate official of the university. The person making personal service on a party shall make a record as to the time and place of service. If the student is not available for service in person, the notice should be delivered by return receipt mail to the student's last known address.

f. The notice shall contain a description of the procedures under which the hearing will be conducted.

g. The Student Affairs Disciplinary Committee shall conduct a hearing providing for the receipt of evidence, including calling witnesses and the review of other evidence in rendering a decision.

h. The student at issue shall be permitted to call witnesses and submit documentation at the hearing in support of his/her defense. The student may also be accompanied by legal counsel or some other representative. However, legal counsel or a representative may not speak or present evidence on behalf of the student.

i. The Student Affairs Disciplinary Committee shall make a determination of the case based on the evidence presented at the hearing. This is an administrative process; therefore, the Student Affairs Disciplinary Committee shall exercise discretion as to the application of the federal rules of evidence at the hearing. The decision of the committee shall be by majority vote.

j. The Chairperson will vote only when needed to break a tie vote.

k. If the Committee finds that the student did engage in the offense (s) for which he/she is charged, it shall recall the Dean and the student for a review of the student's past record in determining the appropriate recommendation of sanction.

l. The Committee will issue a written decision within five (5) days following the conclusion of the hearing. The decision shall specify any violations found and recommend appropriate sanctions.

m. Record (Discipline) – A record which may consist of a taped or similar electronic recording, shall be made of the proceedings. Such record may be transcribed upon request by a party at the party's expense. If the university elects to transcribe the proceedings, any party shall be provided copies of the transcript upon payment of cost to the university. The record includes all evidence, statement, affidavits, or matters officially noticed.

n. The Committee shall not take into account any student's grade point average or academic success or lack thereof in determining whether or not the student has violated the Student Code of Conduct.

2. Appeal to the Vice President for Student Affairs – A student may appeal the decision of the Student Affairs Disciplinary Committee to the Vice President for Student Affairs. The appeal must be submitted, in writing, to the Vice President for Student Affairs or designee within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. Petitions for appeal will be considered on the following grounds only:

   a. Some material error in procedure;

   b. Some material error in the committee's finding or fact or conclusions of law;

   c. Discovery of new evidence, unavailable at the time of hearing, sufficiently strong to reverse or modify the decision which could not have been previously discovered by due diligence;

3. Review by the Vice President or Designee– Upon receipt of an appeal by the student, the Vice President for Student Affairs or designee shall review the decision of the Committee and/or the sanction imposed. The Vice President shall render a decision on the student's appeal based upon the contents of the student's appeal filing, the record made at the hearing, the written decision and decision of the Committee, and any other information the Vice President deems relevant. The Vice President shall issue a written decision within five (5) working days after the filing of the appeal. The Vice President may, at his or her own discretion, within ten (10) working days after the date on which the student's right to appeal has expired, review the decision of the Student Affairs Committee absent an appeal. Upon review, the Vice President may uphold, modify or reverse the Committee's decision. Once the Vice President or designee has made a decision, said decision will be delivered to the student, and a copy shall be delivered to the Dean of Students/Office of Student Conduct.

4. Appeal to the President – The decision of the Vice President for Student Affairs or designee may be appealed to the President of the university within five (5) days of its filing. The appeal must be submitted, in writing, to the President within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. The President may affirm or overturn the decision of the Vice President for Student Affairs in whole or in part. The President may also reduce or set aside the sanctions imposed. The President's determination shall constitute the final decision at the institutional level.

E. Academic Misconduct Disciplinary Committee

1. The Academic Misconduct Disciplinary Committee is charged with the authority to hear cases where a student has been determined to be engaged in academic misconduct and has received a reduced grade. A student shall have the right to appeal that determination to the Academic Misconduct Disciplinary Committee. A course instructor may choose to forward the allegations of academic misconduct to the Academic Misconduct Committee for the committee to make the initial determination of academic misconduct. In cases involving an appeal by a student, or when an instructor requests review by the committee, the Academic Misconduct Disciplinary Committee may also recommend the imposition of additional disciplinary action, including suspension or expulsion. That recommendation shall be forwarded to the Dean of Students for further action.

2. Academic Misconduct Disciplinary Committee Meetings, Members, Procedures, Decision and Record – The provisions governing meetings, members, procedures, decision and record of the Student Disciplinary Committee and all review/appeal, as set forth above, are hereby applicable to the Academic Misconduct Disciplinary Committee. Appeals from decisions of the Academic Misconduct Disciplinary Committee will be to the Vice President of Academic Affairs and will be governed by the same procedures applicable to an appeal to the Vice President for Student Affairs from a decision of the Student Affairs Disciplinary Committee.

3. Alternative Resolution Process – At all times during the disciplinary process, the Dean or other designated university official may pursue alternative measures to resolve disciplinary matters, including informal resolution meetings.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

ADDITIONAL CAMPUS REGULATIONS

The following regulations specifically apply to Tennessee State University. Students found in violation of any of these regulations will be subject to the action listed previously under "Disciplinary Sanctions."

In keeping with the desire to establish an environment conducive to quality education and social maturity, the following practices are prohibited:

Distribution of advertisement fliers and brochures – Distribution or placement of advertising fliers and related literature onto parked vehicles on campus unless (i) the vehicle is owned by the person distributing the fliers, or (ii) the person distributing the fliers has the express consent of the vehicle owner and the TSU Police Department to place the material on the vehicle.

Duplication of keys – Making or causing to be made any key for a university facility without proper authorization.

Disregarding fire drills – Failure to evacuate university facilities or willfully disregarding any emergency or fire alarm signal.

Harassment and/or intimidation – Actions or statements that, by design or consequence, amount to harassment and/or intimidation.

Littering – Dispersing litter in any form onto the grounds or facilities of the campus.

Traffic and Parking. Traffic and parking regulations are applicable to all students, faculty, staff, contractual employees and visitors to Tennessee State University's main and downtown campuses. Students are required to obey these regulations as a condition of attendance at Tennessee State University. Faculty, staff and contractual employees are required to obey them as a condition of employment or contractual agreement. The violation of traffic and parking regulations subjects the vehicle to be ticketed and/or towed at the owner's expense.

1. The motor vehicle laws of the state of Tennessee are in effect on Tennessee State University campuses. The maximum speed limit on all campus drives, roads, streets and parking lots is 15 miles per hour unless otherwise posted.
2. Driving motor vehicles on campus walks is prohibited except when special permission has been granted by an authority of Student Affairs or Facilities Management and in emergency situations.
3. Pedestrians have the right of way at all crosswalks or when in compliance with existing traffic controls
4. Moving or driving around an authorized barricade is prohibited.
5. Operators of vehicles must comply with all traffic signs directing the movement of vehicles in parking lots and on roads at the university.
6. Parking is prohibited at crosswalks, building entrances, fire hydrants, fire lanes; gates and other areas posted ***"NO PARKING AT ANY TIME."***
7. Taking a motor vehicle into any university building is prohibited except where a shop or garage is specifically designed for the purpose of vehicle repair or storage.
8. Parking of motor vehicles, motorcycles and small cars in odd shaped spaces in parking lots is prohibited.
9. Hang tags or decals may be transferred to other vehicles owned and operated by the registrant.
10. Upon substantial evidence that the original parking hang tag had been stolen, lost or destroyed, a replacement hang tag will be issued upon payment of a $2 fee.
11. Hang tags or decals are required to be removed from vehicles when there is a change of ownership; termination as a university student; or expiration or revocation/suspension of university parking privileges.
12. All automobiles on the main and downtown campuses are required to display a Tennessee State University parking hang tag.
13. Students are to use parking spaces lined in white except for assigned residence hall parking.
14. Faculty and staff are to use parking spaces lined in red.
15. Handicapped spaces are lined in blue and are reserved 24 hours. Those persons requiring handicap parking must present certification from their home state and receive a notice from the Office of Disabled Student Services to obtain a Tennessee State University handicapped parking hang tag.

Violation of motor vehicle regulations - (i) Failure to register a motor vehicle which is used on campus with the Parking Services Office, (ii) Failure to comply with the provisions of the Tennessee State University Parking and Traffic Regulations.

Display of pornography – Public display of pornographic literature, films, or pictures.

Resident hall visitation – Visiting in the residence hall rooms except as specified in the *Residence Life Campus Living Brochure*.

Use of sirens and loudspeakers – Unauthorized use of sirens, loudspeakers, and other sound amplification equipment. Improper use of student identification cards. (i) Failure to possess at all times a valid student identification card. (ii) Failure to surrender identification card to university officials upon proper request. (iii) Transferring usage of identification card to other persons.

Allowing pets on premises - Pets are not allowed in buildings unless they are designated to serve as Service Animals for individuals with disabilities in the residence halls or other campus facilities

Drug use or possession - Tennessee State University fully supports the "Drug Free Schools and Campuses Act" and the "Drug Free Schools and Communities Act Amendment of 1989."

Parental Notification—Changes to the Family Educational Rights and Privacy Act (FERPA) have given colleges/universities the option to release specific types of information from a student's discipline record. Parents or guardians will be notified when a student under the age of 21 is found to have violated the **Code of Student Conduct** policies on the use and possession of alcohol and when one or more of the following occurs: (i) when there is significant property damage; (ii) when there is evidence that the student's alcohol-related behavior negatively impacted the living and learning environment; (iii) when the student demonstrates reckless disregard for his/her personal safety or the safety of others; (iv) when medical attention to any person, including the student, is required as a result of the student's alcohol- related behavior.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The following information is presented in compliance with the Drug- Free Schools and Communities Act Amendment of 1989.

1. Tennessee State University prohibits the possession, use, or distribution of illegal drugs or alcohol on the campus property or on institutionally owned, leased, or otherwise controlled property.

2. Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors which the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committee in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial money fines.

   Tennessee statutes provide that it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified as a Class A misdemeanor punishable by imprisonment for not more than 11 months and 29 days or a fine of not more than $2,500 or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than 30 (thirty) days or a fine of not more than $50, or both.

3. The use of alcohol can lead to serious health risks:

   - Alcoholism
   - Damage to brain cells
   - Increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
   - Hallucinations
   - Personality disorders

   Health risks associated with the use of illegal drugs include:

   - Increased susceptibility to disease due to a less efficient immune system
   - Increased likelihood of accidents
   - Personality disorders
   - Addiction
   - Death by overdose
   - Anemia
   - Poor concentration

   (Additional information about how the use of drugs and/or alcohol affect one's health is available in the Office of Student Health Services.)

4. Tennessee State University provides drug/alcohol counseling.

5. Tennessee State University does not currently provide drug/alcohol treatment or rehabilitation programs for students. Referral to the community treatment facilities may be made in appropriate cases.

6. Tennessee State University will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, suspension from the university. In addition, residence hall students will be removed from the housing system for the use or possession of illegal drugs. Referral for criminal prosecution may be made in appropriate cases.

Individuals involved in the sale or distribution of illegal drugs will be expelled from the university and referred to the appropriate authorities for criminal prosecution. All employees, including students, agree as a condition of employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment.

Additionally, employees are required to notify the institution of any drug conviction resulting from a violation in the workplace no later than five *(5)* days after the conviction.

ACADEMIC AWARDS

The W. J. Hale Memorial Scholarship Foundation Award

The Alma Dunn Jones Essay Award

The Harold Mitchell Freshman Honors Award

The Prem S. Kahlon Junior Honors Award

The McDonald Williams Senior Honors Award

The Jo Helen Railsback Sophomore Literature Award

The Donald C. Page Mass Communication Award

The Lawrence B. James Theatre and Forensics Award

The Jayme C. Williams Communication Award

The Sadie C. Gassaway Memorial Award

The Mathematics/Physics Faculty Award

The Donelson-Gordon Scholarship Award

The Ralston-Purina Scholarship Award

The Nashville Pacesetter, Inc. Memorial Scholarship Award

The Tennessee Intercollegiate Legislature Award

The Government and Public Relations Award

The Legislative Intern Award (space here)

The Lewis-Rose Holland Scholarship Award

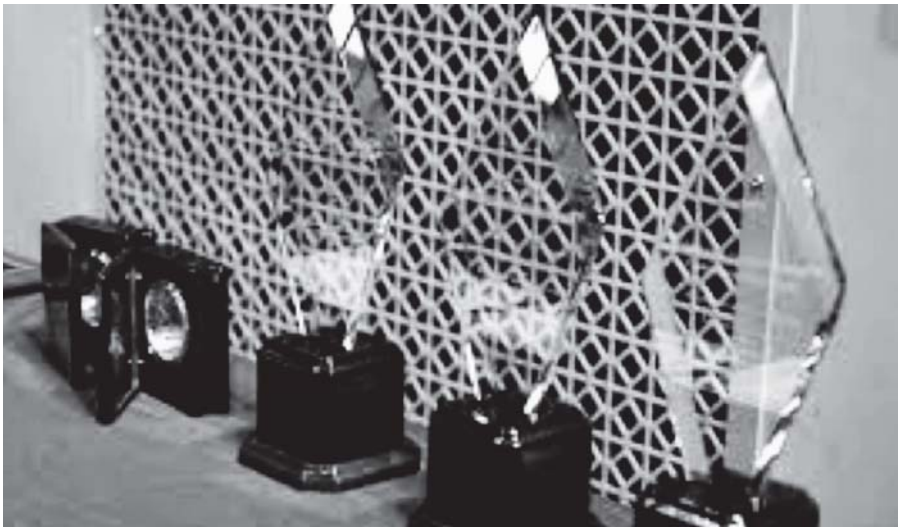
The Nashville Dental Award

The Hu-Friedy Golden Scaler Award

The Quintessence Award

TENNESSEE STATE UNIVERSITY

Think. Work. Serve.



STUDENT SERVICES
THE DIVISION OF STUDENT AFFAIRS

MISSION

The mission of the Division of Student Affairs is to provide services and opportunities in partnership with others to extend the learning environment and to help students develop skills for productive and fulfilling lives. The Division of Student Affairs at Tennessee State University has three principal objectives:

1. To provide programs and services in support of academics as the principal mission of the university.
2. To enhance the intellectual, cultural, and social environment of the campus for the total development of students at the university.
3. To develop and administer various processes in the formulation of university policies to enhance the quality of student participation and student life at the university.

The university recognizes the diverse and varied educational objectives of its students and the need to offer programs and services designed to assist students in their decision-making and formulation of academic and co-curricular objectives. Tennessee State University, through the Division of Student Affairs, seeks to assist students in enhancing the effective use of the varied opportunities made available to them through the university experience.

ORGANIZATION

To carry out its mission, the Division of Student Affairs at Tennessee State University consists of the following functional areas:

- Career Development Center
- Floyd Payne Campus Center/ Intramural and Recreational Sports
- Men's Center
- Residence Life
- Student Activities
- Student Conduct and Mediation Services
- Student Health Services
- University Counseling Center
- Wellness Center
- Women's Center
- The Meter newspaper and website

The Vice President for Student Affairs reports directly to the President of the university and is vested with the authority for resolving all contested issues within the realm of student services, subject to final appeal to the President of the university. In addition to these offices and programs, there are standing committees assisting the university in policy development and administration.

The university is committed to the concept of student engagement and input in the formulation and development of university policies, programs, and activities. In addition to student participation in committees at the university, there is an active Student Government Association at Tennessee State University and other organizations including the Student Union Board of Governors, the Student General Assembly, the Student Election Commission, the Student Publications Board, Pan-Hellenic Council.

THE CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) provides invaluable assistance in preparing undergraduate and graduate students for the world of work or future educational pursuits through graduate or professional study. A variety of programs and services exist in the CDC to help students identify their career goals, explore aspects of future careers and gain insight into reaching their future employment or educational pursuits. Our services include: job search strategies (i.e. resume and cover letter preparation, etc.), professional development (i.e. mock interview preparation, professional dress workshops, etc.), experiential learning (i.e. internships, cooperative education, etc.), and part-time employment. Our on-line, job posting database is called "Tiger Track". It is an up-to-date resource for experiential learning, part-time and full-time employment opportunities and is available 24 hours a day to students, faculty and alumni.

Our annual events include monthly professional development seminars, university-wide career fairs, targeted career fairs, employer informational events and on-campus recruiting interviews.

The CDC office is located in Suite 304 of the Floyd-Payne Campus Center. To learn more about the center's services, please visit the website at: www.tnstate.edu/careers.

Contact Information:

Phone: (615) 963-5981
Email: careerdevelopmentcenter@tnstate.edu
Facebook: http://www.facebook.com/TSUCDC (Like Us!)
Twitter: http://www.twitter.com/#!/tsucdc (Follow Us!)

OTIS L. FLOYD-JOSEPH A. PAYNE CAMPUS CENTER

The three-level arena with 229,253 square feet of space is designed to be the center of student activity. The university's family, comprised of students, faculty, administrators, staff, alumni, guests, and friends, form the life of the center and represents the heartbeat of the plan to substantially enhance the institution's environment. As a significant part of the educational program, the Otis L. Floyd-Joseph A. Payne Campus Center provides the services, offices, activities, events, recreation and conveniences to meet the daily needs of the university's family. The campus center is one of the largest construction projects ever undertaken by the University.

HOURS OF OPERATION: Information Desk Monday—Friday 7:00 a.m.—11:00 p.m.

Saturday 9:00 a.m.—11:00 p.m. Sunday 9:00 a.m.—11:00 p.m. During the summer months, the

hours of operation may vary and have a different schedule for several departments and buildings.

POLICIES

Identification. The university requires all students to obtain an official identification card. Students entering or using services in the Otis L. Floyd/ Joseph A. Payne Campus Center must have identification cards in their possession and be responsible for individuals in their company who are identified as relatives, guests, or friends.

Games - All card and board games are prohibited in the lounge area and television rooms.

Liquor – No alcoholic beverages are allowed.

Decorations – Wall decorations are permitted in the Otis L. Floyd-Joseph A. Payne Campus Center facility with the approval of the Director. Tacks, glue, tape or staples are not allowed on doors, walls or windows.

Smoking – Smoking is not permitted.

Service Animals – Only service animals are allowed in the Otis L. Floyd-Joseph A. Payne Campus Center.

Sound – Sound amplification equipment is not allowed in the center unless it is in conjunction with a scheduled event that has been approved through the Director's office. Individual equipment with sound is permitted only with a headset (including cellular telephones).

Publicity – Events are not permitted to be publicized until space has been identified, confirmed, and approved in the center. All materials must be approved and posted through the Information Desk for the designated areas. Unauthorized posting violates the Center's and campus policies.

Solicitation – Individuals may not use the center for personal benefit. Commercial entities are not permitted usage of the center except under written agreement with the appropriate university officials.

Lost and Found – Items that are found in the Floyd-Payne Campus Center should be forwarded to the Information Desk. Items will be held in the office of the Director for a maximum of four (4) weeks. If not identified and claimed within the allotted time, they will become the property of Tennessee State University.

Bicycles – Bicycles, roller blades, skates or other means of transport that are not required in the performance of duty are prohibited. Wheelchairs are authorized for persons requiring such transport.

Losses and Damages – The Otis L. Floyd-Joseph A. Payne Campus Center is not responsible for items lost by individuals in the center or damage to individuals' property.

Negligence – Individuals or organizations are responsible for any negligent or intentional damage to property in the Otis L. Floyd-Joseph A. Payne Campus Center.

Loitering - Individuals and groups will not be permitted to loiter on stairways and ramps leading to offices. Groups congregating and individuals idling will not be allowed on the walkways of the various levels of the center.

Food and Drink - No food or drink is permitted in the carpeted lounge area or television rooms. All food must be consumed in the designated eating areas.

Facility Care - The Center is an integral part of campus life and requires the cooperation of students, staff, and faculty to maintain its beautiful appearance. No one is permitted to sit on other than designated seats or place their feet on furniture, walls, or windows. All trash must be placed in trash containers.

INTRAMURAL AND RECREATONAL SPORTS PROGRAM

The Intramural and Recreational Sports Program offers a wide range of sports and other activities to meet the diverse interests of the student, faculty, and staff populations. The recreation department values student involvement in its decision-making and program development. The program has an underlying mission of "something for everyone."

The Division of Student Affairs recognizes that the intramural and recreational sports program will help develop leadership, self-esteem, and good social adjustment. All other games such as billiards, board games, card games, and volleyball are played in Kean Hall.

(The *Intramural and Recreational Sports Program is located in Kean Hall, Room 208. Hours of operation are 10:00 am – 10:30 pm, Monday-Friday; 1:00 pm – 10:30 pm, Saturday and Sunday, Telephone (615) 963-5662 or (615) 963-5663.*

THE MEN'S CENTER FOR EXCELLENCE

Through a series of special programming, events and activities the Men's Center for Excellence provides opportunities for male students to connect with each other, faculty/staff, and community role models with the goal of positively impacting these students' collegiate experiences. It is the goal of the MCE to provide relevant experiences for males that will ensure success academically, professionally and socially through development in areas such as Leadership, Social Justice Awareness, Community Involvement, and Mentoring.

The Men's Center for Excellence is located in room 217 of the Floyd-Payne Campus Center. The telephone number for the Men's Center is (615) 963-5250.. The web address is www.tnstate.edu/mancenter

WOMEN'S CENTER

The Women's Center at Tennessee State University offers a variety of programming for students, faculty, staff, and the Nashville community. There are programs that focus on promoting good physical, nutritional, and mental health; maintaining high self-esteem; building healthy relationships and understanding finances. The Center also takes pride in strengthening study and social skills through tutoring, mentoring, and relationship-building rap-sessions. These areas improve the overall retention and graduation rates of students, strengthen morale among University employees, and increases community involvement. The Women's Center is located in room 219 on the first floor of the Floyd-PayneCampus Center. The website address is http://www.tnstate.edu/womenscenter.

RESIDENCE LIFE

Students attending Tennessee State University may commute from home, reside off campus, or live in university residence halls/apartments. Although not required by the university , students living at home are encouraged to live in on-campus residence halls/apartments as long as availability exists.

Tennessee State University recognizes the many advantages afforded by on-campus living. In order to meet the various needs of students, the Department of Residence Life maintains single sex, co-ed, and apartment-style facilities. All residential facilities provide academically friendly, comfortable, and socially healthy living environments, conducive to developing effective study habits and lifelong friendships.

Residence facilities are staffed with professional personnel whose primary responsibility is to provide the guidance necessary to help students build scholarship, high standards of conduct, social skills, personal appearance, and the ability to live harmoniously with others. The live-in staff is available 24 hours a day.

Detailed regulations governing residential living are found in the *Residence Life, Campus Living Brochure.* Students are required to comply with all rules, regulations, policies, and procedures of Tennessee Board of Regents' institutions relating to student conduct and housing, and the provisions of this policy shall be incorporated by reference into each student's residence hall agreement or lease.

STUDENT ACTIVITIES

The mission of the Office of Student Activities at Tennessee State University is to provide programs and services that enrich students' intellectual, ethical and social development. The office provides and supports programs that promote learning opportunities in personal growth, self-governance, social responsibility, and leadership development while assisting in the retention and ultimate graduation of students.

The goal of the university and the Office of Student Activities is to have a balanced program of activities through the sponsorship, support, and cooperation of our Student Government Association, Student Union Board of Governors, the Cultural Affairs Committee, sororities and fraternities, academic departments and registered student organizations.

(For additional information, please call (615) 963-5085 or visit the Office in the Floyd-Payne Campus Center, Room 209)

STUDENT CONDUCT AND MEDIATION SERVICES

The Office of Student Conduct and Mediation Services is designed to provide a fair and appropriate process of educational discipline for all students. The Chief Judicial Officer for the University interprets and provides disciplinary guidance for the entire student body, based upon the policies and procedures set forth in the Student Handbook.

Responsibilities:

- Interprets and enforces institutional disciplinary policies as set forth in the Student Handbook.
- Provides training sessions on student and parental rights.
- Assesses special needs of students and recommends necessary action(s) to the Vice President for Student Affairs.
- Supervises and provides guidance for staff.

STUDENT HEALTH SERVICES

The Student Health Services are maintained to provide preventive care and treatment of acute minor health problems. Students are accommodated on an outpatient basis from 8:00 a.m. to 4:30 p.m., Monday through Friday. Services include first aid, counseling on health problems, referral services, and the communication of pertinent information to consulting physicians, hospitals, clinics and other agencies.

Clinics are held daily, Monday through Friday, by a physician or nurse practitioner who examines, administers or prescribes treatment and medication. No charge will be made for first aid and drugs in simple treatment. Students suffering from complex medical/surgical problems are hospitalized at local hospitals of their choice (at their own expense). The University accepts no responsibility for any student requiring hospitalization; therefore, students are strongly encouraged to enroll in the student health insurance program. Enrollment information is available in the Office of Student Health Services.

(Student Health Services is located in the Floyd Payne Campus Center, 3rd Floor, Room 304. Hours of operation are 8:00 am – 4:30 pm., Monday – Friday, Telephone (615) 963-5291.

WELLNESS CENTER

The Wellness Center is designed to maximize an individual's health and fitness and to help establish lifestyle patterns that promote healthy living. Currently, the Wellness Center provides individualized programming and health education. It also offers a wide array of activities to meet the needs of our students, faculty, and staff. The Wellness Center comes equipped with cardio-vascular and free-weight exercise equipment. The Center also provides aerobic classes, swimming and educational pamphlets/brochures on various health topics. A valid TSU ID is required for admittance. (For additional information and hours of operation call (615) 963- 2261 or visit our website. www.tnstate.edu/wellness_center

UNIVERSITY COUNSELING CENTER

Services which assist students in decision-making processes and the development and refinement of intrapersonal, interpersonal and social relations are offered to students. Professional counselors are available to meet with students on either an individual or small group basis without referral. Confidentiality is maintained and appointments can be made in person or by telephone.

All currently enrolled Tennessee State University students are eligible to receive counseling services free of charge. A psychiatrist is also available (upon referral) for students. Consultation services with the university psychiatrist are also free of charge, but students are responsible for prescriptions. Students who do not have health insurance are encouraged to obtain insurance through the university. Information regarding student health insurance is available at the Student Health Center.

The University Counseling Center staff speaks to various orientation classes and at residence centers. Seminars are also available upon request. The Counseling Center provides both solution focused short-term counseling as well and longer-term care.

Confidentiality and strict adherence to professional ethical standards are maintained and emphasized.

Location: Wilson Hall, Basement Suite 1
Tennessee State University, Main Campus
Telephone: (615) 963-5611

INSTRUCTIONS FOR WITHDRAWAL FROM THE UNIVERSITY

To accomplish proper withdrawal from the university, it is necessary that a student clear his/her status with all the offices on the withdrawal request form by obtaining signatures for clearance verification from each office and then file the form at the Office of Records.

Steps for Withdrawal are below:

1. A student seeking to withdraw from the University must first report to the **Advisement Center** to initiate the withdrawal process and to obtain a signed withdrawal sheet. (The University Counseling center will only be available for consultation regarding the resolution of personal problems related to the reason for the withdrawal but not for the administrative processing of the withdrawal)
2. The student will need to have the withdrawal sheet signed by the Office of Financial Aid.
3. If the student lives on campus, they will need to have the Office of Residence Life sign the withdrawal sheet, however, if the student is not housed on campus, they can proceed to the Bursar's office for their signature.
4. The student will need the signature of the Bursar's office, and finally the student must take the completed withdrawal sheet to the Records office for official withdrawal.
5. The student seeking withdrawal is strongly encouraged to follow these steps in face-to-face interactions with the assigned offices. However, if the student cannot meet face-to-face, then the student can, with written informed consent, assign a designee to follow these steps in their place.

DISABILITY SERVICES

The Office of Disability Services seeks to coordinate university wide services available to students with disabilities. Services range from providing physical accommodations on campus to helping students with learning disabilities succeed in classroom activities. Additionally, the office attempts to improve the understanding level and support from faculty, staff, and the entire campus community.

All students with disabilities who require accommodations will need to register with the office of Disability Services and provide medical documentation.

POLICY ON REQUESTING SPECIAL ACCOMMODATIONS

The following procedures should insure that you receive appropriate and reasonable accommodations:

1. As early in the semester as possible (preferably within the first two weeks of the semester), the student should initiate contact with Disability Services (DS) to request accommodations. At this time, the student should provide DS with current documentation regarding the disability.
2. The student should then plan on meeting with DS to review how the disability substantially limits you and determine what reasonable accommodations would be appropriate for you. Recommendations from documentation and consultation with the student are both used to determine accommodations. Final determination of accommodations rests with the University.
3. **Each semester** that accommodations are wanted or needed in classes; it is the student's responsibility to obtain the **Accommodation Letter** from the DSS office for the professors.
4. It is the student's responsibility to present the **Accommodation Letters** to the professors, meet with them privately, raise their level of understanding about the strengths the student may have and work out the logistics of providing the approved accommodation. Since the primary relationship in the learning process is with the professor, the student is encouraged to take the initiative within the first two weeks of the semester, or earlier, to develop that relationship.
5. If difficulties occur in the actual provision of approved classroom or testing accommodations and the student is unsuccessful in resolving those issues with the professor, then the student may request assistance from DS with securing the approved accommodations. Requests for assistance should be made as soon as any difficulties arise. DS will work with both the student and the faculty member, or department, to arrive at an appropriate resolution.

Additional information about requesting accommodations is available by, contacting Disability Services:
Disability Services – Tennessee State University
Kean Hall, Room 131
3500 John A. Merritt Blvd. Nashville, TN 37209-1561
Phone: 615-963-7400 FAX: 615-963-2176

PERSONS OVER 65 YEARS OF AGE AND TOTALLY DISABLED PERSONS

Pursuant to T.C.A. 49-7-113, persons 65 years of age or older and persons permanently and totally disabled who are domiciled in Tennessee may register for classes for credit on a space-available basis after regular registration is completed by paying a minimum registration fee. The fee is one semester hourly rate, up to a maximum of $70. No late fee is charged. An application fee may also be required. In addition, the applicant must be eligible for admission and submit proof of age or disability. Eligible persons are advised to check with the Office of Admissions prior to attempting to register for courses.

OFFICE OF FIRST-YEAR STUDENTS

The Office of First-Year Students facilitates the transition on new students into the university and acclimates new students to the campus community by providing opportunities that promote student learning and development. New student orientation is required for all first-time freshmen enrolling in the fall and spring semesters. New student orientation prepares new students for university life by offering sessions on financial aid, campus life, academic advisement, and course registration.

The office offers a first-year experience for all incoming freshmen during their first year of college. The first-year experience supports student success and retention of freshmen through various initiatives and programs that address both academic and social adjustment issues. Signature programs and initiatives include the New Student Orientation, Opening Convocation, Freshmen Symposium, Freshmen after Dark Series, and Tiger Mentoring. The first-year experience provides opportunities for students to identify academic and student support services, establish relationships with faculty, staff and students and become familiar with the campus.

Office of First-Year Students
Phone: (615) 963-1890
Web: www.tnstate.edu/firstyear
Email: firstyear@tnstate.edu

INTERCOLLEGIATE ATHLETICS

The university recognizes the need for a well-rounded program of athletics for all students. In this regard, Tennessee State University competes on an intercollegiate basis in football, basketball (men and women), softball (women), golf (men and women), track and field (men and women), volleyball (women), cross country (men and women), and tennis (men and women).

The university is a member of the National Collegiate Athletic Association (NCAA) and the Ohio Valley Conference (OVC).

The department of athletics at Tennessee State University provides an opportunity for student- athletes to participate in a broad-based program of intercollegiate athletics, which is inextricably linked to the academic mission of the university. The department will operate in a manner consistent with the ideals and purposes of the university in its pursuit of educational excellence and in the mental, physical, and ethical development of the student-athlete.

The mission of the department is to offer wide-ranging programs of both curricular and extracurricular activities which will accommodate the needs and interests of the students. Student-athletes will be given the opportunity to participate in athletic and recreational programs while achieving academic success through rigorous degree-completion programs. All of the department's activities will reflect a commitment to the academic integrity and the fiscal integrity of the university, as well as the general welfare of student-athletes.

Likewise, the program will operate within a framework that recognizes the university's commitment to the NCAA principles of fair play and exciting amateur athletic competition. The program will, operate within the rules, regulations, principles and policies of the NCAA, the Conference, and the requirements of federal and state funding entities. Moreover, the department will generate sufficient income to meet the needs of the university.

The TSU Athletic Department will have a continuous and compelling linkage to the educational mission of the university. All programs of the department will be conducted with a commitment to the policies, general mission, and internal controls of the university as well as a commitment to gender and equity. In addition, the department recognizes its mandate to provide first-rate athletic competitions for thousands of students, alumni and other Tennesseans who support the intercollegiate athletic programs of TSU with their attendance at events, their enthusiasm, and their financial support.

INTERNATIONAL AND MULTICULTURAL AFFAIRS

The Office of International & Multicultural Affairs advises international students on immigration and institutional matters as well as provides cultural programming for the University community. The goal of these programs and services is to promote the academic and personal growth and development of all students.

These programs and services are reflective of the developmental and demographical profiles of the student population and responsive to the special needs of individuals. The Office of International & Multicultural Affairs is the liaison for international students to all University departments. The Office is committed to helping the University become sensitive to the needs of the international student population. (*For additional information, please contact (615) 963-5040).*

STUDENT FINANCIAL AID

Tennessee State University offers several types of financial assistance for students

Scholarships

- Academic Work Scholarship
- Building Bridges Grant
- Academic Higher Achiever Scholarship
- Performance Based Scholarship
- Departmental Scholarships & Foundation Scholarships

Federal Financial Aid

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Tennessee Student Assistance Award (TN residents only)
- Federal Work Study
- Federal Stafford Subsidized and Unsubsidized Loans
- Federal Perkins Loan
- Parent Loan for Undergraduate Students (PLUS)
- Graduate Plus Loan for Graduate Students

Eligibility for federal financial aid is based upon financial need. Students must complete the *Free Application for Federal Student Aid (FAFSA)* which is available online at www.fafsa.ed.gov. TSU's code for this application is 003522. Once you complete the application, the financial aid office will receive the information electronically and begin corresponding with you. It is important that you respond to all requests received from the financial aid office. It is also imperative that you keep your mailing address current in the office of admissions and records.

The priority deadline for federal financial aid is March 1st. You must reapply every year to receive federal assistance. The *FAFSA* must be processed and forwarded back to the financial aid office by this date to be considered for **ALL** types of federal aid.

The processing deadline to receive federal financial aid in time for fall registration is August 1st. This means your file must be complete in the financial aid office by this date. Information submitted after the processing deadline will not be processed until September. Students will need to pay all fees out-of-pocket until processing resumes.

Other eligibility requirements for federal financial aid include being fully admitted to the university as a degree-seeking student, being a United States citizen or eligible non-citizen, and meeting satisfactory academic progress guidelines. The current satisfactory academic progress guidelines are available at www.tnstate.edu/finaid .Click on financial aid, then satisfactory academic progress for details.

It is also important that students attend all classes for which they have enrolled. Failure to do so will result in a student being billed for any financial aid received for that class. Also, if the student withdraws from all classes prior to completing 60 percent of the semester, a portion of the financial award **MUST** be repaid and returned to the Federal Title IV Programs.

(For additional information, please call (615) 963-5701 or visit the office in the Floyd-Payne Campus Center, Suite 343)

TENNESSEE STATE UNIVERSITY CAMPUS POLICE

The mission of Tennessee State University Police Department is to provide a safe and secure educational environment through collaborative interaction with students, faculty and staff recognizing the multicultural and diverse university community. The police department provides police and security services for all academic, residential services, student services and campus events on the main and Avon Williams campuses. The department completes reports of all traffic accidents, incidents of criminal activity and acts of student misconduct that occur within the campus community. Accident and incident reports are submitted to the appropriate governmental agencies as required. Reports of student misconduct are submitted to the Office of Judicial Affairs for administrative intervention. Students, faculty, and staff are encouraged to contact the police department at (615) 963-5171 to request services or information whenever necessary. Administrative services are available from 8:00 a.m. — 4:30 p.m., Monday through Friday.

The Parking Services Office is the issuer of hang-tags and visitor parking permits. Parking citations are issued by the police department for parking and on-campus moving violations. Information about parking and other services can be found in the annual police department handbook.

The following violations and assessed fines are listed on each traffic violation ticket:

HANDICAPPED PARKING	$200.00
NOT REGISTERED OR FAILURE TO DISPLAY PERMIT	$ 25.00
FACULTY/STAFF/VISITOR/NO PARKING SPACE	$ 25.00
DRIVING OVER OR PARKING ON LAWN/CURB/WALKWAY	$ 50.00
BLOCKING DRIVE/WALKWAY/DOOR/VEHICLE	$ 25.00
IMROPER PARKING (BACKED IN/NOT BETWEEN LINES)	$ 25.00
RECKLESS DRIVING/SPEEDING	$ 50.00
PARKING WITHIN 10 FT. OF FIRE HYDRANT	$ 15.00
FAILING TO YIELD TO PEDESTRIANS AT A CROSSWALK	$ 15.00
OTHER	$ 25.00

Part 5: Policy on Traffic and Parking

TRAFFIC AND PARKING REGULATIONS

A. Purpose

Parking and traffic policies are applicable to all students, faculty and staff, contractual employees, and visitors to Tennessee State University's campuses. Students are required to obey this policy as a condition of attendance at Tennessee State University. Faculty, staff and contractual employees are required to obey them as a condition of employment or contractual agreement. Violation of parking and traffic policies subjects the vehicle to be ticketed and towed at the owner's expense.

B. Definition of Terms

1. Campus – Shall refer to all property owned by Tennessee State University, upon which the building and/or facilities that comprise Tennessee State University are located.
2. Lawn – Any landscaped area, grassed area, or part of University grounds that is not covered by a building, sidewalk, street, or parking lot.
3. Motor Vehicle – Any device in, upon, or by which any person or property is or may be transported upon a highway, except devices which are moved by human power or are operated upon fixed rails or tracks. "Motor vehicles" and "vehicle" include automobiles, trucks, motorcycles, motorbikes, and other motor-powered vehicle/device operating on land.
4. Offense – An offense is committed each time a vehicle is parked in violation of a parking regulation, commencing with the issuance of the first citation, or each time a parking or traffic violation occurs.
5. Parked, parking – The standing of a vehicle upon a street or parking area, or grounds, whether the motor is running or not, without the occupancy of its driver, other than temporarily for the purpose of and while actually engaged in loading and unloading.
6. Parking Area – Any place or area set aside, marked, posted or intended for parking of vehicles.
7. Registration – Acquiring a Tennessee State University parking permit and properly displaying that permit on the vehicle.

8. Service Vehicle – Any Tennessee State University-owned vehicle or commercially owned vehicle used for the purpose of delivery, maintenance, repairs or servicing the University.

9. Loading Zone – Those areas posted or marked for the use of service vehicles servicing the University in loading and unloading.

10. Restricted Parking – The parking area set aside for the parking of vehicles bearing the particular permit for which that area is posted and reserved.

11. Commuter Parking – The parking area set aside for the parking of vehicles for non-resident students.

C. General

1. The motor vehicle laws of the State of Tennessee are in effect on campus and other Tennessee State University property.

2. Faculty, staff, students, contractual employees, and visitors are expected to know and comply with the State motor vehicle laws, the traffic ordinances of Metropolitan Nashville-Davidson County, and the Tennessee State University Parking and Traffic Regulations.

3. The maximum speed limit on all campus drives, roads and streets is 15 mph unless otherwise posted.

4. The driving of vehicles on campus, walks and lawns is prohibited except when special permission has been granted by the Parking Services Office, Campus Police or Facilities Management Department for emergency conditions.

5. Pedestrians shall be given the right-of-way at all crosswalks or when in compliance with existing traffic controls.

6. Moving or driving around an authorized barricade shall not be permitted.

7. Operators of vehicles shall comply with all traffic signs directing the movement of vehicles in parking lots and streets at the University.

8. The Gentry Center Complex and Indoor Practice Facility parking lots will be utilized for overflow parking. Shuttle services will be available through Facilities Management.

9. Parking of vehicles, motorcycles and small cars in odd-shaped spaces or areas not marked for parking is prohibited.

10. Disabled spaces are reserved and enforced 24 hours, 7 days per week. A TSU-issued disabled permit is required along with a state-issued disabled placard to park in disabled parking space on university property.

D. Vehicle Registration

1. Students, faculty and staff who own and/or operate a vehicle on campus must register the vehicle with the Parking Services Office. Information for vehicle registration is available at the Parking Services Office website (www.tnstate.edu/parking).

2. The registrant of a parking permit will be responsible for parking violations received on any vehicle bearing his/her parking permit. Permits may only be used by the permit holder registered with Parking Services.

3. The acceptance by any person of a parking permit (hangtag or decal), whether temporary or permanent, shall constitute the acceptance of the regulations, ordinances, and/or laws governing the safe and responsible operation and parking of a vehicle on the campuses or property of Tennessee State University.

4. A vehicle is not considered registered unless the assigned parking permit (hangtag or decal) is properly display in the vehicle.

5. Students must be registered for classes and all fees are paid before obtaining a parking permit. The general access fee pays for student parking permits.

6. Failing to register a vehicle(s) or to display a current parking permit thereon is subject to a citation or towing of vehicle at owner's expense.

7. Registration of any vehicle shall be in only one name.

8. Providing erroneous information when registering a vehicle is subject to penalty.

9. Altering or counterfeiting any parking permit shall be subject to a penalty.

10. Upon issuance of a new license plate, the person in whose name a vehicle is registered at the University shall report the new license number to the Parking Services office within seven (7) days after issuance.

11. The fee for general parking permits (hangtags) per academic year is $60.00 for faculty, staff, contractual or temporary employees and employees of contracted services on campus. Payment of fees will be made online or in the Bursar's Office located in the McWherter Administration Building (Main Campus). A cashier's receipt or online receipt must be presented when obtaining a parking permit.

E. Expiration

1. Parking permits are valid from September 1 to August 31.
2. Parking permits will be issued at the Parking Services Office or other designated locations.
3. All automobiles on both Tennessee State University campuses are required to be registered and display a current parking permit.
4. Expired parking permits should be removed before new permits are displayed.

F. Permits

1. A vehicle is not considered properly registered unless the assigned parking permit (hangtag or decal) is properly displayed in the vehicle.
2. Parking permits must be clearly visible and unobstructed on the vehicle to avoid receiving a citation.
3. Motorcycle permits should be affixed to the front or rear of the motorcycle and be clearly visible.
4. Student parking decals must be properly affixed to the inside front windshield in the lower left corner (driver's side) by midnight of the first Friday of the week that classes begin. The decal must be permanently affixed to the vehicle to be valid.
5. Faculty, staff, and administrators parking permits must be properly hung on the front rearview mirror and properly displayed no later than the third workday after becoming a staff member.
6. Improperly displayed parking permits or failure to display a current parking permit will be considered a parking violation and will be cited accordingly.
7. All parking permits are the property of Tennessee State University. No vehicle may be parked on university property unless the appropriate parking permit is properly displayed. Permits are to be returned immediately upon termination of employment, when a student is no longer registered for classes, or at the request of the University.
8. Students, faculty and staff are at no time considered visitors and may not utilize visitor permits or visitor parking spaces.
9. Parking permits are NOT transferable from person to person. Any citation(s) issued under the permit is the responsibility of the permit holder regardless if someone else was in possession of the permit or vehicle. However, parking permits are transferrable to any other vehicle owned or operated by the permit holder provided they have registered the vehicle in the parking management system.
10. Upon proof that the original parking permit has been lost, stolen or destroyed, a replacement permit will be issued upon payment of a fee.
11. Disabled persons who are considered students must present official certification from their home state to obtain a TSU disabled parking permit to park in all campus parking lots where spaces are marked and reserved for disabled persons. The TSU disabled parking permit and the state-issued disabled placard must be hung together on the rear view mirror of the vehicle. Note: The TSU disabled permit must be placed in front of the state-issued disabled placard.
12. Disabled persons who are considered faculty, staff and other employees are required to provide official certification and purchase a TSU disabled parking permit in order to park in all campus parking lots here spaces are marked and reserved for disabled persons. The TSU disabled parking permit and the state-issued disabled placard must be hung together on the rear view mirror of the vehicle. Note: The TSU disabled permit must be placed in front of the state-issued disabled placard.

G. Parking Regulations

1. Parking privileges in University parking lots on campus are available upon application to eligible members of the faculty, staff, contractual employees, student body, or visitors, subject to provisions set forth.
2. Parking on Campus
    a. Faculty, staff and students are required to register their vehicles with the Parking Services Office within three (3) days after their vehicle is brought on campus.
    b. Students residing on campus are to use only the restricted resident hall parking areas assigned to them.
    c. The responsibility for finding a legal parking space rests with the operator of the vehicle. The inability to locate a convenient parking space is not an excuse for violating University parking regulations.
    d. The acceptance of a parking permit, temporary or permanent, by any individual shall constitute the acceptance of the responsibility to observe and abide by all parking regulations.

e. The University reserves the right to temporarily close any campus parking lot area for University purposes which will make them temporarily unavailable to permit holders. In such instances, advance notice shall be given when possible.

3. Illegal Parking

a. Parking is prohibited any place on campus other than those areas which have been designated for parking and identified by signs controlling their use.

b. Parking is prohibited at crosswalks, building entrances, fire hydrants, fire lanes and other areas posted "No Parking" or "No Parking at Any Time" or marked by yellow lines or yellow painted curbs. Vehicles in violation may be towed away at the owner's expense.

c. Taking a motor vehicle into any University building is prohibited except where a shop or garage is specifically designated for the purpose of vehicle repair or storage.

d. Fire lanes/zones must always be kept clear to allow appropriate response from emergency personnel if necessary. Fire lanes on the University campuses are designated by one or more of the following ways:

1) "Fire Lane" painted on the pavement

2) Signage indicating "Fire Lane"

3) Yellow painted curbs, or

4) Yellow painted diagonal lines on pavement.

4. Improper Parking

a. Motorists cannot park by backing in or head on positions.

b. Parking over or across stall marker lines, where such lines are provided, is subject to penalty for improper parking.

c. Parking without the appropriate permit in all lots is subject to penalties, which may include fines, ticketing, and towing.

d. Tennessee State University assumes no liability or responsibility for damage to any vehicle parked in any University parking area.

5. Visitor's Parking

a. All visitors are required to obtain a visitor's parking permit. Occasional visitors on campus shall come by the Parking Services Office or visit the security booth located at the intersection of John A. Merritt and 33rd Avenue North to register their vehicles and to receive a visitor permit and information on parking.

b. Visitors who have frequent occasion to visit the campus on business may apply for a visitor's parking permit. The application should be written in form (it shall be left to the discretion of the Vice President of Student Affairs for Administration whether or not these visitors should be charged a registration fee).

c. Visitors enrolled in short courses for more than a week in duration should be considered as students and should purchase a special parking permit.

d. Visitor parking permits must be placed on the dashboard on the driver's side of the vehicle, clearly visible and unobstructed to be properly displayed.

6. University Owned Vehicles

a. Operators of university-owned vehicles are subject to all University parking and traffic regulations.

b. Such vehicles are not required to display a university parking permit. These vehicles may be parked in any of the parking lots but operators are advised in a manner whereas unnecessary space will not be occupied.

c. Parking of an authorized vehicle in an unauthorized area will subject the violator to a penalty and/or having the vehicle towed away.

H. Fines

All parking citations must be paid prior to class registration. A registration hold will be placed on student account with an outstanding balance.

1. Reckless driving and speeding:
   a. 1st Offense - $50
   b. 2nd Offense - $100

2. Failing to yield to pedestrians at a crosswalk:
   a. 1st Offense - $15
   b. 2nd Offense - $30 or greater
3. Registration violation: no sticker or fraudulent registration:
   a. 1st Offense - $25
   b. 2nd Offense - $50 or greater
4. Driving over or parking on law, curbs, and walkways:
   a. 1st Offense - $50 or greater
   b. 2nd Offense - $100 or greater
5. Parking within ten (10) feet of a fire hydrant:
   a. 1st Offense - $15 or greater
   b. 2nd Offense - $30 or greater
6. Parking in a "No parking" area or reserved area:
   a. 1st Offense - $25
   b. 2nd Offense - $50 or greater
7. Blocking drive, walkway, door, or traffic:
   a. 1st Offense - $25 or greater
   b. 2nd Offense - $50 or greater
8. Improper parking (backed in, or not between lines, etc.)
   a. 1st Offense - $25 or greater
   b. 2nd Offense - $50 or greater
9. Disabled Parking violation: $200.00

   Note: Each Offense – the fine for the offense of illegal use of a parking space designated as disabled/handicapped parking is established by statute. It will be adjusted and posted in University publications as necessary to remain in compliance with state law.
10. Parked or Blocked Fire Lane:
    a. 1st Offense - $50 or greater
    b. 2nd Offense - $100 or greater
11. Failure to Display Parking Permit
    1st Offense - $25
    2nd Offense - $50 or greater
12. Receiving three (3) citations within a period of one semester may result in suspension of the operator's privileges of operating or parking his/her vehicle on campus for the remainder of the school year. The vehicle involved will be placed on a towing list and subsequently towed from campus anytime it is parked on campus during the period of suspension. A letter acknowledging such a suspension, or further violations after the suspension is effective, will be sent to the appropriate dean or supervisor of the person involved.

I. Collection of Fines

1. All fines must be paid at the Bursar's Office during the hours of 8:30 am to 3:30 pm Monday through Friday unless the university is operating on a special schedule.
2. Fines assessed against students, unless paid as herein provided, will be charged to the individual student's account with the University and treated in the same manner as any other debt due to the University.
3. Fines assessed against faculty, staff other employees, unless paid as herein provided, will result in collections.

J. Failure to Pay Fines

1. A student cannot register for classes, receive grades or transcripts until all outstanding obligations to the University are paid. The amount of the penalty may be added to the student's fees at registration.
2. The amount of the fine may be deducted from the paycheck of the University employee, pursuant to the Tennessee Board of Regent's guidelines.

3. Habitual and flagrant violators of the regulations will be referred to the Office of Student Conduct and Mediation Services.

K. Appeal of Parking/Traffic Citation

Appeals

Filing an appeal to a citation allows the individual to demonstrate the citation is invalid. The person filing an appeal will assume the burden of showing why the appropriate enforcement action should not have taken place.

Initial Review of Appeal

The first level of review of an appeal is with the appeals officer within the Parking Services Office. The appeals officer shall review all appeals filed online that meet the ten (10) day deadline. Appeals filed with the appeals officer will be reviewed within 15 working days, or 30 working days during major special events.

Parking and Traffic Committee

The second level of appeal is with the university's Parking and Traffic Committee. The committee consists of representatives from the faculty, staff, and student body. This committee has been established to review appeals that have been denied or reduced by the appeals officer. The Parking and Traffic Committee shall set forth the grounds on which the appealing party believes the decision was improper or inequitable.

An appellant whose appeal has been denied or reduced may file a second appeal online to the Parking and Traffic Committee within ten (10) days of the date of the appeals officer's decision. Second appeal requests shall include all information required in the initial appeal plus any additional information the appellant wishes to include. Final disposition by the committee shall be understood to mean a ruling in which the committee affirms, modifies, or reverses a decision of the appeals officer. The decision of the Parking and Traffic Committee is final. The appellant will receive the decision of the committee via email.

L. Motorized Vehicle Usage on Campus

Electric Personal Assistive Mobility Devices (EPAMDs, aka. Segways)

1. Operation:

All EPAMDs must be operated in a safe and respectful manner and in compliance to the rules and regulations contained in this policy.

2. Registration:

Registration of all EPAMDs (aka. Segway, Electronic Boards and Motor Chairs) users is required. This includes students, visitors and employees and will include a letter to operate to be carried by the operator of the EPAMD.

At the time of registration, students and visitors shall request a copy of the written safety procedures and will be asked to sign a document stating that they have received the registration and procedures. For individuals who use their own EPAMD on University business (e.g. traveling between classes), registration and hands-on training for these individuals is required.

At the time of registration, University employees who may be using a University-controlled and owned EPAMD as a part of their job responsibilities will receive hands-on training by Transportation Services or the designee by Emergency Management.

3. Regulations:

These devices are restricted to sidewalks only, but shall use crosswalks to cross roads.

The riding of EPAMDs inside buildings is prohibited, except as specifically authorized by the President or designee. They shall be stored in areas that do not block egress or access. They are not permitted to be stored in building lobbies, stairwells, stair towers, corridors and ramps inside or outside of buildings or lined parking spaces. EPAMDs may be walked inside buildings to approved and designated storage and/or charging areas.

Tennessee State University will consider the request of any faculty, student, or staff person wanting to use the EPAMD inside of buildings as a reasonable accommodation under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. Students seeking to use an EPAMD inside a building as a reasonable accommodation must contact the Office of Disability Services (ODS), which is located in Kean Hall (615-963-7400) to provide the appropriate information in connection with the accommodation request. Faculty and staff shall contact the Office of Equity and Inclusion to seek an accommodation.

4. Operation of EPAMDs for Students, Faculty and Staff

Regarding operating speeds, persons shall operate at a speed that is reasonable and prudent under the conditions having regard to the actual and potential hazards then existing.

When in use between sunset and sunrise, EPAMDs shall be equipped with - on the front, a lamp, which emits a beam of white light

intended to illuminate the operators path and visible for a distance of at least 500 feet to the front, a red reflector facing to the rear which shall be visible at least 500 feet to the rear and amber reflector to each side. A lamp or lamps worn by the operator shall comply with these requirements.

Operators shall not wear or use headphones or earphones except one earphone for a cellular telephone may be worn.

5. Responsibilities:

The Office of Parking Services will be responsible to register EPAMDs used on campus and maintain registration records. The Office of Parking Services will also jointly develop written safety procedures with Environmental Health and Safety, Emergency Management and University Police and provide training on safe use of EPAMDs.

Risk Management will compile and follow-up as appropriate all non-employee accident reports involving EPAMDs and provide EHS with copies.

Environmental Health and Safety (EHS) will review all procedures and reports to periodically monitor incidents, trends and usage of items under this policy, including EPAMDs, and recommend appropriate changes.

Supervisors (department chairs, faculty and other employees with direct oversight of University employees, including students) will ensure that each employee or student under their supervision or oversight who uses an EPAMD on campus will comply with the registration, training and usage requirements of this policy. This also includes the reporting of all accidents to University Police or Worker's Compensation reports, if injured at work.

Operators of EPAMDs on Tennessee State University property will ensure that they register these units and follow the use requirements of this policy.

For students and visitors, the Office of Disability Services (ODS) will be the office responsible for maintaining documentation pertaining to requests to use EPAMDs inside buildings as specified herein.

For employees, the Office of Equity and Inclusion will be responsible for maintaining such documentation.

The Coordinator of ADA Programs in the Office of Equity and Inclusion will be responsible for maintaining documentation pertaining to requests to use EPAMDs inside buildings as specified herein.

M. Skateboards, Scooters, In-Line Skates/Roller Skates, and Similar Devices

The use of skateboards on campus is prohibited except in designated areas. Roller skates, in-line skates, scooters (excluding medical), sleds, and similar coasting devices are not vehicles and are prohibited in roadways. Persons on such devices are pedestrians for traffic control purposes and may be cited for applicable violations of the Pennsylvania Vehicle Code.

Regulations:

No person shall coast or ride upon any roller skates, in-line skates, scooter, sled, or similar device upon any roadway, parking area, or bicycle route, or within any building on the campus. Nor shall any person coast or ride upon any sled or similar device upon any sidewalk or improved surface used only for pedestrian traffic. Persons may coast or ride upon roller skates, in-line skates or scooters on sidewalks, provided they yield the right-of-way to pedestrians on foot. No acrobatics of any kind are permitted.

Students or employees violating these regulations are subject to disciplinary action by the University. Any other persons violating these prohibitions may be cited for Criminal Trespass for continued or repeated violations of these regulations on the campus.

THE BURSAR'S OFFICE

The Bursar's Office is a part of the Finance and Accounting department under the division of Business and Finance.

The Bursar's Office is responsible for the assessment and collection of student fees; disbursement of financial aid refunds; collection of loans and accounts receivable; processing of third-party billings; and collection and recording of departmental deposits.

FEE PAYMENT/CONFIRMATION OF ATTENDANCE

Bills should not be mailed. Access myTSU at http://mytsu.tnstate.edu to:

- Check account balances.
- Pay fees with MasterCard, Visa, American Express, or check.
- Parents paying fees online need to coordinate logon information with students.) Print account statements. (Please review bill for accuracy.)

- Print detailed class schedules.
- Print 1098T tax statements. (Tax statements will not be mailed. Parents will need to coordinate logon information with students.)
- Complete Bank Deposit Information

Since myTSU is the major mode of communication with students, it is imperative that all students check their myTSU email accounts regularly. For assistance with this electronic portal, please call the Help Desk at (615) 963-7777.

Students are not considered registered until all fees are paid or they confirm registration if fees will be covered by scholarships, authorized deferments and/or financial aid. The following options are available to students in good standing:

Payment can be made in person, by mail, or internet (myTSU) using the following methods.

- **Cash** (please do not mail)
- **Check** (personal, cashiers/bank check, money order) *It is the policy of Tennessee State University to electronically convert and process all paper checks received via Point of Purchase, mail or drop box using the Automate Clearing House (ACH) Network, under the rules governed by the National Automated Clearinghouse Association (NACHA) and the Federal Reserve Bank.*
- **Credit Card** (MasterCard, Visa, or American Express)
- **Bank Wire Transfer** (contact the Bursar's for wiring information)

CONTACT INFORMATION

Website: http://10.52.128.224/bursar/index.aspx

Address: Tennessee State University
Bursar's Office
3500 John A. Merritt Blvd.
P. O. Box 9621
Nashville, TN 37209
Telephone: (615) 963-5472 (office)
(877) 288-0028 (toll free)
(615)963-7632 (fax)

Office Hours: 8:00 a.m. until 4:30 p.m. (**Cashiers: 8:30 a.m. until 3:30 p.m**.)

THIRD-PARTY PAYMENTS

Students who are registering through either the **State employee fee waiver** or **TBR employee fee waiver program may not** register more than four (4) weeks before the first day of classes. Fee waiver forms can only be honored for classes selected (4) weeks before the first day of classes. No late registration fee is assessed to those registering the first day of late registration. Completed forms should be submitted thirty (30) days prior to the scheduled fee/payment confirmation deadline via fax, mail or in person, but students should wait until four (4) weeks before the first day of classes for registration/confirmation. Forms will not be accepted after the first fourteen (14) days (including weekends) of classes.

TBR/UT (spouse/dependent) and TN public school teacher/State Employee (dependent) completed forms should be submitted thirty (30) days prior to the fee payment/confirmation deadline to prevent class schedules from being deleted. Forms will not be accepted after the first fourteen (14) days (including weekends) of classes.

Other third-party sponsors that will be billed for students' fees (e.g., employers, prepaid tuition programs, government agencies, foreign embassies, etc.) should submit authorization paperwork to the Bursar's Office in **advance** of the registration/confirmation deadline to prevent class schedules from being deleted.

CONFIRMATION OF ATTENDANCE

All students MUST CONFIRM. Confirmation affirms that students plan to attend the classes for which they are registered and gives the university permission to apply financial aid. Students who register/confirm and subsequently decide not to attend must drop all classes before the first day of classes to avoid a penalty.

To confirm, access myTSU and do the following:

- lick on Banner Services
- Click on Student Tab
- Select Student Account
- Select Account Detail for Term/Confirm Enrollment/Credit Card Payment
- Select term
- Review Account Summary for accuracy
- Select ***Confirm Registration***. Click ***Yes, I will attend***

1. If the balance due is $0 or a credit (-) (i.e., authorized/memo aid is equal to or greater than the amount due), the student will be given a confirmation number when he/she successfully completes the process.
2. If the balance is owed, the student will be directed to a secure site "TSU Bill Payment Suite" to pay in full or enroll in a deferment plan.
   a. To pay the balance in full, click on ***Make Payment*** and follow the instructions
   b. To enroll in the Deferred Payment Plan, click on ***Enroll in a Deferment*** plan and to follow the instructions.
3. Write down the confirmation number as verification of completion of the confirmation process. The system will enter a code into the computer to hold the classes. If in doubt, the student may try the process again and the systems will tell him/her if registration has already been confirmed. The confirmation will not be repeated. If a student decides not to attend classes after confirming, an official withdrawal from the University is required. If the student decides to attend after checking that he/she will not attend, then he/she must contact the Bursar's Office to reverse the negative response and prevent his/her class schedule from being deleted.

Housing Deposit

1. A $100 non-refundable housing deposit is required for all students who apply for university housing.
2. The non-refundable deposit is paid once a year to reserve an on-campus housing space for the upcoming academic year. The $100 is deducted from the housing fee for the fall semester or whichever semester is applicable.

Refund of Fees

Students who officially drop or withdraw from classes will receive tuition and fee refunds as follows:

NOTE: Refunds are calculated based on liable credit hours. Therefore, in some instances, a refund may not be applicable. Students are encouraged to better plan their schedules and retain their full-time status on their way to a timely and successful graduation.

Students dropping and adding a class on or after the first day of classes must process both the Add and the Drop ON THE SAME DAY and the Add must be processed first.

RODP courses cannot be evenly exchanged with TSU courses when students drop/add on or after the first day of classes. RODP classes can be identified by section number **R50**. RODP courses are charged separately from TSU courses.

- 100% before the first day of classes;
- 75% beginning the first day of classes through the fourteenth day (including weekends);
- 25% beginning the fifteenth (15th) day of classes through 25% of the term;
- 0% after the 25% refund period.

Please refer to the PAYMENT DEADLINES AND OTHER IMPORTANT DATES section of the Bursar's Office website (http://10.52.128.224/bursar/index.aspx) for the 100%, 75% and 25% refund dates.

EXCEPTIONS:

- 100% will be refunded for classes canceled by the University.
- 100% will be refunded in the case of death of the student.
- 0% will be refunded if a student is dismissed or suspended.

FINANCIAL AID-WITHDRAW/REFUND POLICY

THIS POLICY SHALL APPLY TO ALL STUDENTS AT TENNESSEE STATE WHO RECEIVE FINANCIAL AID FROM TITLE IV FUNDS AND WHO TOTALLY WITHDRAW, DROP OUT OR STOP ATTENDING ALL CLASSES WITHOUT OFFICIALLY WITHDRAWING.

Federal regulations require that when you officially withdraw from the university or stop attending classes that the amount of Federal Title IV Financial Aid assistance "earned" up to that point must be calculated using a pro-rata formula. If you received more Financial Aid than you earned, the excess funds will be returned on your behalf by the University to the program in which you received aid. In most instances this will leave you owing the University.

If you change enrollment status within the first 14 days of classes, your financial aid will be adjusted accordingly and you may possibly owe the University.

If you have completed more than sixty percent (60%) of a period of enrollment (i.e. fall term, spring term) you have earned all of your Financial Aid and your account will not be adjusted. Anything less than earning 60% of your aid will require an adjustment and billing.

Upon receipt of the official withdrawal notification from the Registrar's Office, the Financial Aid Office will perform the return calculation. You will be notified by mail. If there is any outstanding balance with the University you are responsible for making payment **arrangements with the Bursar's Office.**

FINANCIAL AID REFUNDS

Refunds will be available via direct deposit and on student ID cards for returning students who have Comdata accounts. Refunds will be processed for students who have registered, completed all paperwork in the Financial Aid Office, and confirmed that they will be attending for the term on myTSU, have had their classroom attendance confirmed, and have actual aid credited to their accounts.

To obtain a financial aid refund, please follow these five steps:

Step #1: Logon to myTSU and selec*t* ***Student*** then ***Refund Account Information*** and follow the instructions.

Step #2: Check your account at myTSU.tnstate.edu to see if you have a credit balance. Refunds will be processed daily beginning with the date posted on the TSU website each semester. Refunds will appear on the ID card within a 24 to 48 hour period from the date of the refund transaction that appears on your student account.

Direct deposit is required if you are a freshman, transfer, or a returning student with a new ID card. Direct deposits may take up to three business days to post to bank accounts. Students who do not sign up will receive their refunds via checks mailed to their permanent addresses on file, beginning mid-September for fall term and mid-February for spring term.

Step #3: Contact the Bursar's Office if you believe you qualify for a refund, but the website reflects that one has not been processed for you. Keep in mind that some scholarships do not allow refunds and PLUS Loan proceeds in excess of fees are treated according to parents' instructions. Refunds will NOT be issued for financial aid that is in "estimated" status.

Refund of Housing Expenses

A. The room and board refund policy is outlined below:

- Refunds will be pro-rated on a weekly basis when a student is forced to withdraw from a residence hall/apartment.
- Because of personal medical reasons confirmed in writing by a licensed physician
- At the request of the university for other disciplinary reasons

  (A week is to consist of at least three business days)

B. 100% of fees will be refunded in the case of death of a student.

C. Withdrawal for other reasons will be subject to the same 75%/25% amounts and time periods as described in the PAYMENT DEADLINES AND OTHER IMPORTANT DATES section of the Bursar's Office website (http://10.52.128.224/bursar/index.aspx).

APPEAL PROCEDURES FOR FEES AND REFUNDS

A student may appeal the assessment, application, calculation, or any interpretation of any university fee, charge, deposit or refund, or any university action connected with fees or charges. Questions should be discussed with personnel in the Bursar's Office. If a student is not satisfied with the resolution of the problem offered by the Bursar's Office, a written appeal can be made to the Vice President of Student Affairsfor Business and Finance,

THE TESTING CENTER

Comprehensive testing services are offered to TSU students, staff, faculty and the general public. The testing staff administers standardized tests required for undergraduate and graduate admissions, pre-professional schools, admissions, college credit by examination, placement, high school equivalency and professional licensure and certification.

The TSU Testing Center assists the University's academic programs by administering:

- Paper-and-pencil tests
- Computer-administered standardized tests

It also addresses the needs of the university community via:

- Admissions tests
- Distance learning
- Workforce development
- Credentials & licenses

Services provided through the Testing Center are available to TSU students and members of the community.

The Testing Center is located on the Main Campus, Holland Hall, Rooms 310 & 312 and on the Avon Williams Campus, Fourth Floor, Suite 400B, Hours of operation are 8:00 -4:30 pm, Monday – Friday, Telephone (615) 963-7111

TRIO PROGRAMS

The Office of TRIO Programs houses Student Support Services and Educational Talent Search under Title IV at Tennessee State University. The goal of the Student Support Services Program (also known as Academic Success Program) is to increase the retention and graduation rates of college students. Students who have an academic *need,* may want to apply during the freshman and sophomore years.

The Student Support Services Program (Academic Success Program) provides the following services to enrolled participants:

- Tutorial services
- Lending library
- Mentoring
- Graduate and professional tours
- Grant aid award
- Assistance with completing applications for admission and financial aid for enrollment to graduate and professional programs
- Information at networking sessions on graduate professional school, careers, college survival skills, scholarships and internships

The Educational Talent Search Program is a pre-college program designed to provide academic and cultural enrichment services to a targeted population of students. The purpose of the program is to assist students in developing critical thinking, effective expression, good study habits and positive attitudes toward learning.

(For additional information, please call (615) 963-7461 or visit the office in Lewis R. Holland Hall, Suite 231).

Identification and Access Control Center – ID Center

The TSU ID Center serves as a focal point for all identity/access management activities at the university and provides general support for the various services connected to the TSU ID Card.

The Tennessee State University ID card is issued to all students, faculty, staff, guests, and contractors.

Your TSU ID serves as:

- An identification card
- An electronic proximity card controlling access to:
  - residence and dining halls
  - recreational facilities
  - academic facilities
- Library card
- You can also use you ID card to purchase goods and services at select locations on campus through the university's Declining Balance program.

The ID card should be on your person at all times and worn visibly while on campus. The TSU ID Card is the property of Tennessee State University and must be surrendered upon request of any authorized party.

HOW TO GET AN ID CARD

- The ID Center is located on the first floor of Hankal Hall in Room 108.
- The requirements for issuance of a TSU ID include:
  - Photo identification - a valid driver's license or other form of government photo ID (state ID card, military ID, passport, or residence alien card).
  - Students must be accepted to the University.
  - Faculty/staff must have proof of employment.
- The photo ID is issued immediately after being photographed.
- Lost, stolen, and damaged ID cards are replaced for a $15 fee payable in the Bursar's office.

LOST OR STOLEN CARDS

Visit the ID Center to report the card as lost or stolen. A card cannot be marked lost over the phone. Once a card is marked lost, it cannot be reversed. A new ID card and account number will be generated for you twenty minutes after reporting the card lost.

PLEASE NOTE: a replacement card cannot be generated if you are not enrolled and taking classes for the current semester.

There is a $15 fee for a replacement card (lost, stolen, and/or damaged). The fee is payable at the Bursar's Office located in the Administration Building. The cashier window closes at 3:30 pm Monday through Friday. Bring your receipt to the ID Center to receive your new card.

CARD FEATURES- Your TSU ID Card provides access to the following services:

- Meal Plans, Dining Services and the P.O.D.
- Library
- Wellness Center
- Cafeteria
- Parking Decal
- Residence Hall Access
- Encoded with meal plans
- Access to athletic events

MEAL PLANS, DINING SERVICES AND THE P.O.D.

- Meal Plans are obtained, managed and controlled by Residence Life. Activating your meal plan on a replacement ID Card is done in the main Aramark Office located inside the 1st floor cafeteria in the Floyd-Payne Campus Center.
- To have funds secured on your ID card for the dining meal plans or purchases at the Provisions on Demand (POD) store, you must

contact Aramark Food Services:

- Mr. Stacey Clevenger | Controller TSU ARAMARK HIGHER EDUCATION
  3500 John Merritt Blvd | Kean Hall Room 131 | Nashville, TN 37209
  clevenger- stacey@aramark.com

UNIVERSITY BOOKSTORE

The University Bookstores have books and supplies at reasonable prices. Bookstore operating hours are from 8:00 am – 6:00 pm Monday through Friday at the main campus.

During registration periods, the operating hours are extended. Dates and hours are posted.

UNIVERSITY DINING

The main cafeteria is located in the Otis L. Floyd Joseph A. Payne Campus Center, first floor. There is also a dining area in the Rudolph Residence Center.

The schedule for meal hours is published and posted in the cafeteria or on bulletin boards in the residence halls and in campus publications.

Dishes, utensils, and other cafeteria property are not to be removed from the cafeteria without prior approval of the person in charge.

UNIVERSITY LIBRARY

The Tennessee State University libraries provide state-of-the-art services which are designed to facilitate and support the teaching, learning, and public service mission of the university. The library's website is a portal for all its services and can be accessed at http://www.tnstate.edu/library or going to the TSU webpage and clicking on campus life, then click on campus services. The libraries have an abundance of computer workstations and have wireless capability, so personal laptops can be used. Off-campus access to the online catalog and databases is provided for currently enrolled students.

Everyone is encouraged to make use of the library for the research needs. A scholarly atmosphere that is conducive for study and research should be maintained at all times. All materials must be checked-out at the Circulation Desk and mutilation of materials (e.g. cutting out pages from books or periodicals) will not be tolerated. Cell phone usage, food, pets, and beverages are not allowed in the library.

Main Campus Library Hours:

Monday – Thursday:	7:30 am – 11:45 pm
Friday:	7:30 am – 4:30 pm
Saturday:	10:00 am – 6:00 pm
Sunday	2:00 pm – 11:45 pm

The library begins clearing patrons and closing procedures 30 minutes before the posted closing time. The main campus library is open 24 hours for two days during mid-term examinations and 24 hours for five days during final examinations.

Avon Williams Campus Library Hours:

Monday – Thursday:	8:00 am – 10:00 pm
Friday:	8:00 am – 4:30 pm
Saturday:	8:00 am – 4:30 pm
Sunday:	2:00 pm – 9:00 pm

(Adjusted hours for holidays and events will be posted on the entry doors and on the library's webpage)

SECURITY

An electronic check system is positioned at the exit from the library. An alarm will sound at the exit, if materials have not been properly checked out. Ignoring the alarm will result in disciplinary action from the university.

Emergency exits are located at the four corners of the building. In case of a fire alarm or other emergency, the exit doors will open automatically. In non-emergency situations, the only exit is located at the front of the building.

UNIVERSITY POST OFFICE

The university post office is located on the first floor of the Floyd Payne Campus Center adjacent to the student cafeteria. It is the central distribution and pick-up for all mail services for the university. All incoming and outgoing mail is delivered to and picked up from the university post office by the U.S. Postal Service in accordance with the schedule indicated below:

Mail Delivery and Pick-up Schedule

Monday – Friday – 8:00 am – 3:00 pm

Post Office Hours

Monday – Friday 8:30 am – 4:00 pm
Money order services 8:30 am – 2:00 pm
Telephone: (615) 963-5246
Special Saturday Openings 8:30 am – 12:00 Noon
(Saturday before Christmas Holiday Recess)
(Saturday before Spring Break Recess)
(Day of Commencement)

Services

The university post office sells stamps, issues and cashes U.S. Postal Money Orders only.

Mail may be sent priority, first class, express, certified, insured, and registered. New added services include signature confirmation, a postal kiosk to purchase stamps, and delivery confirmation for tracking mail electronically via www.usps.gov. Due to new postal regulations, all packages are charged according to their size, shape, weight, and must be wrapped securely for mailing. C.O.D packages cannot be sent from the post office. Fax services are also available for sending and receiving faxes.

Mail Distribution

Mail is placed in mailboxes daily. Delivery notices are placed in mailboxes when mail is too large to fit, along with express, certified, insured, registered, and packages. Mail delivery confirmations are to be picked up at the service window. Two forms of identification are required when picking up certified, express, and registered mail packages – the TSU ID card and a government issued ID Card.

Mailbox Assignment

All students enrolled in six (6) or more credit hours are required to have a mailbox on campus. In this respect, a mailbox and combination are assigned at time of registration should be safeguarded at all times once it has been issued. Lost or misplaced box combinations are subject to an administrative fee. The same mailbox number will be retained throughout enrollment at the university. As a matter of security, mailboxes are checked periodically to determine if they have been left unlocked after mail has been removed.

Address of Correspondence

All correspondents should be notified of student's mailing address as a means of timely distribution of mail in boxes. Example of correct address:

Student Name
Tennessee State University
Box (assigned box number)
3500 John A. Merritt Blvd.
Nashville, TN 37209-1561

Some Do's and Don'ts

- Students are to use the same name on all correspondence as appears on documents used in registration.
- Students should check their mailbox daily
- Students should be sure that their mailbox is closed after removing mail
- Students should advise family and friends NEVER to send cash in the mail
- Always include your box number on correspondence
- Report mailbox tampering immediately to the person working at the service window
- Do not use nicknames, since the same nicknames may be used by others
- Do not give others your mailbox combination

PERSONAL PROPERTY, RIGHTS, FREEDOMS, RESPONSIBILITIES

FREEDOM OF ASSEMBLY

Students enrolled at the university are reminded to take every precaution to safeguard their personal property. Large sums of money should be deposited in the bank for safekeeping. Letters with money orders or checks should be sent registered to ensure delivery. The university cannot assume responsibility for the loss of personal property whether the loss of such property results from theft, fire, or other causes.

STATEMENT OF ASSURANCE

A university campus is considered an appropriate place for spontaneous and impromptu gatherings, where speeches are made, controversial topics are presented and discussed, and acceptable forms of active dissent in support of issues may take place. Picketing, demonstrations, or student strikes, provided they are conducted in an orderly and non-obstructive manner, are legitimate at a state-supported institution, and it is assumed the students involved in such activities have a serious purpose and a sincere interest in his or her own social and intellectual development. They are expected to approach problems with intelligence and reasonableness; are subject to laws and ordinances of the nation, state, and community of which they are a part; and are expected to work peaceably for the changes considered necessary. As students value rights and freedoms for themselves, they are obligated to respect the rights and freedoms of others.

The Tennessee Board of Regents recognizes the right of the individual student, or of student groups, to disagree with national, state, local, and university policies and positions. Students have the right of lawful assembly and to express constructively their views on issues which capture their interests.

Although there are areas of common concern in the several colleges and universities under the Tennessee Board of Regents, there are also appreciable differences in tradition, environment, mission, and institutional character.

It is required, therefore, that each institution establish student and campus regulations that emphasize the unacceptability of the following:

- The support of action through unlawful means;
- Interference with accepted functions or activities of the university and the educational program;
- Unauthorized occupancy of university facilities or blocking access to or from such areas;
- Interference with approved university traffic (pedestrian or motor vehicle);
- infringement of the rights of students, faculty, staff, and/or authorized person to gain access to any university facility for the purpose of attending classes or participating in an interview, university conferences, and/or other university activities.

In adopting policy directives to the presidents of the institutions under its control, the Tennessee Board of Regents emphasizes its commitment to the basic principles involved in academic freedom, scholarly inquiry, constructive criticism, and honest dissent. Simultaneously, the Board reiterates the principles of responsibility of students and faculty members in exercising rights and privileges and the use of recognized, organized channels of expression and communication.

In this spirit, and the conviction that the vast majority of students deserve commendation and will conduct themselves as mature and responsible citizens, the Tennessee Board of Regents hereby makes its policy a matter of public record and instructs the presidents of the universities and colleges under its jurisdiction to take such action as may be necessary to maintain campus conditions that accord with this directive and that preserve the integrity of the institutions and their educational environment. (*The preceding statement appeared in the Minutes of the State Board of Education, August 8, 1968).*

Tennessee State University assumes the position that dissent, when carried out in the prescribed form (being registered in advance with the Vice President of Student Affairs, in order to ensure that the event is held at an acceptable time and appropriate site), will be protected; on the other hand, disruption in any form, will not be tolerated. When dissent takes the form of group activity, sponsored by university-recognized

organizations or clubs, it must be carried out in such a manner that the normal function of the university is not interrupted. Group dissent taking the form of demonstrations, marching, or sit-in activities will not be permitted inside university buildings or during university-wide events such as athletic contests, convocations, special lectures, assemblies or at the president's home and surrounding grounds. This applies equally to students, faculty, employees of the university, and campus visitors.

In the event an unacceptable and/or illegal group or action should occur on the Tennessee State University campus, any one of the following persons has the authority to terminate the meeting or gathering and ask students and/or association, university employee to disperse: the President of the Student Government Association, the Vice President of Student Affairs, Dean of Students/Chief Judicial Officer, Police Officers, Vice Presidents of the university or the President of the university. If it is determined that the speaker or leaders of the unacceptable and/or illegal group or action cannot present a valid identification card or prove they are students of Tennessee State University, the campus police officer shall be summoned to escort those persons from the campus to face possible criminal charges.

In addition, students are cautioned that participation in any disruptive action may lead to civil prosecution as well as institutional disciplinary action.

OFF-CAMPUS RIGHTS, FREEDOMS, AND RESPONSIBILITIES

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the university, and the community.

Students at Tennessee State University are both citizens and members of the academic community, as well as the local community of Nashville. As citizens and members of the academic and city community, students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other individuals enjoy and are subject to the obligations and responsibilities that accrue to them. Due respect for the rights of others in addition to the compliance with local, state, and federal laws is a fundamental responsibility.

A university student should not expect special treatment or consideration because of the campus affiliation. With respect to this relationship, the university is not responsible for making bond should one of its students be arrested by civil authorities and be held for court appearance. Students, local citizens, and taxpayers have equal obligations to respect the rights of others and to comply with local, state, and federal laws. Violation of state laws, if committed off-campus, shall be subject to university disciplinary action when a clear and present danger to life or property of members of the university or the community can be determined through campus due-process procedures.

MISCELLANEOUS

A. The office of the official at each institution is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.

B. Exceptions to this policy can be made upon approval of the Chancellor of the Tennessee Board of Regents.

CLASS ATTENDANCE, ABSENCES, DROP/ADD AND WITHDRAWALS

CLASS ATTENDANCE

Regular and punctual attendance of all courses taken for credit is expected of each student. Course requirements, including tests and examinations must be completed in order to secure maximum ratings consistent with student performance. Permission to take make-up examinations will be affected by irregular attendance.

EXCUSED ABSENCES FOR STUDENTS INVOLVED IN OFFICIAL UNIVERSITY TRAVEL

It is the university's policy that students who are members of official participants in a university activity requiring travel are to receive excused absences for classes missed during official university travel. These activities include: band, athletics, choir, drama and forensics groups, and other registered student organizations whose travel has been approved by the appropriate Division Head of the sponsoring organization. Students should receive excused absences from classes on the dates indicated in the itinerary and be allowed to make up any missed examinations and assignments at the earliest possible time convenient to the faculty member and the student.

Excused absences for official university travel do not count toward the university policy on excessive absences.

STUDENT ABSENCES

(1) Under the Tennessee Board of Regents' system-wide rules on student conduct, students are required to provide explanations and/or justifications for tardiness and missed class sessions directly to the faculty member for each class in which student is enrolled. In pertinent part, TBR system-wide student disciplinary rule number 0240-2-3-.03(5) reads:

(2) Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations

for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course.

(3) Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

(4) In cases, where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact Academic Affairs for assistance in providing such immediate requirements.

POLICY ON EXCESSIVE ABSENCES

Students are expected to attend class regularly and on time. Instructors will keep an accurate record of class attendance. "Excessive absence is defined as no less than one more than the number of times a class meets per week. It is the student's responsibility to withdraw from a course in which excessive absences have been incurred. A student with excessive absences may only be readmitted to class by the instructor. A student who has not been readmitted to a class by the official withdrawal date, may not be readmitted to class by the instructor. A student who has not been readmitted to a class by the official withdrawal date, may not be readmitted to that class and will receive a mandatory grade of "F."

WITHDRAWING FROM A COURSE

Students wishing to withdraw from a course must do so via "mytsu." Athletes wishing to withdraw from a course must secure approval and signature from his/her athletic advisor and submit the proper form to the Records Office. Withdrawal from developmental studies classes is prohibited except in extenuating circumstances and with approval of the director. A student may receive a grade of "W" if he/she withdraws according to the time period listed in the Class Schedule and/or the Academic Calendar which is listed on the web at www.tnstate.edu.

If a student never attends a class officially registered for or stops attending class without officially withdrawing, that student will be assigned a final grade of "F."

After the above deadlines, the student must be assigned a grade of "F." Administrative withdrawal from the university must be documented by the student and approved by the Vice President for Academic Affairs. Health problems or other circumstances beyond the student's control may be reasons for granting withdrawal from the university.

INSTRUCTIONS FOR WITHDRAWAL FROM THE UNIVERSITY

To accomplish proper withdrawal from the university, it is necessary that a student clear his/her status with all the offices on the withdrawal request form by obtaining signatures for clearance verification from each office and then file the form at the Office of Records.

Steps for Withdrawal

1. Begin withdrawal procedures at the Office of Records.
2. Obtain signatures at all offices indicated on the "Withdrawal Request Form".
3. File the "Withdrawal Request Form" at the Office of Enrollment Management. Failure to properly file the withdrawal request form at the Office of Records will result in "F" in all currently enrolled courses, thus jeopardizing a student's eligibility to re-enter Tennessee State University or transfer to another institution. The official date of withdrawal is the date on which the properly completed withdrawal form is received in the Office of Records.

ADMINISTRATIVE WITHDRAWAL

Occasionally, extenuating circumstances will result in a student's needing to withdraw from the university after the published date for withdrawals. In these cases, the student must present a request to the Dean of Students. The request will be reviewed and the student informed of procedures to follow to affect the withdrawal. This option is not available during the final week of classes or during the final examination period.

Circumstances that occur during the final week of classes or during examination period are generally resolved with instructors and the department based upon the student's attendance record and classroom performance. Students who have satisfactory attendance records and who are passing courses may be eligible to receive "Incompletes." (A student who is failing or a student with excessive absences is not eligible to receive "Incompletes").

MEDICAL WITHDRAWAL

A student whose incapacitation makes it impossible to communicate with the university in a timely manner must provide complete medical documentation. This documentation must be received and acknowledged by the university within 30 (thirty) days after the semester ends.

1. Those granted medical withdrawal were required to meet with the Chief Student Affairs Officer (CSAO) or designee and may have been assigned certain treatment related pre-conditions be met prior to readmission to facilitate student retention and eventual graduation. The CSAO may request a waiver of release of information from a student to consult with the Student Reentry Committee prior to establishing pre-conditions.
2. Those medically withdrawn students wishing to return to their studies who were assigned pre-conditions must meet with the Student Reentry Committee in order to ascertain if or to what extent these were met, the latter resulting in a recommendation to the Chief Student Affairs Officer or designee to readmit or not, based on the meeting and/or not meeting of any/all established pre-conditions.
3. In order to accomplish this, the Reentry Committee may request waivers or release(s) of information to communicate with primary treating physicians and/or others to ascertain that the student is medically and otherwise ready to return to her/his studies at the university. Of course, a student may refuse to sign a waiver of release, or revoke a signed waiver in writing, but this may negatively affect the Committee's recommendation.
4. Upon receiving a readmission recommendation from the Committee, the CSAO or designee renders a decision.
5. Students in disagreement with this decision may appeal, per relevant TSU Student Handbook procedures.

STUDENT GOVERNMENT

The Student Government Association ("SGA") serves as the governing body for Tennessee State University's students. The SGA works with the administration in planning and regulating student affairs. It appoints student representatives to university committees, stimulates student participation in campus life, and recommends students organizations to the administration for official recognition. (See "Student Government Association Constitution, Purposes").

CONSTITUTON
OF THE
TENNESEE STATE UNIVERSTY STUDENT GOVERNMENT ASSOCATION

PREAMBLE

Whereas Tennessee State University recognizes the legitimate prerogative of its students to participant in the governance and affairs of the university and whereas such participation shall be consistent with applicable university policies, Tennessee State University does hereby establish and create the Student Government Association in accordance with the provisions of this Constitution as herein contained for the following purposes:

- To represent the welfare and interest of the student body and the university; To facilitate communication and dialogue among students, faculty and administration n matters affecting the welfare of the student body;
- To promote academic excellence and good moral and ethical practices;
- To provide opportunity for the development of superior character and leadership ability among its members; and to exercise the prerogatives and responsibilities of student government as provided in this Constitution in cooperation with the university administration.

Article I

Legislative Functions—The House of Delegates

Section 1. All legislative and deliberative authority of the Student Government Association shall be vested in the House of Delegates.

Section 2. The House of Delegates shall be established and apportioned annually in accordance with the following representation:

Classification of Representatives	Class President	Class Representatives
Freshman	1	1
Sophomore	1	1
Junior	1	1
Senior	1	1
Graduate Level	1	1
At-Large	1 per 1,000 FTE or fraction thereof	1 per 1,000 FTE or fraction thereof

Section 3. Election of the House of Delegates shall be held in class divisions: seniors electing seniors, juniors electing juniors, sophomores electing sophomores, freshmen electing freshmen, graduate students electing graduate students.

Section 4. The number and distribution of At-Large representatives to the House of Delegates shall be based on the university's official fall semester census preceding the university-wide election.

Section 5. For the purpose of Section 4 above, a full-time enrolled (FTE) student shall be defined as any student carrying a class load of at least twelve (12) credit hours per given semester.

Section 6. The House of Delegates.

Section 6A. Duties: The House of Delegates shall be empowered to establish by-laws, operating rules, and standing and temporary committees appropriate for its purposes in conducting its business.

Section 6B. The House of Delegates may review and recommend changes in the *Student Handbook.*

Section 6C. The House of Delegates shall be empowered to recommend criterion and requirements appropriate for the registration of student organizations.

Section 6D. The House of Delegates shall annually approve the operating budget of the Student Government Association and establish appropriate fiscal policies necessary for its operation in conformance applicable university policies and procedures.

Section 6E. The House of Delegates shall maintain direction of student government allocated funds with the advice of the Vice President for Student Affairs or designee. It shall receive and maintain a monthly sheet of expenditures from the student government account that will include a current statement of the balance of the account.

Section 7. The Speaker of the House of Delegates

Section 7A. The speaker of the House of Delegates shall be elected by and from its membership within 30 (thirty) days of the first day of classes for the fall semester and retain voting privileges.

Section 7B. The speaker shall preside over the House of Delegates in the absence of the President and the Vice President.

Section 7C. Should a vacancy occur in the position of Speak of the House, said vacancy shall be filled by a vote of the House of Delegates within (30) thirty days of the vacancy.

Section 8. The Secretary of the House of Delegates

Section 8A. The secretary of the House of Delegates shall be elected by and from its membership within (30) thirty days of the first day of classes for the fall semester.

Section 8B. The secretary of the House of Delegates shall cause to be taken and maintained minutes and permanent records of all association

business. These records shall be open to any member of the association.

Section 9. The Treasurer of the House of Delegates

Section 9A. The treasurer of the House of Delegates shall be elected by and from its membership within (30) thirty days of the first day of classes for the fall semester.

Section 9B. The treasurer shall keep a record of funds budgeted and disbursed by the association.

Section 9C. The treasurer shall cause to be made a year-end report describing revenues, disbursements, and encumbrances and carry forward balances of the association's funds to the House of Delegates and the university reflecting the business of the association at the close of the academic year.

Section 10. The Reporter of the House of Delegates.

Section 10A. The reporter of the House of Delegates shall be selected by and from its membership in a manner prescribed by that body.

Section 10B. The reporter shall assist in promoting public relations between the association and students by transmitting information and enhancing communications.

Section 11. Student Government Association Compact:

As a member of the Student Government Association (House of Delegates), I agree to abide by the following SGA Compact in an attempt to exhibit resolute ownership for Tennessee State University and hold myself accountable to my elected position of leadership. As a member of the Student Government Association (House of Delegates) at Tennessee State University, I will always:

- act in a manner that displays integrity, honesty, sound character and good morals.
- be punctual, properly dressed and prepared for the task at hand.
- take a personal stand to positively affect the continuous growth, development, and enhancement of the university.
- represent the university by utilizing personal knowledge, skills, and resources.
- treat all individuals with a high level of appreciation and respect and expect the same in return.
- accept and demonstrate a steadfast commitment to learning by taking responsibility through personal and professional development.
- expect and achieve success and set high standards in personal and professional ventures.
- take my position as a student leader seriously.
- exude confidence and resolve but remain humble and steadfast.
- effectively communicate any issues, problems, or circumstances that will not allow me to be in compliance with the aforementioned statements.

Section 12. The Qualifications of Members in the House of Delegates are as follows:

Students seeking membership into the House of Delegates must not be on academic probation an/or must not have been found guilty of any student conduct violation within the last academic year and/or currently facing disciplinary action resulting in penalties of probation, suspension, or expulsion. This standard is applicable for each and every position within the House of Delegates**.**

A. Representative at Large: a) must be a full-time enrolled student (12 hours) at the time of election and continuously enrolled full-time during an academic year in which office is held; b) must possess a cumulative grade point average of at least 2.50 c) must not be on academic probation and/or must not have been found guilty of any student conduct violation resulting in penalties of probation, suspension, or expulsion; d) should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative grade point average;) e) a student unable to meet the qualifications at the time of the election shall not be certified to hold office and must relinquish office to the next eligible runner-up (if there is no qualified runner-up, a special election shall be held during the fall semester).

B. Class Representative: a) must have completed the appropriate hours (excludes remedial and developmental courses) required for a specific class: b) must be a full-time student (12 hours) at the time of election and continuously enrolled full-time during the academic year in which office held: c) must possess a cumulative grade point average at least of 2.50 (excludes remedial and developmental hours); d) must not be on academic probation and/or must not have been found guilty of any student conduct violation resulting in penalties of probation, suspension, or expulsion; should show evidence of having earned of at least 12 credit hours (excluding remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative grade point average.

C. President and Vice President (See Article II, Section 4)

D. Mr. Tennessee State University (See Article III)

E. Miss Tennessee State University (See Article IV)

An appropriate exception to this provision concerning hours and grade point average may be made for freshman class representatives and freshman class president upon the approval of the Student Election Commission under the authority granted by the House of Delegates to conduct student elections.

Section 13. With the exception of the cumulative grade point average, a seat in the House of Delegates shall be declared vacant by the House at any time during the academic year when an incumbent fails to satisfy any requirement as set forth in the article.

Section 13A. If removed from office, the individual has the right to appeal to the Vice President of Student Affairs, followed by the Vice President for Student Affairs, and ultimately the President of the university.
Section 13B. During the period of appeal, vacant offices shall be temporarily filled until an ultimate decision is made.
Section 14. Vacant class seats in the House of Delegates shall be filled upon the nomination of the class president with the advice and consent of the House of Delegates. Vacant At-Large and graduate student seats shall be filled upon the nomination of the president of the Student Government Association with the advice and consent of the House of Delegates. Appointees to vacant seats in the House of Delegates shall serve for the length of the unexpired term of office.
Section 15. A member of the House of Delegates, including the speaker, may be removed from office by a two-thirds vote of its membership when it is determined that a representative has failed in his/her responsibility to the university or his/her demeanor otherwise reflects disfavor upon the Student Government Association, subject to the right of appeal to the Vice President of Student Affairs, followed by the Vice President for Student Affairs, and ultimately the President of the university or his/her designee. Members of the SGA may be removed from their respective positions
by the Vice President, or President pursuant to the disciplinary action process.

Article II Executive Functions
Section 1. The President of the Student Government Association.
The president of the Student Government Association shall be the chief executive officer of student government and serve as principal spokesperson for the student body.
Section 2. The Vice President of the Student Government Association.
Section 2A. The Vice President of the Student Government Association shall be empowered to carry out the duties and responsibilities of the president in his/her absence **and shall serve as the chair of the General Assembly**
Section 3. Duties and Responsibilities:
Section 3A. The President shall call and preside over meetings of the House of Delegates of which he/she shall be a member with voting privileges.
Section 3B. The President shall be an ex-officio, non-voting member of all committees of the association.
Section 3C. The President shall recommend to the House of Delegates an operating budget for the association.
Section 3D. The President shall be empowered to appoint committees to assist in the executive functions of the association and to promote broad student participation in the affairs of the student body and the university.
Section 3E. The President shall be empowered to recommend and nominate students to serve on university committees.
Section 3F. The Vice President shall be a voting member of the House of Delegates and shall preside over that body in the absence of the President.
Section 3G. The Vice President shall serve as the chairperson of the Student Government General Assembly.
Section 3H. The Vice President shall assist and represent the President in performing the executive and administrative duties of the Student Government Association.
Section 4. The Qualifications for the Office of President and Vice President
Section 4 A. Candidates for the Office of President of the Student Government Association must have completed 78 semester credit hours (excludes remedial and developmental hours) at the end of fall semester prior to seeking office, be continuously enrolled as a full-time student (12 hours) during the spring semester in which the office is sought, have a cumulative average of 2.80 or above (excludes remedial and developmental hours), not have been found guilty of any student conduct violations resulting in penalties of probation, suspension, or expulsion. Candidates for the office of the Vice President of the Student Government Association must have completed 48 semester credit hours (excludes remedial and developmental hours), at the end of the fall semester prior to seeking office, be continuously enrolled as a full-time student (12 hours) during the spring semester in which the office is sought, have a cumulative average of 2.80 or above (excludes remedial and developmental hours).
Section 4B. Candidates for the office of the President of the Student Government Association must have earned 75 semester credit hours (excludes remedial and developmental hours), by the semester in which office is sought in order to be certified eligible to hold office during the elected term. Candidates for the Office of Vice President of the Student Government Association must have earned 60 semester credit hours (excluding remedial and developmental hours), by the end of the semester in which office is sought in order to be certified eligible to hold office during the elected term.
Section 4C. Students elected to office should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.80 cumulative and 2.50 semester grade point average.
Section 4D. A student who is unable to maintain the required qualifications after elections will be reviewed on a case by case basis.
Section 4E. No student is eligible to be placed on the official ballot as a candidate for President or Vice President who does not participate in the pre-election activities (e.g., Nomination Convention, Forum, etc.).

Section 4F. The President and the Vice President must be full-time (excludes remedial and developmental hours) enrolled students at the time of election and continuously during the academic year in which the office is held.
Section 4G. Vacancies in the presidency and/or the vice presidency shall be filled in accordance with the provisions of this Constitution (see Article 11, Section 7).
Section 5. The President and Vice President of the Student Government Association shall be elected annually in a university-wide election by plurality vote of the student body.
Section 6. The President and/or the Vice President may be removed from office by a three fourth vote of the House of Delegates.
Section 6A. If removed from office, the individual has the right to appeal to the Dean of Students, followed by the Vice President for Student Affairs, and ultimately the President of the university whose decision shall be final.
Section 7. Should the Office of President or Vice President become vacant for any reason, the line of succession shall fall as follows for the unexpired term of office: the Vice President shall become President and the Speaker of the House shall assume the Office of the Vice President.

Article III

Mr. Tennessee State University

Section 1. Mr. Tennessee State University shall be elected annually in a university-wide election of the student body.
Section 2. Mr. Tennessee State University shall serve as a voting member of the House of Delegates.
Section 3. Mr. Tennessee State University must be a full-time enrolled student (12 hours) at the time of election and continuously enrolled full-time during an academic year in which office is held, and must have completed 75 hours (excluding remedial and developmental hours) at the end of the fall semester prior to seeking office; be continuously enrolled as a full-time student during the spring semester in which the election is held with at least one academic year's continuous full-time enrollment at Tennessee State University immediately prior to the semester in which the office is sought; have a cumulative grade point average of 2.80 or better in college level courses; have high moral character, poise, loyalty, and an amiable personality.
Section 3A. The elected student should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.80 cumulative and 2.50 semester grade point average.
Section 3B. A student unable to meet the qualifications shall not be certified to hold office and the next eligible runner-up shall be installed in the office or, if there is no qualified runner-up, a special election shall be held during the fall semester.
Section 4. The student must have earned 75 hours (excludes remedial and developmental hours) during the semester in which the office is sought in order to be eligible hold office during the elected term. Students shall be given the opportunity to use the Extreme Spring Break to assist in meeting the criteria, if necessary.
Section 5. Mr. Tennessee State University must be continuously enrolled as a full-time student during the academic year, in which the office held.
Section 6. No student is eligible to be placed on the official ballot as a candidate for Mr. Tennessee State University who does not participate in the pre-election activities for that office as prescribed by the House of Delegates and/or the Student Election Commission, such as the Mr. & Miss Tennessee University Pageant, forum, etc.
Section 7. The office of Mr. Tennessee State University shall be declared vacant if the incumbent fails to be in compliance with any provision of Section 3 above with the exception of the grade point average requirement during the term of the office.
Section 7A. Mr. Tennessee State University may be removed from office by a two-thirds vote of the House of Delegates, if the incumbent's behavior, conduct or reflects a negative image on the office, the student body, or the university—subject to a right of appeal to the vice president for student affairs and/or his/her designee.
Section 8. Should the office of Mr. Tennessee State University become vacant for any reason, the line of succession shall fall in order to the first runner-up, second runner-up, etc.

Article IV

Miss Tennessee State University

Section 1. Miss Tennessee State University shall be elected annually in a university-wide election of the student body.
Section2. Miss Tennessee State University shall serve as a voting member of the House of Delegates.
Section 3. Miss Tennessee State University must, have completed 75 hours (excluding remedial and developmental hours) during the semester the position is sought; be continuously enrolled as a full-time student during the spring semester in which the election is held with at least one academic year's continuous full-time enrollment at Tennessee State University immediately prior to the semester in which the office is sought; have a cumulative grade point average of 2.80 or better in college level courses; have high moral character, poise, loyalty, and an amiable personality and friendly attitude.
Section 3A. The elected student should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.80 cumulative and 2.50 semester grade point average.

Section 3B. A student unable to meet the qualifications shall not be certified to hold office and the next eligible runner-up shall be installed in the office, or if there is no qualified runner-up, a special election shall be held during the fall semester.
Section 4. Miss Tennessee State University must be continuously enrolled as a full-time student during the academic year in which the office is held.
Section 5. No student is eligible to be placed on the official ballot as a candidate for Miss Tennessee University who does not participate in the pre-election activities for that office as prescribed by the House of Delegates and/or the Student Election Commission, such as the Miss Tennessee State University Pageant, forum, etc.
Section 6. The office of Miss Tennessee State University shall be declared vacant if the incumbent fails to be in compliance with any provision of Section 3 above with the exception of the grade point average requirement during the term of the office.
Section 7. Miss Tennessee State University may be removed from office by a two-thirds vote of the House of Delegates, if the incumbent's behavior or conduct reflects unfavorably on the office, the student body, or the university—subject to a right of appeal to the Vice President of Student Affairs and/or his /her designee.
Section 8. Should the Office of Miss Tennessee State University become vacant for any reason, the line of succession shall fall in order to the first runner-up, second runner-up, etc. Should the line of succession fail to produce a replacement, the official shall fall in order to Miss Senior, Miss Junior, etc.
Section 9. The successor of Miss Tennessee State University as described in Section 7A shall hold office for the unexpired duration of the term of office.

Article V
Class Officers and Class Queens
Section 1. The qualifications for class position are as follows: a) must have completed the appropriate hours (excludes remedial and developmental hours) required for a specific class, b) must be a full-time enrolled student (excludes remedial and developmental hours) and continuously enrolled during the academic year in which the office is held, c) must possess a cumulative grade point average of 2.50 (excludes remedial and developmental hours), d) must not be on academic probation.
Section 2. With the exception of freshman class officers, the appropriate hours (excluding remedial and developmental hours) required for specific classes are: 30 hours for sophomores, 60 hours for juniors, and 90 hours for seniors.
Section 3. Students elected to office should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative grade point average.
Section 4. A student unable to meet the qualifications shall not be certified to hold office and the next eligible runner-up shall be installed in the office if there is no qualified runner-up, a special election shall be held during the fall semester.

Article VI
No student shall be elected to any SGA or class office, including Mr. and Miss TSU and class queens, by write-on ballot.

Article VII
Section 1. The term of office for the House of Delegates shall be approximately one calendar year beginning with the Fall SGA Inauguration and ending with the spring commencement of the following year.
Section 2. The President, Vice President, and Miss Tennessee State University/Mr. Tennessee State University shall not serve more than one term or fraction thereof in the same office.
Section 3. All elected offices must maintain a cumulative grade point average of a 2.50 or higher.

Article VIII
Administrative Functions – The Student Election Commission (SEC)
Section 1. The Student Election Commission (SEC) shall be composed of twenty (20) voting members and shall conduct student election as directed by the House of Delegates. Any changes of rules undertaken by the SEC must be submitted to the House of Delegates and approved before these rules become effective.
Section 2. Election and pre-election activities for Student Government Association, Vice President, Mr. & Miss Tennessee State University, Representative-at-Large, and Class Officers will take place during the Student Election Week. These elections are to take place under the supervision of the Student Election Commission and their faculty/staff advisor, with the date of student elections being the first full week in April of each year.
Section 3. Eligibility for Membership: To be eligible for membership in the Student Election Commission (SEC) the student:
A. must be in good financial standing
B. must have completed at least 30 credit hours (excludes remedial and developmental hours)

C. must have a least a 2.50 cumulative average (excludes remedial and developmental hours)

E. must have earned at least 15 hours at the university (excludes remedial and developmental hours).

F. must submit an application for membership to the Student Election Commission under the authority granted by the House of Delegates. All qualified applicants will be notified of interview dates. The number of members serving on the SEC shall be twenty (20) as set forth in the SEC Constitution.

Section 4. Student body elections may not occur within a two-week period immediately preceding mid-term or final exams.

Section 5. Voting in all elections shall be by secret ballot.

Please be sure to refer to the Operations Manual for information regarding Student Election Commission (SEC) as the information is subject to change.

Section 6. The House of Delegates in session with the Student Election Commission shall be empowered to review and approve the program of work submitted by the SEC for election.

A. The inauguration of the president of the Student Government Association and the coronation of Mr. & Miss Tennessee State University shall be held as scheduled by the Office of Student Activities.

B. The coronation of Mr. & Miss Tennessee State University:

1. The formal coronation of Mr. & Miss Tennessee State University shall be held during the fall semester following their election.
2. This ceremony shall be carried out under the supervision of the Office of Student Activities.
3. This ceremony will be held during the week of Homecoming or when deemed appropriate by the Office of Student Activities.

Please be sure to refer to the Operations Manual for information regarding the House of Delegates as the information is subject to change.

Section 7. Procedure for Filing Office – Student Government Association

Section 7A. The SEC will announce the opening of the filing period for all student-elected offices during the last week of November.

Section 7B. Applications for all elected offices shall be due in the Office of the Director of Student Activities no later than January 31.

Section 7C. Student Affairs in conjunction with the SEC advisor and the Office of Student Activities shall begin immediately by the process of certifying all candidates for office.

1. Certification to run for office is accomplished by submission of the appropriate forms to the Office of Admissions and Records for official verification of student records and for verification that the student is enrolled currently as a full-time student.
2. The initial certification process shall be completed by the third week of February.
3. The Office of Student Activities shall post a list of applicants eligible to run for each office no later than the last week of February.

Section 7D. The student election period shall take place the first full week in April.

Section 7E. Pre -Certification

1. All candidates for office (winners, runners-up) shall be certified by Student Affairs in conjunction with the advisor to SEC to hold office after the final spring semester grades are posted (to determine whether or not students have met the credit hours and a 2.50 or better cumulative grade point average requirement to hold the office. All candidates for office (winners, runners-up) shall be certified by Student Affairs in conjunction with the advisor to SEC to hold office after the final summer semester grades are posted (to determine whether or not students have met the credit hours and the cumulative grade point average requirement to hold the office. Students who have not met the requirements necessary to hold their positions at the end of the spring semester are encouraged to enroll in summer classes to work toward meeting the requirements prior to the fall.
2. Students seeking office shall show evidence of having been enrolled in TSU as a full-time student during the spring semester in which office is sought.
3. Students elected to office shall show evidence of having earned the equivalent of at least 12 credit hours (excluding remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative grade point average.
4. Student elected to office shall show evidence of having earned the equivalent of at least 12 credit hours (excluding remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative grade point average. Students elected to the office of SGA President, SGA Vice President, Mr. Tennessee State University and Miss Tennessee State University shall show evidence of having earned the equivalent of at least 12 credit hours (excluding remedial and developmental hours) during the semester in which the election is held and earned a 2.80 cumulative grade point average.
5. A student unable to meet the criteria shall not be certified to hold office and the next eligible runner-up shall be installed in the office or, if there is no qualified runner-up, a special election shall be held during the fall semester to fill the vacancy.

Section 8. This Constitution supersedes any and all policies and procedures of the Student Election Commission Constitution.

Article IX Publication Board

Section 1. There is hereby established a Publication Board consisting of the following members:

- Chairperson—(appointed by the University President)
- President of the junior class
- President of the senior class
- Faculty Member—appointed by University President
- Director of Public Relations
- Dean of Students
- Advisors of student publications
- Editor *(The Tennessean)*
- Editor *(The Meter)*

Section 2. The duties and powers of this Publication Board shall be:

- To establish and to monitor guidelines for student publications
- To choose the editors of *The Meter* and *Tennessean*
- To settle disputes between staffs
- To remove, if necessary, the editors by a two-thirds vote of the Publication Board

Section 3. The editors of student publications shall enjoy appropriate editorial freedom consistent with the interest of the student body, the university, and accepted standards of journalism.

Article X

General Student Assembly

Section 1. The name of this organization shall be the General Student Assembly.

The officers of the General Student Assembly shall be Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Parliamentarian, and Sergeant-at-Arms, all of whom shall be duly elected by the Assembly, with the exception of the chairperson who shall be the Executive Vice President of the Student Government Association.

Section 2. All SGA chartered student organizations must meet the following to be considered registered and to solicit funds from the General Student Assembly/Student Government Association:

- Must be registered with the Office of Student Activities
- Have two (2) members in attendance at every General Student Assembly by meeting, one voting and one non-voting
- Campus organizations with fewer than 20 active members must send one (1) voting member
- The National Pan Hellenic Council at Tennessee State University must provide two (2) members from their council as representatives at General Student Assembly meetings
- The names of the representative(s) shall be submitted to the House of Delegates within 30 days after the first day of class
- Complete two (2) community service projects each semester and sponsor one campus event each semester.

Section 3. The General Student Assembly is to meet once per month not to exceed four (4) meetings in a semester.

Section 4. The objectives of the General Student Assembly shall be as follows:

- Provide a means by which a representative cross-section of student opinion and thought may be obtained.
- Enhance the university setting through the knowledge of and participation in the many programs and activities therein administered.
- Assist the Student Government Association in arousing student interest in campus affairs.
- Assist the Student Government Association in upholding the basic philosophical tenets of strong leadership.

Section 5. All registered organizations that do not participate in the General Student Assembly will have their registration revoked, will not be eligible to request student activity fee funds, and will not have access to university facilities.

Section 6. All registered organizations must pay a registration fee to the Office of Student Activities.

Article XI

Student Union Board of Governors (SUBG)

Section 1. The purpose of the Student Union Board of Governors (SUBG) is to initiate programs, coordinated by the student activities staff, which serves the cultural, educational, recreational and social interests of the university family. These include concerts, movies, forums, service projects, dances, etc.

Section 1 A. The board shall maintain the direction of student activity funds with the help of the Vice President of Student Affairs and the Director of Student Activities. They shall receive and maintain a monthly sheet of expenditures from the activity funds that will include a statement of the monies held in the account.

Section 1 B. The Student Union Board of Governors at the beginning of each semester shall submit to the House of Delegates a proposed plan of activities and programs for that semester.

Section 2. Qualifications for Membership on the Student Union Board of Governors are as follows:

- Students must be full-time in good financial standing with the university. Students must have at least a 2.50 cumulative average (excludes remedial and developmental hours).
- Students must have earned at least 15 hours at the university (excludes remedial and developmental hours)

Section 3. Applications from students desiring membership for the upcoming academic year shall be submitted to the Director of Student Activities no later than March 15th. Applicants will be notified of interview dates. The number of student members serving SUBG shall be thirty (30) as set forth in the SUBG Constitution.

Section 4. Any student in good standing with the university is eligible for membership of a board-sponsored committee.

Section 4A. The functions of these committees are to help in the execution of programs and activities. They serve, also, to broaden the representation of student opinion in selection of activities presented on the campus.

Section 5. The officers of the board shall be Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, and Student Government Association liaison officer.

Section 5A. The term of office shall be one year.

Section 5B. Officers of the Student Union Board of Governors shall be elected at the second meeting in March from its membership.

Section 5C. The Chairperson and Vice Chairperson must have been members of the board for at least one year.

Section 6. Regular meetings of the board will be held twice monthly.

Section 6A. Committee meetings shall be called by the chairperson.

Please be sure to refer to the Operations Manual for information regarding Student Union Board of Governors (SUBG) as the information is subject to change.

Article XII

Section 1. Meetings of the Student Government Association shall normally be open and public; however; participation in meetings, including speaking privileges, shall be limited to appropriate membership of the Student Government Association unless others are specifically recognized for this purpose. The meetings should be held between the hours of 9:00am and 6:00pm on weekdays and must be approved by the Assistant Dean of Student Life and Engagement.

Section 2. The President of the University, Vice President for Student Affairs, and appropriately appointed advisors and/or their designees shall at all times be afforded the courtesy to address and enter into discussion with the Student Government Association and/or any of its component parts.

Article XIII

Section 1. Each class shall annually elect from its class membership a President, Vice President, Secretary, Treasurer, Class Representative, and appropriate Class Queen and King. The Class President may appoint other such officers as parliamentarian, sergeant-at-arms, etc. at his/her discretion.

Section 2. Duties and Responsibilities

Section 2A. The officers shall represent the welfare and interest of their respective classes.

Section 2B. Each class president is a voting member of the House of Delegates.

Article XIV

The SGA President, Vice President, Mr. & Miss Tennessee State University, and the editor of *The Meter* shall receive a stipend for the fall and spring semesters in which their office is held.

Article XV

The advisors to the House of Delegates and its component parts shall be appointed by the Vice President of Student Affairs.

Article XVI

The authority for resolving contested issues related to the interpretation of the Constitution is vested in the Office of the Vice President of Student Affairs, subject to final appeal to the president of the university.

STUDENT ACTIVITIES

The University, Registered Student Organizations, and the Student Union Board of Governors sponsor well-balanced programs of activities. These activities are coordinated by the Director of Student Activities with the assistance of the Vice President of Student Affairs and include concerts, athletic events, educational and social trips (museums, Battle of the Bands) convocations, recitals, lyceum series, programs of a religious nature, lectures, art exhibits, intramural tournaments, movie series, as well as community partnerships and opportunities for service learning.

Admission to all campus activities (except travel and Homecoming Step Show/Concert) is by TSU identification card and/or admission fee.

Participation in organizations may serve to develop special talents and skills in music, dramatics, writing, and religious expression or to develop an appreciation and capacity for leadership, cooperation, and fellowship. In making a choice of organizations, the student should consider his/her interests, health, scholarship, finances, and home relations. Involvement in extracurricular activities compliments the work learned in the classroom and develops a well-rounded student.

Freshmen are urged to limit their participation in organizations and other extracurricular activities particularly during the first semester when numerous academic, social and other adjustments to university life have to be made.

STUDENT ORGANIZATIONS DIRECTORY

For an updated list of student organizations, please refer to the website or to contact the Office of Student Activities. Sample organizations are listed below.

Class Organizations: Freshman, Sophomore, Junior and Senior--these university classes organize at their meetings throughout the year, plan social and other class programs.

The Graduate Student Association is organized for graduate students.

Departmental Organizations (*refer to academic department*)

Civic and Political

- National Association for the Advancement of Colored People (NAACP)
- Future Politicians of America
- Tennessee Intercollegiate State Legislature
- College Democrats

Creative Arts

- Hip'Notyze Dance Troupe
- Allure Modeling Troupe
- Art Guild

Cultural

- Africana Studies Society
- Multicultural Friendship
- Society International Affairs Society
- Kurdish Student Association
- Somali Student Association
- FUTURO
- Saudi Students Association

Literary and Dramatic Organizations

- Theatre Society Literary Guild—open to all students Thomas E. Poag Players Guild—open to all students under the direction of the faculty of the department of communications Brown Bag Theatre Forensics Team

Musical Organizations

- Jazz Ensemble—for music majors
- Tau Beta Sigma—for music majors
- Gospel Choir of TSU—open to all students
- University Choir-open to all students
- University Marching and Concert Bands-open to all students
- TSU Meistersingers—open to all students
- Showstoppers—open to all students
- Phi Mu Alpha Sinfonia Fraternity
- Sigma Alpha Iota Music Fraternity for Women, Inc.

National Honor Societies

The National Honor Societies of the university include:

- Alpha Kappa Mu Honor Society, Phi Beta Tau Chapter – an organization open to students of junior class standing or above with a cumulative average of 3.3 or above.
- Alpha Mu Gamma, Aeta Sigma Chapter – for outstanding students in French, German, or Spanish. Freshman students may qualify for membership.
- Alpha Sigma Lambda Honor Society – for students who have demonstrated academic excellence.
- Beta Kappa Chi Scientific Society, Xl Chapter – an organization for outstanding students and scholars in natural sciences and mathematics
- Kappa Delta Honor Society, Zeta Chi Chapter – an organization for outstanding students and scholars in education
- Kappa Omicron Phi, Beta Sigma Chapter – for students who have completed 8 to 12 hours of home economics studies and have a grade point average of 3.0
- Kappa Omicron Nu, Beta Sigma Chapter Men's Scholastics Honor Society—for men in the freshman class who have earned cumulative averages of 3.00 or above during the current school year
- Phi Gamma Nu Business Association—for Business majors Phi Alpha Theta—for outstanding juniors, seniors, and graduate students who have earned a cumulative 3.00 or above in history Phi Beta Sigma—an organization to encourage and recognize high scholastic achievement among members of the freshman class Phi Kappa Phi—undergraduates with cumulative grade point averages of 3.7 or above and graduate students with a perfect 4.0 cumulative grade point average Pi Tau Sigma—an organization for mechanical engineering majors Psi Chi Honor Society—an organization for honor students in psychology Sigma Delta Pi, Gamma Eta Chapter—an organization of outstanding students in Spanish Sigma Rho Sigma, Gamma Chapter—an organization for future social science teachers Sigma Tau Delta, Alpha Eta Chapter—for students interested in English language and literature Theta Alpha Phi, Epsilon Chapter—an organization for outstanding students in drama Alpha Lambda Delta Women's Scholastic Honor Society—an organization designed to promote intelligent living and a high standard of learning and to encourage superior scholastic attainment among women in their first year at the university. Cumulative average of 3.00 or above Golden Key National Honor Society—for outstanding juniors and seniors who have earned a 3.40 or above cumulative average

National Pan-Hellenic Council

- Alpha Kappa Alpha Sorority, Inc., Alpha Psi Chapter
- Alpha Phi Alpha Fraternity, Inc., Beta Omicron Chapter
- Delta Sigma Theta Sorority, Inc., Alpha Chi Chapter
- Iota Phi Theta Fraternity, Inc., Delta Beta Chapter
- Kappa Alpha Psi Fraternity, Inc., Alpha Theta Chapter
- Omega Psi Phi Fraternity, Inc. Rho Psi Chapter
- Phi Beta Sigma Fraternity, Inc., Zeta Alpha Chapter
- Sigma Gamma Rho, Alpha Beta Chapter
- Zeta Phi Beta, Epsilon Alpha Chapter

Professional

- Alpha Kappa Psi Professional Business Fraternity, Inc.
- Phi Alpha Delta Pre-Law Fraternity, Inc.
- Phi Beta Lambda Business Fraternity, Inc.
- Women of Infinite Potential

Religious Organizations

- Nation of Islam Student Association
- Fellowship of Christian Athletes
- Alpha Epsilon Omega Sorority
- Brothers and Sisters United
- Inter Varsity Christian Fellowship
- Catholic Association
- Christian Coalition
- Church of Christ College Connection
- Impact Movement
- Muslim Student Association
- Wesley Foundation
- Every Nation Campus Ministries

Service

- Alpha Phi Omega Service Fraternity, Inc.
- Brother for Love, Achievement, Culture, and Knowledge, Inc. (B.L.A.C.K.)
- Collegiate 100 Black Me of TSU
- Gentlemen's Academy
- Generation of Educated Men (G.E.M.)
- Love You Like a Sister, Inc. (L.Y.L.A.S.)
- National Association of Colored Women's Club (N.A.C.W.C.)

Special Interest

- Evolution Creative Group
- Campus Kaleidoscope
- Chess Club
- Pre-Alumni Council
- Pep Club
- Gay/Straight Alliance
- My Sister's Keeper
- First Ladies Club
- Students of Caribbean Ancestry
- Kappa Omicron Tau, Inc. (K.O.T.)

State-City Clubs

- Alabama Club
- Chicago Club
- Michigan Club
- East Coast Connection
- Memphis Club
- Ohio Club
- Florida Club
- Georgia Club
- California Club
- Pennsylvania Club
- New York-New Jersey Club
- The Wisconsin Alliance Club
- Chattanooga Club
- Indiana Club
- Carolina Club
- Missouri Club

POLICY ORIGINS

Tennessee State University, the Division of Student Affairs, the Office of Student Conduct, and the Office of Student Activities reserve the right to create and change policies and procedures pertaining to student organizations. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective and current student organizations. Changes to policies will be noted on the Office of Student Activities webpage at the time of adoption. It is the responsibility of the student to view revisions online or to obtain revisions from the office of Student Activities or other appropriate University offices. The *Registered Student Organization Manual* is another resource provided by the Office of Student Activities to assist and guide organizations.

POLICY ON STUDENT ORGANIZATIONS

I. Scope

The following policy of the Tennessee Board of Regents, applicable to all institutions in the State University and Community System of Tennessee, provides minimum standards for registration and conduct of student organizations at the institutions. Each institution is authorized to establish additional policies and procedures affecting student organizations that are consistent with the provisions of this policy. (TBR Policy 3:01:01:00 Subject: Student Organizations)

II. Types of Student Organizations

Student organizations may be either organizations sponsored by the institution, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the institution. Organizations that may be officially registered on campus include the following: (a) honors and leadership organizations/recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political religious, athletic, etc.) Registration of a student organization by an institution shall neither constitute nor be construed as approval or endorsement by the institution of the purposes or objectives of the organization.

III. General Policies on Student Organizations

A. No student organization may carry on any activity on the campus of the institution unless the organization has been officially registered by the institution. The institution shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations or for any debts or liabilities incurred by such organizations.

B. No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but not be limited to, any action taken or a situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule; any form of verbal or physical harassment or abuse; and participation in public stunts or morally degrading or humiliating behavior or games, whether on or off campus.

C. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing restrictions also is prohibited. Hazing activities that are in violation of any other institution or school regulations such as the misuse of alcohol, drugs, school property, etc. are strictly forbidden.

D. Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.

E. No person, group or organization may use the name of the institution in any manner, provided that registered student organizations may use the name of the institution following the name of the organization. No person, group, or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution or his/her designee.

IV. Criteria for Recognition of Organizations

A. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students, provided that organizations may include faculty and staff of the institution and/or spouses of students, faculty, and staff and provided further that professional organizations may include members of the professional and business communities.

B. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.

C. The proposed organization must agree to comply with all policies, regulations, and procedures established by the Tennessee Board of Regents and the institution and with all federal and state laws and regulations.

D. The proposed organization must not: 1) have illegal aims and goals, 2) propose activities that would violate regulations of the Tennessee Board of Regents or the institution or federal and state laws and regulations, 3) materially and substantially disrupt the work and discipline of the institution, or 4) advocate incitement of imminent lawless action which is likely to produce such action.

E. The proposed organization must have a minimum of at least ten (10) charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford recognition on a long-term basis. In the event there is not sufficient interest to warrant long-term registration, an institution may grant temporary registration to an organization for a limited period of time.

F. New organizations may be denied registration when its purposes are within the scope of a currently registered organization. No organization may use the same name or a name that is misleading and similar to the name of a currently registered organization.

G. The organization must provide for the distribution of all funds and assets in the event of dissolution.

V. Procedures of Organization Registration

A. In order to become officially registered as a student organization, a group must meet the criteria set forth in Section IV and must do the following:

1. Meet with the Office of Student Activities to discuss the proposed organization and to secure the appropriate forms and instructions.

2. Review all organization policies in the *Student Handbook* and the *Registered Student Organizations Manual*.

3. Submit a completed "Student Organization Registration Form" with any required additional information.

4. Sign the statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the Tennessee Board of Regents and the institution and with all federal and state laws and regulations (statement is located on registration form).

5. Submit a completed "Membership Roster Form" with all members and officers' names, T-numbers, and contact information. The signatures of the charter members of new student organizations must be submitted.

6. Identify three (3) advisors and submit their names and contact information with the registration form. The primary advisor must be a fulltime faculty or staff member of the institution. The two (2) secondary advisors can be faculty or staff members or community advisors related to the purpose and interest of the organization.

7. Submit the constitution and bylaws of the organization, which must clearly contain the following: name, purpose, proposed activities, rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues, and assessments (details can be found in the *Registered Student Organization Manual*). All documents (including the constitution) must be signed by both the organization president and the faculty/staff advisor. Newly-registering organizations must acquire permission from the Office of Student Activities to secure and hold a preliminary meeting for purposes of drawing up a Constitution or By-Laws.

8. Attend Mandatory Registered Student Organization and Advisors Orientation and Training as well as any Risk Management and Anti-Hazing activities sponsored by the Office of Student Activities

9. Pay the Student Organization Registration Fee, but only after the organization has received a written confirmation of approval of the organization's registration from the Office of Student Activities. Registration fee amounts and payment guidelines are located on the "Student Organization Registration Form".

B. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose, aims or proposed activities of the organization.

C. The designated number of copies of the foregoing document and information must be submitted to the Office of Student Activities authorized to review and make recommendation concerning proposed organizations.

D. An organization cannot operate or meet as a Registered Student Organization until it has completely submitted its registration packet, received official documentation from the Office of Student Activities confirming approval of the organization's registration, attended mandatory orientations and workshops, and paid its organization registration fee to the Office of Student Activities.

VI. Nature and Conditions of Registration

A. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.

B. Student organizations may operate only after they are officially registered with Tennessee State University. Student organizations are expected to register annually with the Office of Student Activities (and each semester upon changes in advisors, executive board members or the membership roster), operate within their stated mission, and abide by all University policies governing student organizations. Failure to adhere to these policies and/or guidelines may result in the loss of privileges and/or loss of University recognition. This decision is vested with the Vice President for Student Affairs. To maintain its official university registration and be recognized as active, a student group must:

1. Adhere to the purposes, aims, and activities as stated in the approved Constitution and Bylaws. It must submit all changes in the Constitution and Bylaws to the institution for approval immediately after changes are made.

2. Continue to meet all of the requirements for initial registration. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.

3. Provide a current roster with T-numbers and contact information of all officers and members to the Office of Student Activities each semester.

   a. Roster information must be updated throughout the academic year whenever the membership or officers change. An updated roster with all members during the academic year and new officers for the next academic year must be submitted by April 30 of each academic year.

   b. Organizations must maintain a current and accurate list of officers' names and contact information on file with the Office of Student Activities.

   c. Organizations that do not submit rosters for two consecutive semesters will be declared inactive by the Office of Student Activities.

   d. Organizations with less than seven (7) members for two consecutive semesters will be declared inactive by the Office of Student Activities. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from the Office of Student Activities.

4. Recruit and retain 3 advisors (at least one full-time faculty or staff member (primary) and two secondary advisors) who will advise the organization and attend on-campus and off-campus meetings and activities. Organization must maintain a current and accurate list of advisors' names and contact information on file with the Office of Student Activities (see Advisors section of Student Handbook and the Registered Student Organizations Manual for requirements and restrictions of advisors).

5. Submit all required forms for the approval of all events, including regular scheduled meetings and both on and off-campus activities to the Office of Student Activities in compliance with established requirements and procedures (forms and instructions are on file with the Office of Student Activities).

6. Provide at least one representative to participate in all mandatory student organization meetings or activities as instructed by the Office of Student Activities. Attend mandatory organization orientation workshops and mandatory risk management and anti-hazing programs. The Office of Student Activities will determine if more than one representative must attend.

7. Attend and complete the requirements for the SGA General Assembly (found in Article X in the constitution of the Student Government Association in the Student Handbook).

8. Submit at the end of the academic year an annual report concerning its programs and activities during the current academic year. This report shall be reviewed by the designated bodies or officials of the institution and shall be a requirement for renewal of registration.

    a. Annual reports must include all activities held during the academic year including on-campus, off-campus, and community service activities, an assessment by the organization of these activities, and a roster of names with T-numbers of all members of the organization from the entire academic year.

9. Maintain a sound financial system related to the collection and disbursement of revenue in accordance with generally accepted accounting principles.

    a. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

    b. An annual financial report or such a report concerning any fundraising and spending of the organization must be submitted at the end of each academic year. This report shall be reviewed by the designated bodies or officials of the institution and might be a requirement for renewal of registration.

    c. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records must be maintained for the purposes of audit.

C. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the aforementioned requirements. Additional information regarding the registered student organizations can be found in the Registered Student Organizations Manual.

VIII. Probation, Suspension, and Withdrawal of Registration

A. An organization may be placed on probation, be suspended, or have its registration withdrawn by the Dean of Students or his/her designee for any of the following reasons:

1. the organization fails to maintain compliance with the initial requirements for recognition.

2. the organization ceases to operate as an active organization (as defined under the Nature and Conditions of Registration in the Student Handbook and Registered Student Organizations Manual).

3. the organization requests withdrawal of registration.

4. the organization operates or engages in any activity in violation rules and regulations of the institution or federal and state laws.

5. the organization fails to submit any required reports.

B. An organization that is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization that is placed on cease and desist must immediately stop operating as an organization including holding meetings, sponsoring activities, wearing paraphernalia or representing the organization in any way until further notice from proper authorities such as the Assistant Dean of Student Life and Engagement, Assistant Dean for Judicial Affairs/Chief Judicial Officer, Director of Student Activities and the Dean of Students**. However, if an organization is placed on cease and desist for violating the Student Code of Conduct, the organization must adhere to the procedures set forth in the Student Affairs Disciplinary Process.** An organization that is placed under suspension may not engage in or sponsor any activity or program and may not hold meetings. When registration of an organization is withdrawn, it shall cease to exist as an organization.

C. In the event an organization is placed on probation, cease and desist, or suspension, or registration is withdrawn, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

D. An organization may, at any time, choose to become inactive while not dissolving the official charter of the organization. The organization president and advisor must notify the Office of Student Activities of the desire to become inactive, at which point all official functions of the organization will cease. At any time the organization may apply to reactivate under the original charter.

XI. Risk Management and Hazing Policies and Programming

A. All registered student organizations are required to follow all University and federal and state policies regarding Risk Management and Hazing. The full Risk Management Policy and Anti-Hazing Policy for student organizations are on file with the Office of Student Activities and in the *Registered Student Organizations Manual*.

B. All registered student organization members and advisors are required to attend a risk management program offered each semester by the Office of Student Activities and or General Counsel and any additional mandatory risk management and anti-hazing programming that is scheduled. All members of student organizations must read, agree to, and sign the Risk Management and Anti-Hazing Forms in order maintain membership.

XII. Membership and Requirements

Section 1. ***Membership Eligibility***—Students desiring to serve as members of a student organization are expected to meet the following requirements:

1. Undergraduate students are required to be registered for and maintain a minimum of 12 semester hours.
2. Students with fewer than 12 semester hours due to an internship or practicum experience recognized by an academic department may request an exception to this policy at the discretion of the Director of Student Activities.
3. Student organizations have the right to have additional requirements in place for prospective members and officers in accordance with their duly approved constitutions and/or by-laws.
4. No student who is under academic or social suspension from the institution shall be eligible to become or maintain the status of a member or officer of an organization.
5 Graduate students may participate in Tennessee State University student organizations as long as the organization's constitution and/or by-laws do not prevent graduate student membership. Graduate students wishing to join an organization must be full-time students as defined by the specific program of enrollment and must be in good academic standing. Graduate students may participate as either student members of a student organization or as a secondary advisor. No graduate student may serve as both an advisor and member in any student organization.
6. No first semester freshmen can participate in any intake/bonding process.

Section 2. ***Academic Eligibility***

A. For membership in a student organization, students must have and maintain a cumulative minimum grade point average of 2.5 and a semester minimum grade point average of 2.5 in order to maintain active membership.

B. Members with a cumulative 2.4 grade point average or higher and a semester grade point of average of a 2.3 to 2.49 will be given probationary membership and given specific membership restrictions and requirements (as stated in Section 4. Probationary and Inactive Membership Status).

C. Members with a cumulative grade point average of 2.39 or lower and a semester grade point average of 1.99 or lower will be given inactive membership and given specific membership restrictions and requirements (as stated in Section 4. Probationary and Inactive Membership Status).

D. The Office of Student Activities reserves the right to consider extenuating circumstances when making final decisions regarding eligibility.

E. Organizations may have higher academic standards than Tennessee State University's academic standards. Such student organizational academic eligibility expectations for active membership should be outlined in their approved constitutions.

Section 3. ***Officer Requirements***—Any organization holding an election must submit the results of the election to the Office of Student Activities immediately following the election. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

Section 4. ***Probationary and Inactive Membership Status***

A. Probationary and inactive membership requirements are located in the Academic Eligibility section. The Office of Student Activities will notify organization presidents and advisors of the names of all individuals within the organization who have been declared inactive members or are on probation based on their academic performance. Students' grade point averages will not be disclosed due to the Family Educational Rights and Privacy Act (FERPA).

B. *Academic Plan of Action Form*—Members with probationary membership status must submit an "Academic Plan of Action Form" to the Office of Student Activities within two weeks of the following semester. The Academic Plan of Action must outline how the student plans to improve his or her grade point average during the current semester. Probationary members are required to regularly utilize the Success Center and provide documentation to the Office of Student Activities confirming their attendance at these meetings. The amount of hours and workshops will be determined by the Success Center and approved by the Director of Student Activities

C. *Probationary Members (based on academics)*—Probationary members based on academic performance who fail to 1) submit an Academic Plan of Action Form for approval by the Office of Student Activities, 2) meet required hours and attend designated

workshops with the Success Center, and/or 3) improve their grade point average to meet active membership status will be considered inactive. Active membership status can be regained when the member meets the academic requirements.

D. *Inactive Members (based on academics)* — Students who have been declared inactive members based on their academic performance have the following restrictions placed upon them.

a. Inactive members may not:

- ❖ Attend organization meetings and events sponsored by the organization;
- ❖ Vote for new members, officers, or other business of the organization;
- ❖ Represent the organization in any manner, including:
  - Serving as an elected or selected officer;
  - Participating in intramurals, sport events, or competitions;
  - Participating in campus-wide events including Homecoming, etc.;
  - Participate in the organization's membership intake process.

b. Inactive members may:

- ❖ Participate in, but may not exceed, up to two hours per week for service activities.
- ❖ Pay membership dues according to the policies of the organization.
- ❖ Organizations with scholastic committees/officers may make reasonable restrictions or offer special study skill assistance in addition to the restrictions listed above.

E. *Probationary and Inactive Member Status Based on Student Conduct*—Members charged with violating the Code of Student Conduct shall immediately be placed on probationary status with restrictions on activities until further notice from the Office of Student Conduct. Upon determination that a member has violated any of the rules, regulations, or disciplinary offenses set forth in the Code of Student Conduct, the member will be placed on inactive status. Sanctions will be determined by the Office of Student Conduct.

XII. Advisors to Student Organizations

Individuals who agree to serve as advisors of registered student organizations must sign the "Advisor Commitment Form" and submit it to the Office of Student Activities before they can be considered official advisors of the organizations. All organizations and advisors who are registered and approved by the Office of Student Activities must adhere to the all Tennessee Board of Regents and University policies (TBR Guideline S-030 Subject: Student Advisor Guidelines).

A. Student organizations are required to have three (3) advisors. One of the advisors must be a full-time staff or faculty member employed at Tennessee State University. This faculty/staff advisor is considered the primary advisor. Secondary advisors can be either full-time faculty/staff members of the university or individuals outside of the university. The university grants student organization advisors the authority to make certain decisions, or to take certain actions, within their stated responsibilities as advisors. In some instances, the university reserves the right to intercede if necessary (for instance, signing contracts, unresolved issues and issues that involve hazing).

B. Graduate assistants may serve as secondary advisors if one full-time employee (staff or faculty) is the primary advisor on record. A graduate assistant/student may not serve as the only (or primary) advisor to any student organization. Graduate students may participate as either student members of a student organization or as a secondary advisor, but not both at the same time.

C. Advisors to student organizations are elected by the organizations; however, the advisors to the four undergraduate classes, the Student Government Association, the Student Union Board of Governors, the Student Election Commission, the General Assembly and the Pan-Hellenic Council, are administratively appointed by the Vice President for Student Affairs.

D. Advisors are responsible for ensuring the organization's compliance with the policies and procedures of the university by reinforcing institutional policies and applicable state laws and warning the organization if what they are planning or doing is wrong, inappropriate, illegal or risky, and offering alternative suggestions. For example, if a planned activity may constitute "hazing", the advisor has an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Director of Student Activities and TSU Police Department if necessary. The advisor must also report potentially unsafe facilities and warn participants of risks that may be associated with certain activities.

E. Other major responsibilities of advisors are as follows:

a. Advisors are expected to be present at each meeting of their respective organization that they serve and to be present at all on and off campus activities sponsored by the organizations, to monitor the activities, to provide guidance and support, and to assume leadership in the event of an emergency.

b. Advisors to organizations are expected to guide their respective organizations by being available when the organizations need advice or support, being aware of the activities of the organizations, and ensuring that all meetings and activities contribute in spirit and expression to the wholesome development of the students and to the best interest of the university.

c. Advisors are responsible for assisting their respective organizations in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures, business procedures, proper use of university facilities and work cooperatively with related offices.

d. Advisors to student organization who sign an "Event-Space Requisition Form" for an activity assume responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up with the activity in keeping with the regulations and standards set by the university.

e. Advisors ensure that the organizations follow the Student Activities and General Assembly requirements including submission of an annual report, attending mandatory Risk Management and Anti-Hazing programming and General Assembly meetings, and sponsoring the required amount and types of activities.

f. When handling problems and internal conflicts the advisor should provide timely, constructive criticism of the organization relative to intended or ongoing activities and member interactions within the organization; be willing to contact the Coordinator of Registered Student Organizations to discuss organizational problems or issues of interest to TSU; and upholding the best interest of the institution at all times.

F. Student organizations must give the following considerations to their advisors:

a. The leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.

b. The organization is expected to keep the advisor informed of all organization business. It is an expectation that advisors are to be present at meetings and activities and organizations are responsible for giving the advisor sufficient notice about meetings and activities to ensure their advisors' attendance.

c. Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.

G. The Office of Student Activities reserves the right to remove an advisor from his or her role with a student organization should circumstances require such action.

1. Grounds for removal of an advisor include but may not be limited to:

2. Inappropriate behavior and/or language

3. Behavior that violates University policy and/or procedure

4. Direct knowledge of hazing incidents and/or failure to report such incidents

5. Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior

6. Behavior resulting in unreasonable and/or unnecessary risk for students

7. Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, specific steps should be taken as listed in the *Registered Student Organizations Manual*.

H. Involvement by Non-TSU Students, Faculty, or Staff

a. Under limited circumstances the Office of Student Activities, in consultation with a given student organization, may determine that outside involvement by members of the extended Nashville community (i.e. those not already serving in official advising capacities) will serve to enhance Tennessee State University's mission and the mission of the student organization. Student organizations desiring such involvement by outside individuals must seek written approval by the Office of Student Activities and comply with any conditions specified by the office including, but not limited to, the signing of release forms and acknowledgement of Tennessee State University student organization policies and procedures.

b. Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/ authority within the organization as Tennessee State University student organizations are to be run/governed by TSU students only. The Office of Student Activities will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals.

c. Outside individuals are expected to adhere to all University policies and procedures, and are not to perform roles designated for student organization advisors. The Office of Student Activities may remove any outside individual for behavior that does not align with the mission of the University or the organization.

XIII. Programs and Activities

A. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Tennessee Board of Regents and the institution concerning use of property and facilities. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purposes of any Tennessee Board of Regents or institution policies concerning use of campus property and facilities. Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with the TSU Events Management Office.

B. No on-campus or off-campus program or activity shall be engaged in unless approved by the Office of Student Activities. Prior to approval, the institution may require a specified number of officials or security/police officers for any event, activity, or program. If an organization has any meeting, program, or event on campus that has not been approved by the Office of Student Activities, the cancellation or denial of future activities by the organization may occur.

C. *Meetings and Activities*—All meetings and activities of registered student organizations must be approved by the Office of Student Activities. Every meeting and activity must have at least one advisor present from the beginning of the activity (when doors open) to the end (when doors close). Cancellation of approved meetings or activities shall be reported by the president or chairman to the Office of Student Activities and the information desk in the Floyd-Payne Campus Center at the earliest possible date. Each organization shall, during the first week of May, submit calendar requests for meetings and activities for the ensuing year to the Office of Student Activities for approval.

D. *Event-Space Requisition Form*—All on-campus meetings and activities must be requisitioned through the CBMS Events Management System by way of the organization's advisor. All requisitions must be submitted 30 days in advance. They are approved on a first-come, first-serve basis.

The advisor must submit the "Event-Space Requisition Form" through the online system in order to confirm that the advisor is aware of and approves the event. The form must be completely filled out with required additional information attached. Failure to properly submit requisitions will result in denial of the requests.

E. *Off-Campus Activities*—All off-campus activities sponsored by a registered student organization must be approved by the Office of Student Activities. "Off-Campus Activity Request Form" must be submitted to the Office of Student Activities and/or the Assistant Dean and/or Director of Commuter and Off Campus Programs at least 14 days before the date of the activity. Any sponsored activity that occurs off-campus without the approval of the Office of Student Activities can result in cancellation of future organization activities.

F. *Use of Facilities*— Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with TSU Events Management Office.

G. *Meetings, Practices, and Rehearsals*—Organizational meetings (including general body and executive board), practices and rehearsals must be requisitioned through the Office of Student Activities. Even if the advisors have access to spaces through their respective academic buildings, the activity must still be approved by the Office of Student Activities by submission of an Event-Space Requisition Form.

H. *Publicity*— All flyers for organization activities must be approved by the Office of Student Activities. The Office of Student Activities publishes a monthly "Calendar of Events" with activities that have been requisitioned and approved. All signs for bulletin boards in the Floyd- Payne Campus Center, Residence Halls, or Class Buildings must first be approved by the Office of Student Activities and then taken to the Floyd Payne Campus Center Information Desk to be stamped.

I. *Parties*—All on-campus parties must have TSU police present. It is the responsibility of the organization to secure TSU Police and pay all required fees. Request for TSU Police must be made at least 21 days in advance. An email confirmation from the TSU Police must be sent to the Office of Student Activities before the event can be approved. The Office of Student Activities reserves the right to require TSU police at any event, even if it is not a party.

J. *Organization Weeks*—Organizations may request organization weeks by submission of the "Organization Week Request Form" and the "Organization Week Activities Proposal Form" in accordance with the Office of Student Activities timelines and procedures. Organization weeks are determined by, but not limited to, the timely submission of annual reports, attendance at mandatory risk

management and anti-hazing activities, and the completion of required campus and service activities. Specifics on how organization weeks are selected for National Pan-Hellenic Greek organizations and Non Pan-Hellenic Greek organizations are stated in the Organization Weeks policies and forms on file with the Office of Student Activities and in the *Registered Student Organization Manual*. Organizational weeks must have at least 2 educational and 1 community service/service learning project/program to be approved.

K. *Greek Showcases*— The Office of Student Activities must approve all showcases prior to the performance. The organization must schedule a preview show with the office in advance. Any deviations in the actual show that violate any of the showcase policies can result in the show being immediately shut down as well as any disciplinary action as deemed fit. Any profane or explicit language and music, disrespectful behavior and physical abuse are prohibited and are also subject to disciplinary action. The organization is responsible for securing TSU police for the event at least 21 days in advance. The advisors of the organization must be present during the entire showcase from the time the doors open to the time the doors close. The full policies for showcases can be found in the Pan-Hellenic Council Greek Showcase Policy on file with the Office of Student Activities and in the *Registered Student Organizations Manual*.

TYPES OF ACTIVITIES

Fundraising Affairs

- Fundraising affairs held by registered organizations on campus must be approved by the Director of Student Activities in conjunction with the Vice President of Student Affairs. Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be given to non-members of the organization initiating the request, and/or other designated guests, to attend the meeting. (Under Programs and Activities in Student Handbook)
- Student organizations seeking to sponsor fundraising affairs on campus may do so under the following circumstances: 1) a proposal covering the nature of the affair, where it is to take place, the approximate amount to be raised, and the purpose for which the money will be used must be submitted to the Vice President of Student Affairs; 2) a full written report must be made to the student body through the Student Government Association; and 3) collection and disbursement of all funds for such a fundraiser must be supervised by the Director of Student Activities and organization advisor.

Selling

- Selling goods on university property is not permitted unless permission has been granted by the Assistant Vice President for Procurement and Business Services.

Soliciting

- All soliciting or advisement must be done under the direction and supervision of the Division of Student Affairs

Use of Cafeteria

- If the cafeteria is needed, the organization must clear the date with the Office of Student Activities and then make specific arrangements with the cafeteria manager. (Requests for special services must be submitted on a special service form to the cafeteria manager 30 days prior to the date of desired service).

Catering/Food

- Registered student organizations must use Aramark Catering or follow the procedures for requesting permission to utilize an outside caterer. Kitchen facilities and serving equipment are not available to outside caterers. The student organization is responsible for all clean up and removal of all waste from the premises.

Public Address System

- Requests for the public address system shall be secured from the Office of Student Activities and filed a least one week prior to the requested date.

Sirens and Loudspeakers

- To ensure against unnecessary disturbances to classes or to resident students, the use of sirens, loud speakers, and other sound-amplification equipment on campus must be authorized in advance by the Office of Student Activities.

Guest Speakers

- No guest speakers shall be invited to the campus except pursuant to policies of the Tennessee Board of Regents and the institution concerning guest or off-campus speakers. Details can be found in the Off-campus Speaker Policy.

Financial Operations

- Each organization shall designate an officer to be responsible for its finances. It shall be necessary to hold that officer personally responsible for the handling of money, purchases, contracts, and tickets.

Organizations having activities shall ensure the presence of an advisor. Organizations having activities shall have faculty guests. The number of faculty guests required shall be at the discretion of the director of student activities, after consultation with the organizational chairman. The advisors of the organizations are expected to serve as faculty guests.

OFF-CAMPUS SPEAKER POLICY

The following off-campus speaker policy of the Tennessee Board of Regents shall be applicable

All institutions in the State University and Community College System of Tennessee.

A. The colleges and universities in the State University and Community College System recognize the right of officially registered student/faculty organizations and groups to hear off-campus or outside speakers on the various campuses. However, there is no absolute right to assemble to or make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of invitations or events on campus shall be limited in the following particulars:

    1. A request to invite an outside speaker will be considered only when made by an officially registered student organization, faculty organization, or other campus organizations.

    2. No invitation by such an organized group shall be issued to an outside speaker without the prior written approval of the Vice President for Student Affairs, provided that the Vice President for Student Affairs may authorize organizations to invite guest speakers for meetings of the organizations with prior approval where attendance at the meeting will be limited to members of the organizations and where no fee or compensation from state funds will be paid to the speaker.

    3. Any student, faculty, or campus organization meeting for which an outside speaker will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guests, to attend the meeting.

    4. A request to invite an outside speaker to whom any payment would have to be made from college or university funds is subject to the availability of funds specifically programmed for that purpose, and no payment of any funds shall be made except pursuant to the Tennessee Board of Regents' guidelines for personal service, professional service, and consultant service contracts. In the event any college or university funds are approved for payment, the meeting for which the outside speaker will be invited shall be open to all students or all faculty members, or both, unless otherwise designated on the approval of the request.

    5. Any speaker request shall be made in writing by an officer of the student, faculty, or other organization desiring to sponsor the proposed speaker not later than ten (10) days (excluding holidays and weekends) prior to the date of the proposed speaking engagement, provided that the Vice President for Student Affairs may approve exception to the minimum notice requirement in appropriate cases, and further provided that in the event the proposed outside speaker will be paid a total fee and expenses in excess of *$2,500,* the request must be submitted no later than 30 (thirty) days prior to the date of the proposed speaking engagement. The request shall contain the name of the sponsoring organization; the proposed date, time, and location of the meeting; the expected size of the audience; the name and address of the proposed speaker; and the topic of the speech. Any request not acted upon by the Vice President for Student Affairs within five *(5)* days (excluding holidays and weekends) prior to the event shall be deemed denied.

    6. Any speaker request is subject to the availability of the requested meeting place for the meeting time and date requested. In the event the space requested is not available for the requested time and date of the meeting or is otherwise inappropriate for the proposed meeting, or the requested alternative meeting space is unacceptable, the sponsoring organization is free to request a more suitable date. Any space that is approved for a meeting is subject to limitations on the number of persons who may attend in according with appropriate building and fire codes and safety standards.

    7. A request for an outside speaker by a recognized organization may be denied if the Vice President of Student Affairs determines that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such action as:

        A. the violent overthrow of the government of the United States, the State of Tennessee or any political subdivision thereof;

        B. the willful damage or destruction, seizure or subdivision of the institutions buildings or other property;

        C. the forcible disruption or impairment of or interference with the institution's regularly scheduled classes or other educational functions;

D. the physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students and/or;

E. other campus disorder of a violent nature provided such advocacy would prepare the group addressed for imminent action and steer it to such action and further provided there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger the Vice President for Student Affairs may consider all relevant factors including whether such speaker has, within past years, incited violence resulting in the destruction of property at any assembly or has caused the forcible destruction of property at any assembly or has caused the forcible disruption of regularly scheduled classes or other functions at any college or university.

8. In the event that a request for an outside speaker is denied by the institution, any sponsoring organization thereby aggrieved shall have the opportunity to appeal the denial. A written appeal to the president of the institution must be submitted within 24 hours from the initial denial of the request, and the organization will be provided a hearing within two (2) days (excluding holidays and weekends) following the filing of its appeal before an impartial committee designated by the vice president for student affairs. The committee shall be authorized to make appropriate findings of fact related to the request and shall make and transmit such findings to the president within said two (2) day period. The president shall review the findings of the committee and solely, on the basis thereof, shall grant or deny the request 24 hours (excluding holidays and weekends) from receipt of the findings of the committee.

9. In the event of a proposed meeting which will be attended by strong emotional feelings or when there is a reasonable possibility that a speaker, members of an organization, or others may violate federal, state, or local laws or campus regulations in the course of a meeting, the Vice President for Student Affairs shall prescribe reasonable conditions for the orderly and scholarly conduct of the meeting. Such conditions may include, but are not limited to, limiting the audience to the inviting organization's membership, appointing one or more officials of the institution to preside over the meeting, authorizing a search of all persons entering the area of the meeting, and such other conditions as the institution deems appropriate.

10. The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or his or her agent a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulation committed by him or her while on campus.

11. Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the board and/or institution concerning the use of campus property and facilities.

B. The provisions of Section A shall not apply to invitations from academic units to guest lecturers for any classes but such invitations shall be subject to any policies of the institution, school, division, and/or department involved.

GENERAL PROCEDURES FOR STUDENT ORGANIZATIONS

How to Organize

- Student groups planning to apply for registration of a new student organization should discuss plans with the Director of Student Activities.

Organizational Meetings

- Permission to hold a preliminary meeting for purposes of drawing up a Constitution or By-Laws shall be secured.

Requests for Registration

- A request for registration is to be submitted to the Office of Student Activities by the organization and shall include 1) name of the organization, 2) names of the faculty sponsors, 3) a list of current officers, 4) statement of the purpose, 5) two copies of the Constitution, 6) Charter 7) Bylaws, as applicable.

Elections

- Any organization holding an election must submit the results of the election to the Office of Student Activities immediately following the election.

Officers

- No student shall hold office in any class of which he/she is not a member. The classification of the student shall be determined by the Dean of Admissions and Records.

Advisor to Student Organizations

- Faculty advisors to student organizations at the university are elected by the organizations. However, the advisors to the four undergraduate classes, the Student Government Association, the Student Union Board of Governors, the Student Election Commission, and the Pan-Hellenic Council, are administratively appointed by the Vice President for Student Affairs.

The major responsibilities of an advisor are as follows: an advisor is expected to be present at each meeting of the organization he/she serves and to be present at all on and off campus activities sponsored by the organization.

An advisor to an organization or class is expected to guide the organization ensuring that all meetings and activities contribute in spirit and expression to the wholesome development of the student and to the best interest of the university.

An advisor is responsible for assisting an organization in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures, business procedures, proper use of university facilities and work cooperatively with related offices.

Any advisor or instructor sponsoring a field trip must submit to the Vice President of Student Affairs prior to departure from campus, the names of students traveling and a signed "waiver of liability" form releasing the university from responsibility for injury or loss connected with any travel.

An advisor must guarantee that a person holding a life-saving certificate has been employed as a lifeguard responsible for supervision and control of water activities where such an activity is to be held.

An advisor to a student organization who signs a "Facilities Request Form" for an activity assume responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up the activity in keeping with the regulations and standards set by the university.

Use of Calendar of Events—The office of student activities registers and approves all student-sponsored campus events and publishes a monthly "Calendar of Events."

Use of Bulletin Boards—All signs for bulletin boards in the Floyd- Payne Campus Center should be taken to the information desk located on the second floor.

Meetings and Activities—Each organization shall, during the first week of May, submit calendar requests for meetings and activities for the ensuing year to the office of student activities for approval. Each request is to be submitted on the forms provided by the office of student activities.

Every "Facilities Request Form" for a meeting or activity **must** have the signature of the organization president and the faculty advisor.

All meetings and activities of registered student organizations shall be approved by the office of student activities.

Cancellation of Meetings or Activities—Cancellation of approved meetings or activities shall be

reported by the president or chairman to the office of student activities and the information desk in the Floyd-Payne Campus Center at the earliest possible date.

Organizations having activities shall ensure the presence of an advisor. Organizations having activities shall have faculty guests. The number of faculty guests required shall be at the discretion of the director of student activities, after consultation with the organizational chairman. The advisors of the organizations are expected to serve as faculty guests.

Financial Operations

- Each organization shall designate an officer to be responsible for its finances. It shall be necessary to hold that officer personally responsible for the handling of money, purchases, contracts, and tickets.

ACADEMIC ACHIEVEMENT—THE ACHIEVEMENT COMPATIBILITY INDEX

Article I

Tennessee State University has as its principal purpose the promulgation of the positive intellectual and academic development of its students. It is therefore the assumption of the university that all student organizations seeking university recognition and support do so to develop programs, practices, and activities that complement the academic mission of the university and in no instances conduct activities that are in opposition or counter-productive to these goals.

The university shall regularly sample the academic histories of a statistically significant number of currently enrolled students with senior standing. Each semester's grade point average will be compared with the students' first six semesters of full-time attendance at the university. A determination will be made as to the average variance from semester to semester as compared to the cumulative average for these persons. The average of the individual variances for this population is defined as the "Achievement Compatibility Index." At the end of each semester following the completion of an organization's membership/intake program, the average grade point average of the students participating in the program will be compared with their averages of the semester immediately preceding their participation in the program. If this comparison reveals a negative change in the group's average in excess of the achievement compatibility index, the organization conducting the membership/intake program shall forfeit the privilege of conducting a program the following academic year. The cumulative average for the membership intake roster cannot fall below 2.50.

Article II.

Membership Activities

Membership—Student organizations conducting membership programs are bound by all policies and provisions of the university as described in Article III and Article IV of the "General Regulations

Governing Fraternities and Sororities" in the *Student Handbook.*

Section 1. Student organizations conducting membership programs must submit for approval a description of anticipated "membership/intake activities" to include, but not be limited to, the proposed duration of the intake period as well as hourly limits per day of such activities to the Office of Student Activities.

Section 2. Student organization conducting membership program must develop and submit it for approval a "Membership/Intake Bill of Rights" to the Office of Student Activities. This statement shall include a description of the expectations of students entering the program by the organization. This statement must include a guarantee against hazing, physical abuse, brutality of a physical or emotional nature, and interference with the academic work of the student. Further, it must be stated that refusal to submit to hazing and other prohibited activities will not jeopardize the prospective member's eligibility for membership in the organization. The statement shall be filed by the organization with the Office of Student Activities prior to the beginning of membership/intake activities.

All meetings of any membership/intake group must be held in the presence of an approved advisor.

Student organizations including, but not limited to, fraternities and sororities are responsible and accountable to the university for the actions of its membership in upholding and adhering to the university regulations governing campus student organizations.

GENERAL REGULATIONS GOVERNING FRATERNITIES AND SORORITIES

Article I

Organization and Control—Fraternities and sororities have existed at Tennessee State University since 1931. They are organized under national charters. In local matters they are recognized by the faculty and are under the jurisdiction of the personnel Deans, Vice President for Student Affairs and the Pan-Hellenic Council.

Section 1. Each fraternity or sorority shall have three (3) or more advisors, regular employees of the university that are chosen from the graduate membership of the particular fraternity or sorority with the approval of the office of the Vice President for Student Affairs.

Section 2. One of the advisors of the fraternity or sorority chapter must be present at all meetings. In the event there are fewer than three faculty members for a given organization, the existing number may be used.

Section 3. The advisors of fraternities and sororities shall constitute the Advisory Committee on Fraternities and Sororities.

Section 4. There shall be a National Pan-Hellenic Council composed of, two student representatives, and one advisor from each national Greek letter organization. Recommendations and actions of the group shall be referred to the Office of Student Activities.

Section *5*. Each fraternity and sorority shall provide the Office of Student Activities with a list of chapter membership, officers, and advisors by designated dates in September and January. Membership forms are available in the Office of Student Activities.

Article II Membership/Intake Process

Section 1. Organizations may not conduct more than one membership/intake program per academic year unless approved by the Office of Student Activities.

Section 2. In order to become a member of a fraternity or sorority, a student shall meet the following requirements:

- ❖ The student must be a resident at Tennessee State University for two semesters or 30 hours of transfer credit from another college or institution; thirty (30) hours of college work (excludes remedial **and developmental hours);** he/she must have a cumulative average of 2.50 (excludes remedial and developmental hours;

The order of procedure for checking candidates for membership/intake shall be as follows: The fraternity or sorority shall submit on proper form a list of candidates for membership/intake to the Office of Student Activities and Judicial Affairs. The advisor of fraternities and sororities concerned will then be sent a list of candidates for membership/intake as approved by the Chief Judicial Officer. If a student is currently on disciplinary probation or currently undergoing the disciplinary process, the student is not eligible for membership.

Article III Initiation

Section 1. The initiation period for fraternities and sororities must occur within the same semester in which the membership/intake period is conducted. Membership/Intake process shall not fall within two (2) weeks prior to the mid-term or final examination of the semester. Unless provided special approval, chapters of the National Pan-Hellenic Council will only conduct Membership Intake during the spring semesters.

Section 2. All activities of prospective members to Greek letter organizations shall be carried on in such a manner so as not to interfere with the academic work of the student. These activities must not include hazing and brutality of a physical or emotional nature.

Section 3. Some examples of activities that constitute hazing and are prohibited: a) forced consumption of alcohol, special drinks and foods; calisthenics (push-ups, runs squats, etc.) "road-trips" (dropping off candidates to find their way back); paddling; line-ups (lining up candidates and harassing them verbally); doing personal favors for members; death marches prior to completion of process

Article IV Programming

Section 1. Each fraternity or sorority shall have the privilege of sponsoring on-campus educational programs recommended by its national body. A tentative program of activities for the year (membership/intake, social, educational, and other campus activities) shall be made during the first six weeks of the year and dates shall be arranged through the Office of Student Activities.

Transcript Requests – Personal and Official

Section 2. Any Fraternity or sorority falling below a 2.5 Grade Point Average (Cumulative or Semester) will be place on academic probation. The organization will not be allowed to sponsor or promote any social events/ programs or hold a Greek week.

a. A required action plan detailing steps in improving chapter standing must be submitted to the Office of Student Activities, Chapter president and Chapter advisor for both semesters

Section 3. Chapters must complete no less than 3 national programs on campus during the fall and spring semesters.
All transcript requests must be made in writing. No telephone requests for transcripts are accepted. No official copies of transcripts are given to students. Students may, however, request personal copies for record-keeping purposes. Transcript requests are provided free of charge but may be limited to five copies per week. A student should give the following information when requesting a transcript: his/her name and address, the person(s) who should receive the transcript, and the person's full address(es) which should include number and street, city, state, and zip code. The student will give the years he/she attended TSU, the degree received, the credits earned for the years in attendance, and any other name(s) used while in attendance. The student should also indicate the career in which he/she was enrolled: undergraduate or graduate.

Classifying Students In-State and Out of State

A person's legal residence is his/her permanent dwelling place. It is the place where he/she is generally understood to reside with the intent of remaining there indefinitely and returning there when absent. There must be a concurrence of actual residence and of intent to remain to acquire a legal residence.

In accordance with the rules adopted by the Tennessee Board of Regents, individuals domiciled in the state of Tennessee are classified as in-state residents.

All individuals not having a domicile in Tennessee are classified as out-of-state. In determining whether a student is domiciled in Tennessee all pertinent evidence is considered by the university. Presence or absence of any particular(s) of evidence will not automatically result in an in-state or out-of-state classification.

Requirement for Residence Status

The Admissions Office is charged with the determination of a student's residency status for fee-paying purposes and as the basis for some university admission requirements. Classification is determined by information submitted on the admission application and /or application for re-classification. The deadline dates are: Summer Session – April 1; Fall Semester – July 1; Spring Semester – November 1.

Students seeking a change in residency based on the "Work Rule" must:

- Complete the change in residency application
- Submit required documentation as outlined in the residency application
- Submit most recent copy or copies of check stub(s)
- Have a letter of verification relative to work status (full-time/part time) forwarded on official letterhead by employers

Students seeking a change in permanent residency must:

- Complete the change in residency application
- Submit required documentation as outlined in the residency application
- Submit copy of income taxes and proof of full-time employment in Tennessee for at least one year prior to enrollment.

All decisions are based upon regulations established by the Tennessee Board of Regents, with the intent that all Tennessee public institutions of higher education apply uniform classification rules. Should a student be denied in-state classification, the student has the right of appeal. The appeal steps are: (1) The Office of Enrollment Management (2) Vice President for Academic Affairs; (3) President of the University; (4) Tennessee Board of Regents.

Readmission

A. Students who leave the university voluntarily and who do not enroll for courses during one or more regular semesters must submit an application for readmission to the university. Summer is not considered a regular semester in determining absences from the university.

B. Students who return to TSU after attending other colleges or universities must submit an application for readmission and a transcript from all institutions attended since leaving TSU. Applicants in this category need a grade point average equal to TSU retention standards when all courses attempted at all colleges are combined.

C. Re-enrollees who wish to attend TSU after being suspended should follow Sections A and B above as well as the following:

1. Students who receive his/her first suspension at the end of the fall semester may not register at TSU until the following summer semester.

2. Students who receive his/her first suspension at the end of the spring semester will not be eligible to re-enroll until the following spring semester.

3. Students who receive his/her first suspension at the end of the summer session will not be eligible to re-enroll until the following spring semester.

4. Students who attend another accredited institution during his/her suspension from TSU and raises his/her cumulative GPA to meet TSU admissions standards will be allowed to reenroll at TSU.

D. In determining retention and re-enrollment, Summer I and Summer II grades will be as one semester.

Retention Standards, Academic Probation and Suspension

The minimum grade point average required by the university for awarding the baccalaureate or Associate degree is 2.00 for all credit work taken by the student as part of an approved program of study. The GPA is computed by dividing the total number of hours attempted by the total number of quality points earned (See "Grading System", University Catalog) except for credit hours in courses for which the student received a "W" or "I" (See "Adjusting Class Loads", *University Catalog*). Also, a repeated course is counted as attempted one time only (the last grade earned will be used to calculate the GPA). Any enrolled student who meets the minimum academic requirements is in good academic standing at the university.

Probationary status will be incurred by the student who fails to meet the standards listed below in any semester.

0-14 attempted hours – No minimum GPA
15-29 attempted hours – Not less than a 1.4 cumulative average
30-50 hours attempted – Not less than 1.7 cumulative average
51-67 hours attempted – Not less than 1.9 cumulative average
68 hours or more attempted - Not less than a 2.0 cumulative average and
Satisfactory completion of all developmental or remedial courses.

At the end of the next semester of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that semester will be suspended. When re-admitted, the student will enter the university with probationary status. Another suspension at the end of the semester of readmission may be avoided by achieving the minimum cumulative average according to the above standards. Moreover, a student on academic probation will not be suspended at the end of any semester during which a semester average of 2.00 has been earned.

Academic Suspension and Appeal

Faculty and staff are committed to helping students achieve their academic goals. Nevertheless, some students fail to maintain an adequate grade point average and are academically suspended. A student who believes that extenuating circumstances contributed to his/her suspension may appeal his/her case to the university's Committee on Suspension and Readmission. To appeal, the student must explain those circumstances in a letter submitted to the committee immediately after receiving notification of suspension. (See also "Grade Appeal, Retention Standards, and Academic Probation" in the Undergraduate Catalog).

Grade Appeals

The university recognizes the right of a student to appeal a grade which he/she believes is incorrect and does not reflect the student's class performance. Issues related to harassment (sexual, racial, or other) should be referred to the Affirmative Action Officer.

Students who believe an incorrect grade was awarded should seek a resolution with the instructor as soon as possible. If the student is not satisfied after attempting to reconcile the matter with the instructor, the student may appeal to the head of the department. This appeal must be in writing, accompanied by any relevant supporting documents, and must be initiated within 30 (thirty) calendar days of the beginning of the semester immediately following the semester in which the grade was awarded (excluding summer school).

The department head shall provide a copy of the student's letter to the instructor and request a written response from the instructor. The instructor will provide the department head with a written response within ten (10) working days. (Exceptions will apply when the instructor is not teaching, as in summer sessions, or when the instructor is on leave.) In instances where an instructor indicates to a student that a grade adjustment is warranted, and fails to make the adjustment within ten (10) working days, the student should inform the instructor's department head.

If the student is not satisfied with the decision of the department head, a further written appeal may be made to the dean of the college/school. This appeal must be made within ten (10) calendar days of the decision of the department head. After reviewing the appeal record, the dean must render a decision within ten (10) days of receipt of the appeal. The Vice President for Academic Affairs is the next level of appeal.

If the instructor happens to be the department head or the dean, the appeal will be submitted to the next higher academic officer (that is, to the dean, if the department head is the instructor or to the Vice President for Academic Affairs if the dean is the instructor). In such cases, the decision of the Vice President for Academic Affairs is final.

Grades, transcript information, drop/add, withdrawals and other data perceived by the student to be in error must be disputed by the student within 30 (thirty) days. Appeals made after this time will not be reviewed.

Graduation

Graduation ceremonies are held during the fall and spring semesters. Students who intend to graduate should complete the "Graduation Application" through his/her major

department. Any specific questions about graduation requirements should be directed to the major advisor.

Health Insurance

Students are urged to carry health insurance to cover illnesses and accidents that may occur while they are enrolled, since the coverage is not provided by the university. Information about a health and accident insurance plan, available at low cost to students, can be obtained during registration or in the Student Health Center. For more information call (615) 963-5291.

Honors College

The University Honors College, is a community of high-caliber undergraduates from all departments, schools and colleges at Tennessee State University (TSU), who seek advanced intellectual growth, leadership experiences, as well as campus and community engagement. The mission of the Honors College is to promote positive, life-long learning, scholarly inquiry, and a commitment to the service of others. The Honors College provides an especially rich and challenging set of academic offerings to the highly motivated and talented students at TSU. Through special courses, a vigorous intellectual community, emphasis on undergraduate research, special programming, and study abroad opportunities, the Honors College enables students to achieve new heights of excellence. Incoming freshmen, sophomores or transfer students with at least a 3.4 cumulative GPA and above who have been admitted to TSU and who want an Honors experience, may apply at http://www.tnstate.edu/honors.

Students within the University Honors College enjoy many benefits including: research and presentation experiences, smaller class size, seminar style courses designed to take them deeper into the content areas through discourse with intellectually-oriented faculty and peers, domestic and international travel opportunities, specialized internship and graduate study opportunities, priority Honors residence provisions, subsidized

Honors Program and Honors conference expenses, a variety of social and cultural activities, use of the McDonald Williams University Honors Center, recognition during the President's annual Honors Convocation and a custom-made Honors cord and pin to be worn with graduation regalia. We welcome all interested students to contact the University Honors Program at 615-963-5731 for more information.

Keys

The university's official key-making agency is the Department of Facilities Management located in the operations building and is the only agency authorized to make and issue keys for any university facility. The Residence Hall Director will issue appropriate keys to students. The Residence Hall Director will obtain keys by submitting to the Director of Facilities Management a completed "Request for Key" form that has been authorized by the appropriate officials. In the case of lost keys, a replacement charge will be required.

Chronic Communicable Diseases Policy

Tennessee State University places a high priority on providing a safe and intellectually stimulating environment for its staff and students. The university will take appropriate measures to encourage the health maintenance and regular attendance of all staff and students. The university is sensitive to concerns relative to the spread of chronic, communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS). The university accepts its role in providing relevant information to staff, students, and the community regarding methods by which the AIDS virus may be transmitted and how to prevent transmission.

Individuals with identified chronic, communicable diseases may be employed/admitted

provided the transmission of the disease to others and/or the risk of further injury to the individual is negligible. The university will make employment/placement decisions within the context of this standard and in conjunction with interpretations of current public health guidelines concerning the particular disease in question. The determination of whether an individual with a chronic communicable disease may be employed or attend the university shall be made in accordance with procedures implemented by the university.

Code of Computing Practice

(There are numerous technology policies and guidelines that students must be aware of as they utilize technology in classrooms, labs, residence halls, and off campus. The "TSU Code of Computing Practice," included below, references a general set of rules that students must follow when using technology on campus. In addition, students are responsible for reading and following the TSU technology policies and guidelines available at the website www.tnstate.edu under "TSU Technology Policies").

Computer resources within Tennessee State University (TSU) are available to students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in this manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of other users. Ethical standards that apply to the use of computer resources are not unique to the computer field; rather they are derived directly from the standards of common sense, decency, and courtesy that apply to the use of any public resource.

The following constitutes a code of computing practice to be adhered to by all computer system users. This includes all computing facilities owned, leased, or controlled by TSU.

A. Unlawful or unauthorized access to or use of computers, computer networks and computer data, programs, software materials or information is a misuse of computers. The use of computer resources for any purpose other than a purpose for which they are intended is an act of misconduct. Users are authorized to use the computer facilities for purposes that conform to the goals and objectives of TSU.

B. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health or safety or interfere with or harass individuals or TSU activities.

C. Users must not misuse, damage, or misappropriate in any manner computing equipment, property, and other facilities and resources.

D. Users are responsible for the use of their computer resources; and as such, they should take precautions against others obtaining access to their computers resources. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.

E. Users must utilize only those resources that have been authorized for their use and only for the purpose for which the authorization was granted. The fact that a resource is unprotected does not imply permission for an unauthorized person to use it.

F. Users must not attempt to modify system facilities or subvert the restrictions associated with their computer resource. Users must follow the established procedures for accessing the computing systems.

G. Users shall utilize software only in accordance with the applicable license agreement. TSU licenses the use of most of its computer software from a variety of outside companies. TSU does not own this software nor its related documentation and, unless authorized by the license, does not have the right to reproduce it.

H. Users may not access, modify, or copy programs, files, or data of any sort belonging to other users or TSU without obtaining prior authorization from the appropriate authority. Similarly, programs, subroutines, data, equipment, and other computing-related

resources may not be taken from TSU to other computer installations without the proper authorization and a clearly defined understanding of the responsibilities associated with such action (e.g., security of access to the data at the other computer installation).

I. Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources.

J. Users and non-users must not encourage, collaborate, or tolerate the misuse of computer resources or the violations of this code by any other person. It is TSU policy that anyone with knowledge of violations or suspected violations of computer security measures or controls report this information to the appropriate TSU authority. The above code is intended to work to the benefit of all computer users by encouraging responsible conduct and use of computer resources. Disciplinary action for violating this code shall be governed by the applicable policies and procedures of the Tennessee Board of Regents. The following disciplinary sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination by TSU against violators of this code.

Repeated Violators and Sanctions:

- Require restitution to TSU for damage to or misuse of computing facilities
- Warn the individual that continuation or repetition of a specified conduct may cause other disciplinary action.
- Reprimand in writing indicating further violation may result in more serious penalties
- Result in more serious penalties.
- Restriction of computing privileges for a specified period of time
- Probation status, with the associate implications, imposed on the individual
- Suspension or expulsion of the individual from TSU
- Termination of employment of the individual by TSU
- Interim or summary suspension until a final determination has been made in regard to the charges made against the individual

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment.

Tornado Warning Procedures

In the event of a tornado warning, one should observe the following procedures:

- proceed to the basement or first floor level interior hallways or restrooms;
- if hallways are not suitable, use inside wall of rooms away from glass windows and opposite side from which the storm is approaching;
- take position for greatest safety by crouching on knees, head down with hands locked at back of neck.

(For additional information on tornado preparedness and other emergency types, go to the Facilities Management website: http://www.tnstate.edu/vpbf/fmo

SOURCES OF INFORMATION

Academic Requirements – For information on academic requirements, consult the current university undergraduate or graduate student catalog.

General information may be obtained from the Information Desk, Floyd Payne Campus Center, 2nd Floor, (615) 963-5310.

Official announcements are made through:

- Faculty members
- Official bulletin boards
- Convocations
- Monthly Calendar of Events
- Mytsu
- Electronic communications
- The Meter

Students are responsible for complying with circulated announcements. Ignorance of an official announcement is no excuse for failure to comply.

PUBLICATIONS

The purpose of "The Meter," the student newspaper and website, is to keep students informed of the activities of the university and to provide the medium for expression of student opinion.

The Tennessean is the university yearbook and its purpose is to capture the current campus scene in words and pictures.

The Office of Student Activities publishes a monthly calendar. Requests for activities to be included in the monthly calendar must be received in the office by the 20th of the preceding month.

RADIO WTSU (The Blaze) Department of Communications

Statement of Purpose

Radio WTSU is the campus radio station at Tennessee State University in Nashville. Radio WTSU broadcasts at 1600 AM through carrier-current transmitters on the main campus. Radio WTSU is operated through the College of Arts and Sciences. The station is managed by a staff member of the Department of Communications. All radio broadcasting and station operations are conducted by students. For more information: www.tsuradio.com

TSU Publication Statement

TSU-16-0277(B)-13b-50280-Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Tennessee State University. The following person has been designated to handle inquiries regarding non-discrimination policies: Tiffany Cox, Director, Office of Equity and Inclusion, tcox9@tnstate.edu, or Justin Harris, Assistant Director, Office of Equity and Inclusion, jharri11@tnstate.edu, 3500 John Merritt Blvd., McWherter Administration Building, Suite 260, Nashville, TN 37209, 615-963-7435. The Tennessee State University policy on nondiscrimination can be found at www.tnstate.edu/nondiscrimination.

TENNESSEE STATE UNIVERSITY

SEPTEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5 **LABOR DAY**	6	7
11	12	13	14
18	19	20	21
25 • Student Study Week- No Activities Scheduled Begins	26	27	28

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
1	**2** • Campus Wide Assembly- First Year Students	**3**
8	**9**	**10**
15	**16** • Recognition of Constitution Day	**17**
22	**23**	**24**
29	**30**	

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2 **ROSH HASHANAH (BEGINS AT SUNDOWN)**	**3** • Mid-term Examination Week Begins	**4**	**5**
9	**10** **COLUMBUS DAY (OBSERVED)**	**11** **YOM KIPPUR (BEGINS AT SUNDOWN)** • Founders Day (9:00 a.m.- Kean Hall)	**12**
16	**17**	**18**	**19**
23	**24**	**25**	**26**
30	**31** **HALLOWEEN**		

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
		1 • Student Study Week- No Activities Scheduled Ends
6	**7**	**8** • Mid-term Examination Week Ends
13	**14**	**15** • Homecoming
20	**21**	**22**
27	**28**	**29**

SEPTEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7 • Registration for Spring 2017 Begins	8	9
13	14	15	16
20	21 • Fall Break Begins/ Thanksgiving Holiday- no classes	22	23
27	28 • Student Study Week- No Activities Scheduled Begins	29	30

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
3	**4** • Last Day to Withdraw from Courses • Last Day to Withdraw from University	**5**
10	**11** **VETERANS DAY**	**12**
17	**18**	**19**
24 **THANKSGIVING DAY**	**25** • Fall Break Ends/ Thanksgiving Holiday- no classes	**26**

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12 • Faculty must have posted all grades via "MyTSU"	13	14
18	19	20	21
25 **CHRISTMAS DAY**	26 **KWANZAA (BEGINS)**	27	28

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
1 • Last Day of Class	**2** • Student Study Week- No Activities Scheduled Ends	**3** • Final Examinations Begin
8 • Final Examinations End	**9**	**10** • Commencement
15	**16**	**17**
22	**23** • Holiday Break Begins	**24** **CHANUKAH (BEGINS AT SUNDOWN)**
29	**30**	**31**

NOVEMBER 2016

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JANUARY 2017

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JANUARY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1 **NEW YEAR'S DAY**	**2**	**3** • Holiday Break Ends • University Re-Opens- 8:00 am	**4**
8	**9** • Faculty/ Staff Institute	**10**	**11** • Residence Halls Open (New Students)
15	**16** **MARTIN LUTHER KING, JR. DAY** • No Classes	**17** • Classes Begin • Late Registration/ Schedule Adjustment Begins	**18**
22	**23**	**24**	**25**
29	**30**	**31**	

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
5	**6**	**7**
12 • Freshman Orientation • Residence Halls Open (Returning Students)	**13** • Registration for Spring 2017 Ends	**14**
19	**20** • Late Registration/ Schedule Adjustment Ends	**21**
26	**27**	**28**

DECEMBER 2016

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FEBRUARY 2017

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FEBRUARY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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12 **LINCOLN'S BIRTHDAY**	13	14 **VALENTINE'S DAY**	15
19	20 **PRESIDENTS' DAY**	21	22 **WASHINGTON'S BIRTHDAY**
26	27 • Student Study Week- No Activities Scheduled Begins	28	

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
2 GROUNDHOG DAY	**3**	**4**
9	**10**	**11**
16	**17**	**18**
23	**24**	**25**

JANUARY 2017

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MARCH 2017

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MARCH 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1 **ASH WEDNESDAY**
5	**6** • Mid-term Examination Week Begins	**7**	**8**
12	**13** • Spring Break Begins	**14**	**15**
19	**20**	**21**	**22**
26	**27**	**28**	**29**

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
2	**3** • Student Study Week- No Activities Scheduled Ends	**4**
9	**10**	**11** **PURIM (BEGINS AT SUNDOWN)** • Mid-term Examination Week Ends
16	**17** **ST. PATRICK'S DAY** • Spring Break Ends	**18**
23	**24**	**25**
30	**31** • Last Day to Withdraw from Courses • Last Day to Withdraw from University	

FEBRUARY 2017

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APRIL 2017

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APRIL 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	**3** • Registration for Summer and Fall 2017 Begins • Registration- All Summer Sessions Begins	**4**	**5**
9 **PALM SUNDAY**	**10** **PASSOVER (BEGINS AT SUNDOWN)**	**11**	**12**
16 **EASTER**	**17**	**18**	**19**
23	**24** • Student Study Week- No Activities Scheduled Begins	**25** • Registration for Summer and Fall 2017 Ends	**26**
30			

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
		1 **APRIL FOOL'S DAY**
6	**7**	**8**
13	**14** **GOOD FRIDAY**	**15**
20	**21**	**22**
27 • Last Day of Class	**28** • Student Study Week- No Activities Scheduled Ends	**29** • Final Examinations for Spring 2017 Begin

MARCH 2017

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MAY 2017

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MAY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	**2**	**3**
7	**8** • Faculty must have posted all grades via "MyTSU" • Registration • Classes begin for 3 week session	**9**	**10**
14 **MOTHER'S DAY**	**15**	**16**	**17**
21	**22**	**23**	**24**
28	**29** **MEMORIAL DAY** • Registration- All Summer Sessions	**30** • Faculty must have posted all grades via "MyTSU"	**31**

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
4	**5** • Final Examinations for Spring 2017 End • Graduate Commencement Ceremony, 5:00 p.m., Gentry	**6** • Undergraduate Commencement Ceremony. 9:00 a.m., Hale Stadium
11	**12**	**13**
18	**19** • Last Day to Withdraw from Courses	**20**
25 • Last Day of Classes	**26** **RAMADAN (BEGINS AT SUNDOWN)**	**27**

APRIL 2017

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JUNE 2017

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JUNE 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	**5** • Classes Begin for Full 10 Week Courses • Late Registration/ Schedule Adjustment Begins • Classes Begin for Summer Session I 5 Week Session	**6**	**7** • Late Registration/ Schedule Adjustment Ends • Late Registration/Drop/Add
11	**12**	**13**	**14** **FLAG DAY**
18 **FATHER'S DAY**	**19**	**20**	**21**
25	**26**	**27**	**28**

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
1	**2**	**3** • Residence Halls Open
8	**9**	**10**
15	**16**	**17**
22	**23** • Last Day to Withdraw from First Session Courses • Last Day to Withdraw from University	**24**
29	**30**	

MAY 2017

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JULY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	**3**	**4** **INDEPENDENCE DAY**	**5**
9	**10** • Classes Begin for Summer Session II 5 Week Session • Late Registration/Drop/Add for Summer II	**11**	**12**
16	**17**	**18**	**19**
23	**24**	**25**	**26**
30	**31**		

TENNESSEE STATE UNIVERSITY

THURSDAY	FRIDAY	SATURDAY
		1
6 • Last Day of Classes for Summer Session I	**7**	**8**
13	**14** • Last Day to Withdraw from 10 Week Courses • Last Day to Withdraw from University	**15**
20	**21**	**22**
27	**28** • Last Day to Withdraw from Second-Session Courses • Last Day to Withdraw from University	**29**

JUNE 2017

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SEPTEMBER 2016

TENNESSEE STATE UNIVERSITY

AUGUST 2016

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OCTOBER 2016

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5 MONDAY

LABOR DAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

An investment in knowledge pays the best interest.

–Benjamin Franklin

SEPTEMBER 2016

TENNESSEE STATE UNIVERSITY

AUGUST 2016

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OCTOBER 2016

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12 MONDAY

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

- Recognition of Constitution Day

17 SATURDAY

18 SUNDAY

The only correct actions are those that demand no explanation and no apology.

–Red Auerbach

SEPTEMBER 2016

TENNESSEE STATE UNIVERSITY

AUGUST 2016

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OCTOBER 2016

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19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

- Student Study Week- No Activities Scheduled Begins

Education is not the filling of a pail, but the lighting of a fire.
–William Butler Yeats

SEPTEMBER 2016

TENNESSEE STATE UNIVERSITY

AUGUST 2016

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OCTOBER 2016

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26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

1 SATURDAY

OCT

- Student Study Week- No Activities Scheduled Ends

2 SUNDAY

ROSH HASHANAH (BEGINS AT SUNDOWN)

Character may almost be called the most effective means of persuasion.
–Aristotle

OCTOBER 2016

TENNESSEE STATE UNIVERSITY

SEPTEMBER 2016

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NOVEMBER 2016

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3 MONDAY

- Mid-term Examination Week Begins

4 TUESDAY

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

- Mid-term Examination Week Ends

9 SUNDAY

If we don't change, we don't grow. If we don't grow, we aren't really living.
–Gail Sheehy

OCTOBER 2016

TENNESSEE STATE UNIVERSITY

SEPTEMBER 2016

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NOVEMBER 2016

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10 MONDAY

COLUMBUS DAY (OBSERVED)

11 TUESDAY

YOM KIPPUR (BEGINS AT SUNDOWN)

- Founders Day (9:00 a.m.- Kean Hall)

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

15 SATURDAY

- Homecoming

16 SUNDAY

What lies behind us and what lies before us are tiny matters compared to what lies within us.

–Ralph Waldo Emerson

OCTOBER 2016

TENNESSEE STATE UNIVERSITY

SEPTEMBER 2016

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NOVEMBER 2016

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17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

The future belongs to those who believe in the beauty of their dreams.
–Eleanor Roosevelt

OCTOBER 2016

TENNESSEE STATE UNIVERSITY

SEPTEMBER 2016

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NOVEMBER 2016

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24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

It is the mark of an educated mind to be able to entertain a thought without accepting it.

–Aristotle

NOVEMBER 2016

TENNESSEE STATE UNIVERSITY

OCTOBER 2016

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DECEMBER 2016

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31 MONDAY OCT

HALLOWEEN

NOV 1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

- Last Day to Withdraw from Courses
- Last Day to Withdraw from University

5 SATURDAY

6 SUNDAY

Live out of your imagination, not your history.

–Stephen Covey

NOVEMBER 2016

TENNESSEE STATE UNIVERSITY

OCTOBER 2016

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DECEMBER 2016

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7 MONDAY

- Registration for Spring 2017 Begins

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

VETERANS DAY

12 SATURDAY

13 SUNDAY

There are two ways of spreading light: to be the candle or the mirror that reflects it.

–Edith Wharton

NOVEMBER 2016

TENNESSEE STATE UNIVERSITY

OCTOBER 2016

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DECEMBER 2016

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14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

Nobody gets to live life backward. Look ahead, that is where your future lies.

–Ann Landers

NOVEMBER 2016

TENNESSEE STATE UNIVERSITY

OCTOBER 2016

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DECEMBER 2016

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21 MONDAY

- Fall Break Begins/ Thanksgiving Holiday- no classes

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

THANKSGIVING DAY

25 FRIDAY

- Fall Break Ends/ Thanksgiving Holiday- no classes

26 SATURDAY

27 SUNDAY

If you want to work for world peace, go home and love your families.
–Mother Teresa

DECEMBER 2016

TENNESSEE STATE UNIVERSITY

NOVEMBER 2016

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JANUARY 2017

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28 MONDAY NOV

- Student Study Week- No Activities Scheduled Begins

29 TUESDAY

30 WEDNESDAY

1 THURSDAY DEC

- Last Day of Class

2 FRIDAY

- Student Study Week- No Activities Scheduled Ends

3 SATURDAY

- Final Examinations Begin

4 SUNDAY

It takes less time to do a thing right, than it does to explain why you did it wrong.

–Henry Wadsworth Longfellow

DECEMBER 2016

TENNESSEE STATE UNIVERSITY

NOVEMBER 2016

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JANUARY 2017

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5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

- Final Examinations End

9 FRIDAY

10 SATURDAY

- Commencement

11 SUNDAY

Live in such a way that you would not be ashamed to sell your parrot to the town gossip.

–Will Rogers

DECEMBER 2016

TENNESSEE STATE UNIVERSITY

NOVEMBER 2016

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JANUARY 2017

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12 MONDAY

- Faculty must have posted all grades via "MyTSU"

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

17 SATURDAY

18 SUNDAY

I look to the future because that's where I'm going to spend the rest of my life.

–George Burns

DECEMBER 2016

TENNESSEE STATE UNIVERSITY

NOVEMBER 2016

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JANUARY 2017

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19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

- Holiday Break Begins

24 SATURDAY

CHANUKAH (BEGINS AT SUNDOWN)

25 SUNDAY

CHRISTMAS DAY

If moral behavior were simply following rules, we could program a computer to be moral.

–Samuel P. Ginder

DECEMBER 2016

TENNESSEE STATE UNIVERSITY

NOVEMBER 2016

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JANUARY 2017

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26 MONDAY

KWANZAA (BEGINS)

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

DEC

31 SATURDAY

NEW YEAR'S DAY

JAN 1 SUNDAY

Life is really simple, but we insist on making it complicated.

–Confucius

JANUARY 2017

TENNESSEE STATE UNIVERSITY

DECEMBER 2016

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FEBRUARY 2017

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2 MONDAY

3 TUESDAY

- Holiday Break Ends
- University Re-Opens- 8:00 am

4 WEDNESDAY

5 THURSDAY

6 FRIDAY

JAN

7 SATURDAY

8 SUNDAY

Discipline is the bridge between goals and accomplishment.

–Jim Rohn

JANUARY 2017

TENNESSEE STATE UNIVERSITY

DECEMBER 2016

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FEBRUARY 2017

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9 MONDAY

- Faculty/ Staff Institute

10 TUESDAY

11 WEDNESDAY

- Residence Halls Open (New Students)

12 THURSDAY

- Freshman Orientation
- Residence Halls Open (Returning Students)

13 FRIDAY

- Registration for Spring 2017 Ends

14 SATURDAY

15 SUNDAY

Believe that life is worth living and your belief will help create the fact.
–William James

JANUARY 2017

TENNESSEE STATE UNIVERSITY

DECEMBER 2016

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FEBRUARY 2017

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16 MONDAY

MARTIN LUTHER KING, JR. DAY

- No Classes

17 TUESDAY

- Classes Begin
- Late Registration/ Schedule Adjustment Begins

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

- Late Registration/ Schedule Adjustment Ends

JAN

21 SATURDAY

22 SUNDAY

Everything has been figured out, except how to live.

–Jean-Paul Sartre

JANUARY 2017

TENNESSEE STATE UNIVERSITY

DECEMBER 2016

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FEBRUARY 2017

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23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY

27 FRIDAY

28 SATURDAY

29 SUNDAY

Courage is resistance to fear, mastery of fear, not absence of fear.
–Mark Twain

FEBRUARY 2017

TENNESSEE STATE UNIVERSITY

JANUARY 2017

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MARCH 2017

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30 MONDAY JAN

31 TUESDAY

1 WEDNESDAY FEB

2 THURSDAY

GROUNDHOG DAY

3 FRIDAY

4 SATURDAY

5 SUNDAY

Here is the test to find whether your mission on Earth is finished: if you're alive, it isn't.

–Richard Bach

FEBRUARY 2017

TENNESSEE STATE UNIVERSITY

JANUARY 2017

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MARCH 2017

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6 MONDAY

7 TUESDAY

8 WEDNESDAY

9 THURSDAY

10 FRIDAY

FEB

11 SATURDAY

12 SUNDAY

LINCOLN'S BIRTHDAY

A genuine leader is not a searcher for consensus but a molder of consensus.

–Martin Luther King, Jr.

FEBRUARY 2017

TENNESSEE STATE UNIVERSITY

JANUARY 2017

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MARCH 2017

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13 MONDAY

14 TUESDAY

VALENTINE'S DAY

15 WEDNESDAY

16 THURSDAY

17 FRIDAY

18 SATURDAY

19 SUNDAY

In three words I can sum up everything I've learned about life: it goes on.
–Robert Frost

FEBRUARY 2017

TENNESSEE STATE UNIVERSITY

JANUARY 2017

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MARCH 2017

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20 MONDAY

PRESIDENTS' DAY

21 TUESDAY

22 WEDNESDAY

WASHINGTON'S BIRTHDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

Liberty means responsibility. That's why most men dread it.
–George Bernard Shaw

MARCH 2017

TENNESSEE STATE UNIVERSITY

FEBRUARY 2017

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27 MONDAY FEB

- Student Study Week- No Activities Scheduled Begins

28 TUESDAY

1 WEDNESDAY MAR

ASH WEDNESDAY

2 THURSDAY

3 FRIDAY

- Student Study Week- No Activities Scheduled Ends

4 SATURDAY

5 SUNDAY

Life consists not in holding good cards but in playing those you hold well.
–Josh Billings

MARCH 2017

TENNESSEE STATE UNIVERSITY

FEBRUARY 2017

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6 MONDAY

- Mid-term Examination Week Begins

7 TUESDAY

8 WEDNESDAY

9 THURSDAY

10 FRIDAY

11 SATURDAY

PURIM
(BEGINS AT SUNDOWN)

- Mid-term Examination Week Ends

12 SUNDAY

Love all, trust a few, do wrong to none.

–William Shakespeare

MARCH 2017

TENNESSEE STATE UNIVERSITY

FEBRUARY 2017

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APRIL 2017

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13 MONDAY

- Spring Break Begins

14 TUESDAY

15 WEDNESDAY

16 THURSDAY

17 FRIDAY

ST. PATRICK'S DAY

- Spring Break Ends

18 SATURDAY

19 SUNDAY

Everyone thinks of changing the world, but no one thinks of changing himself.

–Leo Tolstoy

MARCH 2017

TENNESSEE STATE UNIVERSITY

FEBRUARY 2017

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APRIL 2017

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20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

There are only two mistakes one can make along the road to truth; not going all the way, and not starting.

–Buddha

MAR

MARCH 2017

TENNESSEE STATE UNIVERSITY

FEBRUARY 2017

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APRIL 2017

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27 MONDAY

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

31 FRIDAY

- Last Day to Withdraw from Courses
- Last Day to Withdraw from University

MAR

1 SATURDAY APR

APRIL FOOL'S DAY

2 SUNDAY

Life is but thought.

–Sara Teasdale

APRIL 2017

TENNESSEE STATE UNIVERSITY

MARCH 2017

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MAY 2017

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3 MONDAY

- Registration for Summer and Fall 2017 Begins
- Registration- All Summer Sessions Begins

4 TUESDAY

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

PALM SUNDAY

Wealth stays with us a little moment if at all: only our characters are steadfast, not our gold.

–Euripides

APRIL 2017

TENNESSEE STATE UNIVERSITY

MARCH 2017

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MAY 2017

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10 MONDAY

PASSOVER (BEGINS AT SUNDOWN)

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

GOOD FRIDAY

14 FRIDAY

15 SATURDAY

EASTER

16 SUNDAY

Life is like dancing. If we have a big floor, many people will dance. Some will get angry when the rhythm changes. But life is changing all the time.
–Miguel Angel Ruiz

APRIL 2017

TENNESSEE STATE UNIVERSITY

MARCH 2017

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MAY 2017

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17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.

–Booker T. Washington

APRIL 2017

TENNESSEE STATE UNIVERSITY

MARCH 2017

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MAY 2017

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24 MONDAY

- Student Study Week- No Activities Scheduled Begins

- Registration for Summer and Fall 2017 Ends

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

- Last Day of Class

28 FRIDAY

- Student Study Week- No Activities Scheduled Ends

29 SATURDAY

- Final Examinations for Spring 2017 Begin

30 SUNDAY

May you live all the days of your life.

–Jonathan Swift

MAY 2017

TENNESSEE STATE UNIVERSITY

APRIL 2017

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JUNE 2017

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1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

- Final Examinations for Spring 2017 End
- Graduate Commencement Ceremony, 5:00 p.m., Gentry

6 SATURDAY

- Undergraduate Commencement Ceremony. 9:00 a.m., Hale Stadium

7 SUNDAY

Character is the result of two things: mental attitude and the way we spend our time.

–Elbert Hubbard

MAY 2017

TENNESSEE STATE UNIVERSITY

APRIL 2017

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JUNE 2017

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8 MONDAY

- Faculty must have posted all grades via "MyTSU"
- Registration
- Classes begin for 3 week session

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

12 FRIDAY

13 SATURDAY

14 SUNDAY

MOTHER'S DAY

My life is every moment of my life. It is not a culmination of the past.
–Hugh Leonard

MAY 2017

TENNESSEE STATE UNIVERSITY

APRIL 2017

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JUNE 2017

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15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

19 FRIDAY

- Last Day to Withdraw from Courses

20 SATURDAY

21 SUNDAY

I think we all strive to push ourselves, to overcome our struggles. And when we do, we get to know ourselves better.

–Ann Bancroft

MAY 2017

TENNESSEE STATE UNIVERSITY

APRIL 2017

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JUNE 2017

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22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

- Last Day of Classes

RAMADAN
(BEGINS AT SUNDOWN)

26 FRIDAY

27 SATURDAY

28 SUNDAY

Failure is a part of success.

–Hank Aaron

JUNE 2017

TENNESSEE STATE UNIVERSITY

MAY 2017

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JULY 2017

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29 MONDAY MAY

MEMORIAL DAY

- Registration- All Summer Sessions

- Faculty must have posted all grades via "MyTSU"

30 TUESDAY

31 WEDNESDAY

1 THURSDAY **JUN**

2 FRIDAY

3 SATURDAY

- Residence Halls Open

4 SUNDAY

Patience is bitter, but its fruit is sweet.

–Jean-Jacques Rousseau

JUNE 2017

TENNESSEE STATE UNIVERSITY

MAY 2017

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JULY 2017

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5 MONDAY

- Classes Begin for Full 10 Week Courses
- Late Registration/ Schedule Adjustment Begins
- Classes Begin for Summer Session I 5 Week Session

6 TUESDAY

7 WEDNESDAY

- Late Registration/ Schedule Adjustment Ends
- Late Registration/Drop/Add

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

JUN

The purpose of life is a life of purpose.

–Robert Byrne

JUNE 2017

TENNESSEE STATE UNIVERSITY

MAY 2017

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JULY 2017

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12 MONDAY

13 TUESDAY

14 WEDNESDAY

FLAG DAY

15 THURSDAY

16 FRIDAY

17 SATURDAY

18 SUNDAY

FATHER'S DAY

JUN

Wear a smile and have friends; wear a scowl and have wrinkles.
–George Eliot

JUNE 2017

TENNESSEE STATE UNIVERSITY

MAY 2017

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JULY 2017

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19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

- Last Day to Withdraw from First Session Courses
- Last Day to Withdraw from University

24 SATURDAY

25 SUNDAY

JUN

There is only one difference between a long life and a good dinner: that, in the dinner, the sweets come last.

–Robert Louis Stevenson

JUNE 2017

TENNESSEE STATE UNIVERSITY

MAY 2017

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JULY 2017

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26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

1 SATURDAY JUL

2 SUNDAY

It is health that is real wealth and not pieces of gold and silver.

–Gandhi

JULY 2017

TENNESSEE STATE UNIVERSITY

JUNE 2017

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AUGUST 2017

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3 MONDAY

INDEPENDENCE DAY

4 TUESDAY

5 WEDNESDAY

6 THURSDAY

- Last Day of Classes for Summer Session I

7 FRIDAY

8 SATURDAY

9 SUNDAY

What we play is life.

–Louis Armstrong

JULY 2017

TENNESSEE STATE UNIVERSITY

JUNE 2017

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AUGUST 2017

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10 MONDAY

- Classes Begin for Summer Session II 5 Week Session
- Late Registration/Drop/Add for Summer II

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

- Last Day to Withdraw from 10 Week Courses
- Last Day to Withdraw from University

15 SATURDAY

16 SUNDAY

Patience, persistence and perspiration make an unbeatable combination for success.

–Napoleon Hill

JULY 2017

TENNESSEE STATE UNIVERSITY

JUNE 2017

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AUGUST 2017

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17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

JUL

Laziness may appear attractive, but work gives satisfaction.

–Anne Frank

JULY 2017

TENNESSEE STATE UNIVERSITY

JUNE 2017

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AUGUST 2017

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24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

- Last Fay to Withdraw from Second-Session Courses
- Last Day to Withdraw from University

29 SATURDAY

30 SUNDAY

It is hard to fail, but it is worse never to have tried to succeed.
–Theodore Roosevelt

JUL

AUGUST 2017

TENNESSEE STATE UNIVERSITY

JULY 2017

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SEPTEMBER 2017

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31 MONDAY JUL

AUG 1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY

6 SUNDAY

Where there is no struggle, there is no strength.

–Oprah Winfrey

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Publication Number: TSU-16-0277(B)-13b-50280

2016

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DECEMBER 2016

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2017

JANUARY 2017

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SEPTEMBER 2017

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OCTOBER 2017

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NOVEMBER 2017

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DECEMBER 2017

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2018

JANUARY 2018

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FEBRUARY 2018

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APRIL 2018

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MAY 2018

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JULY 2018

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AUGUST 2018

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OCTOBER 2018

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NOVEMBER 2018

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TENNESSEE STATE UNIVERSITY

TSU-16-0277(B)-13b-50280 – Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Tennessee State University. The following person has been designated to handle inquiries regarding non-discrimination policies: Tiffany Cox, Director, Office of Equity and Inclusion, tcox9@tnstate.edu, or Justin Harris, Assistant Director, Office of Equity and Inclusion, jharri11@tnstate.edu, 3500 John Merritt Blvd., McWherter Administration Building, Suite 260, Nashville, TN 37209, 615-963-7435. The Tennessee State University policy on nondiscrimination can be found at www.tnstate.edu/nondiscrimination.

This document provided by Dr. Frances Williams (AVP Research and Sponsored Projects and Chief Research Officer) to Atty Jackson in June 2020.

TENNESSEE STATE UNIVERSITY

"Think. Work. Serve."

Research and Sponsored Programs
3500 John A. Merritt Boulevard
Nashville, Tennessee 37209-1561
Office: (615) 963-7631
Fax: (615) 963-5068

Proposal Submission Policy

In order for the Division of Research and Sponsored Programs (RSP) to provide the most effective service and meet mandated requirements and budget constraints, the cooperation of the TSU research community is essential.

We would like to remind everyone of the following items:

1. The staff of the Division should be notified as soon as possible of your intent to submit a proposal, preferably 30 days in advance, using our 'Intent to Submit a Proposal' form at: https://tnstateu.az1.qualtrics.com/jfe/form/SV_5oruBn3pVx3BuVn. This form must be submitted for all proposals in order to officially notify RSP staff. (Please note, this form is internal and the PI will still be required to upload proposal documents into the agency's submission portal).

2. Investigators should submit complete proposals for RSP review. The staff is responsible for reviewing rather than preparing proposals. We will not be able to complete our review until we receive the complete proposal. Once the proposal is reviewed, PIs are still responsible for uploading the documents into the agency's submission portal.

3. Proposal budgets should be submitted to RSP five working days prior to the submission deadline to guarantee review and approval. Completed applications will be submitted on a first come, first serve basis.

4. For limited submissions, where the funding agency limits the number of proposals that a university can submit, if the number of notices of intent to submit (RSP form) is greater than the number of submissions allowed, PIs will be required to submit a white paper summarizing their proposal concept and pertinent background information. The white papers will be reviewed by an internal panel to select the most competitive proposal(s) for submission. Thus, 'Intent to Submit a Proposal' forms for limited submission should be submitted at least 30 days before the submission deadline to ensure adequate time for review and selection of proposals.

5. All proposals submissions must he approved and submitted by the University's Authorized Organizational Representative, Dr. Frances Williams, Chief Research Officer and Associate Vice President.

6. Office hours for Research and Sponsored Programs are 8:00am to 4:30pm. Please plan to work with RSP staff during these hours to process your proposal.

Your cooperation with these best practices will facilitate the Division of Research and Sponsored Programs' goals to provide the best serve to you and help TSU continue to expand its external research base.

Best Regards,

Frances Williams, Ph.D.
Associate Vice President

Phyllis Danner
Director

This document provided by Dr. Frances Williams (AVP Research and Sponsored Projects and Chief Research Officer) to Atty Jackson in June 2020.

Tennessee State University

Division of Research and Sponsored Programs

Post Award Non-Financial Reporting Policy

Overview

For active awards, financial and performance reports are generally required to be submitted at pre-determined intervals to the sponsoring agency. During closeout, all required financial, performance, and other reports must be submitted as required by the agency, and all obligations incurred under the award liquidated. Sponsors must make prompt payments for allowable, reimbursable grant costs. The award notice specifies the interim and closeout report requirements. Performance reports are prepared and submitted by the principal investigator (PI). The TSU Division of Research and Sponsored Programs (RSP) is responsible for communicating with PIs and their supervisors to ensure their performance reports are submitted in a timely manner. Financial reports and invoices are prepared and submitted by the TSU Grants Accounting Office (GAO). This document outlines the post award non-financial reporting process.

Determination of Reporting Deadlines

During intake of award notices from grantors, RSP will create performance report submission schedules for PIs to aid them in staying on track with their quarterly or annual reporting requirements. Further, the non-financial post award closeout reporting dates and requirements are also captured. These reports generally include the Final Technical Report, Final Inventions Report, and Final Equipment Report.

Non-Financial Interim Reports

Depending on the agency, performance reports are prepared by the PI and submitted by the PI or the TSU Division of Research and Sponsored Programs (RSP). However, RSP will notify the PI 60 days before the interim performance report is due about the submission of their report. Another reminder email will then be sent to the PI 30 days before the interim report is due. The Academic Dean, Division Head or Unit Head will be copied on the reminder emails. They will be expected to enforce compliance of report submissions. If reports are not submitted by the due date, email notices will be sent to the PI and their Academic Dean/Unit Head of the overdue report.

Non-Financial Final Closeout Reports

The PI is also responsible for submitting their final closeout reports (excluding financial reports). RSP will notify the PI 90 days before the end of the grant closing about the submission of their final reports. Reminder emails will be sent to the PI each month, thereafter. The Academic Dean, Division Head or Unit Head will be copied on the reminder emails and will be expected to enforce compliance. If reports are not submitted by the due date, emails will be sent to the PI and their Academic Dean/Unit Head of the overdue reports.

Code of Federal Regulations (Uniform Guidance)
Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart D—Post Federal Award Requirements

§200.343 Closeout
The Federal awarding agency or pass-through entity will close-out the Federal award when it determines that all applicable administrative actions and all required work of the Federal award have been completed by the non-Federal entity. This section specifies the actions the non-Federal entity and Federal awarding agency or pass-through entity must take to complete this process at the end of the period of performance.

(a) The non-Federal entity must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. The Federal awarding agency or pass-through entity may approve extensions when requested by the non-Federal entity.

(b) Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.

(c) The Federal awarding agency or pass-through entity must make prompt payments to the non-Federal entity for allowable reimbursable costs under the Federal award being closed out.

(d) The non-Federal entity must promptly refund any balances of unobligated cash that the Federal awarding agency or pass-through entity paid in advance or paid and that are not authorized to be retained by the non-Federal entity for use in other projects. See OMB Circular A-129 and see §200.345 Collection of amounts due, for requirements regarding unreturned amounts that become delinquent debts.

(e) Consistent with the terms and conditions of the Federal award, the Federal awarding agency or pass-through entity must make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.

(f) The non-Federal entity must account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with §§200.310 Insurance coverage through 200.316 Property trust relationship and 200.329 Reporting on real property.

(g) The Federal awarding agency or pass-through entity should complete all closeout actions for Federal awards no later than one year after receipt and acceptance of all required final reports.

This document was downloaded from the Human Resources "Manager's Toolkitt" website at http://www.tnstate.edu/hr/mgrtoolkit/references.aspx, at the link http://www.tnstate.edu/hr/documents/TSUHRmanual.pdf
(downloaded in PDF form 7/2/2020).

Tennessee State University

PERSONNEL HANDBOOK

HUMAN RESOURCES OFFICE

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INTRODUCTION

This handbook is a guide to the responsibilities, principles, and benefits of employment at Tennessee State University (TSU). It is intended to be a general reference source and does not create a contract of employment. Due to constant changing of situations and conditions, the policies and practices contained within this handbook are subject to change at any time. Additional information is available in the TSU and TBR policies and procedures manuals. Copies of the TSU manual should be located in all departmental offices and are accessible by using the World Wide Web: (www.tnstate.edu/PersonnelHandbook). You may also call the Human Resources Office at 963-5281 for assistance.

The welfare of employees is extremely important to the success of TSU. However, it is recognized that, with the variety of departments within TSU, no single Handbook can cover all foreseeable questions. With this in mind, TSU tries to develop Policies that will ensure good working conditions, fair wages and hours, and appropriate security for all employees. Due to length, some detailed explanations and exceptions to policies have been omitted. Therefore, this handbook cannot be regarded as the official statement of policy from which interpretations are to be made.

This handbook addresses the benefits and privileges provided to full-time employees. Part-time employees may contact the Human Resources Office at 963-5281 for specific benefits and privileges.

EMERGENCY

Should a major incident and/or disaster threaten or occur on the campus of Tennessee State University, designated officials will be notified. Senior administrators will notify and coordinate the activities of the appropriate persons in their respective divisions. Each building or building complex has a security coordinator who will implement the necessary procedures to ensure the safety of persons and property in the building. All employees are required to cooperate with supervisors, TSU, and other officials in the event of an emergency.

Building Emergency: A condition during which a specific building or complex of buildings and its occupants are subjected to, or potentially subjected to, special precautions/ actions necessary to maintain order and to adequately safeguard University personnel and property.

Campus Emergency: A condition under which special precautions and/or actions are necessary to maintain campus-wide order and to adequately safeguard University personnel and property. A state-of-campus emergency will be declared and terminated by the President of the University or his designee.

Civil Disorder: An incident that probably will result in a major disruption of University activities, injuries to personnel and/or damage to University property.

Disaster: A sudden calamitous event that could cause great damage to the University and pose a serious threat to the safety of University personnel (e.g., tornado, earthquake).

Calling the Tennessee State University Police Department at 963-5171 may assist with handling on-campus emergencies. However, emergency calls may also be placed to the Metropolitan Nashville Fire and Police Department by dialing 9 and then 911.

IMPORTANT TELEPHONE NUMBERS

DEPARTMENT	TELEPHONE NUMBERS
Main Switchboard	963-5000
TSU Police department	
Main Campus	963-5171
Williams Campus	963-7276
Facilities Management:	
Main Campus	963-5671
Williams Campus	963-7279
Human Resources	963-5281
Payroll	963-7607

SECTION I – GENERAL UNIVERSITY INFORMATION

A. Vision, Mission, Core Values, and Statement of Purpose

Adopted: July 26, 2007

VISION STATEMENT

Tennessee State University aspires to achieve national and international prominence, building on its heritage and preparing leaders for a global society.

MISSION STATEMENT

Tennessee State University, a Historically Black College/University (HBCU), fosters scholarly inquiry and research, life-long learning, and a commitment to service.

CORE VALUES

Tennessee State University maintains the following core values:

- Excellence
- Learning
- Accountability
- Integrity
- Shared governance
- Diversity
- Service

STATEMENT OF PURPOSE

Tennessee State University, an HBCU and 1890 land grant institution, is a major state-supported urban and comprehensive university. This unique combination of characteristics differentiates the University from others and shapes its instructional, research, and service programs designed to serve Metropolitan Nashville, Middle Tennessee, the State of Tennessee, the nation, and the global community. The University is committed to maintaining its diverse student body, faculty and staff.

Tennessee State University provides quality instruction through academic programs which are broadly comprehensive at the baccalaureate and master's levels. Doctoral

programs are offered in select areas where the University exhibits strength in instruction and research and consistent with the University's unique mission. The University's educational programs are intended to increase the student's level of knowledge, enhance the student's skills, and expand the student's awareness.

Tennessee State University is committed to engaging in pure and applied research which contributes to the body of knowledge and which broadens the application of knowledge. Whenever possible, the University strives to provide its students with the opportunity to be involved in the research activities of the faculty and academic staff.

Tennessee State University serves its constituents through an array of programs and services which apply the knowledge, skills and discoveries of the instructional and research units at the institution. These services are intended to broaden the perspectives and enhance the quality of life of the University's service constituents.

Tennessee State University expresses its commitment to students' overall development by promoting life-long learning, scholarly inquiry, and a commitment of service to others. Programs and services are geared toward promoting and nurturing students' growth and development as persons who are liberally educated, appreciate cultural diversity, and embody a sense of civic and social responsibility.

Tennessee State University projects itself to its students, faculty, and alumni and to the citizens of the State through the motto, "Think, Work, Serve."

Tennessee State University remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

B. History of Tennessee State University

When the first eager students set foot on the campus in 1912, they beheld a very different setting from the beautifully manicured grounds with numerous, modern, state of-the-art structures students see today. The Tennessee Agricultural and Industrial State Normal School, as the institution was formerly known, began operations on June 12, 1912, with 247 students and 15 faculty members. This new "learning community" was housed in three modest brick and stone buildings.

In 1922, the institution was raised to the status of a teaching college and empowered to grant the bachelor's degree. The first degrees were awarded in June, 1924. During the same year, the institution became known as the Agricultural and Industrial State Normal College, and in 1927, "Normal" was dropped from the name.

The general assembly of 1941 authorized the State Board of Education to upgrade substantially the educational programs of the college, which included the establishment of graduate studies leading to the master's degree. The college awarded the first master's degrees in June, 1944. In August, 1951, the institution was granted university status and elevated to a full-fledged land –grant university in 1958.

The University has emerged today as a major comprehensive, urban, land-grant university with 43 bachelor's degrees, 24 master's degrees and four doctoral programs. TSU is currently in the final stages of a $112 million capital construction campaign designed to prepare it for the 21st Century with some of the finest facilities available anywhere. The University has been listed in U.S. *News & World Report* as one of America's best universities. The Southern Association of Colleges and Schools (SACS) accredits TSU.

C. Tennessee Board of Regents

Tennessee State University is one of forty-six institutions in the Tennessee Board of Regents System (TBR), the seventh largest system of higher education in the nation. The TBR was established by the Tennessee General Assembly. The Board consists of eighteen members, including the Governor. Tennessee State University is unique because it is the only 1890 land grant, comprehensive, major urban institution in the TBR. The other universities in the TBR with baccalaureate and graduate programs are Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee Technological University, and the University of Memphis.

D. Affirmative Action

It is the policy of Tennessee State University to provide and maintain a program of equal employment opportunity and fairness in all personnel matters and all aspects of employment relations, including recruitment or recruitment advertising, hiring, employment upgrade or promotion, development, demotion or transfer, layoff or termination, rate of pay, leave of absence, and any other form of compensation or training. It is the intent of this policy to safeguard against unsound and illegal personnel practices. The University, therefore, shall engage in no practice which will discriminate against any group or individual for reasons of race, color, religion, national origin, disability, sex, age (except where sex or age is a bonafide occupational qualification as determined by statute or Tennessee Board of Regents requirement), or status as a qualified disabled veteran or veteran of the Vietnam Era. In the implementation of this policy, the University will aggressively recruit and employ persons from classes that are under-represented in its work force. Reasonable accommodations have been and will continue to be made for qualified disabled veterans and others disabled persons.

The University's policy statement requires units to undertake affirmative action in working toward the achievement of goals set-forth and the attainment of an acceptable level of participation in its work force, programs and activities for students, contracted services, and services rendered to individuals, groups, and communities. The degree of success achieved in meeting affirmative action goals will be a performance indicator used in the evaluation of all management personnel of the University. Likewise, the degree to which employment opportunity is assured in the functional units of managers/supervisors will be evaluated.

The University has adopted the policy that criteria for employment and promotion be job-validated, such that only the skills or preparation actually necessary for the performance of a job are considered in making employment or promotion decisions.

CONTRACTS/AGREEMENT WITH VENDORS WILL HAVE THE FOLLOWING STATEMENTS: The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246, and the related regulations of each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. Tennessee State University is committed to the education of a non-racially-identifiable student body.

E. Drug-Free Campus/Workplace

In compliance with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, it is the policy of Tennessee State University that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Tennessee State University campus, on property owned or controlled by Tennessee State University, or as a part of any activity of Tennessee State University is strictly prohibited. All employees and students are subject to federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in University policy.

Employees who are experiencing difficulties with drug or alcohol abuse have access to the State of Tennessee Employee Assistance Program (See: Special Benefits Section for more information regarding this program). Under State of Tennessee policy, persons who drive vehicles for the University may be selected to participate in the State's random drug-testing program.

F. Harassment

Harassment of any kind (including sexual and racial harassment which are prohibited by federal law) is considered conduct unbecoming a TSU employee and is expressly prohibited. Fair and prompt consideration will be given to all charges of such harassment in accordance with University policy. Substantiation of charges of harassment may result in dismissal.

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Racial harassment is defined as any person's conduct that unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.

Harassment-religion, handicap, or protected status includes any conduct that has the purpose or the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity that creates an intimidating, hostile or demeaning environment.

The University provides specific procedures pursuant to harassment, and employees are encouraged to consult the EEO Office at 963-7435 or the Human Resources Office at 963-5281 for further guidance.

G. Nepotism

The employment of persons who are related to each other is limited to employment not within the same line of supervision. No employee of Tennessee State University shall be under the direct line of supervision of a relative. A "relative" is a parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.

When marriage results in an employee being supervised by a relative, the situation may be resolved by transfer within the University, transfer to another institution, or resignation. If transfer alternatives are available, the employees will be given the opportunity to select among the available alternatives. If the employees are unable to agree upon any alternative within sixty days, the President or designee will take action to resolve the situation. Tennessee State University shall apply this policy in a non-discriminating manner and shall ensure that the implementation of this policy does not adversely affect employees of one sex over those of the opposite sex.

H. Smoking and Clean Air

The Smoking and Clean Air Policy applies to the use of tobacco products within buildings and vehicles owned and/ or operated exclusively by the University. The University intends to provide a healthy and sanitary environment free from tobacco products for all users of its facilities. Prohibition of the use of tobacco products in these University buildings and vehicles continues during all hours in order that such facility not be smoke or odor laden during routine use.

The policy promotes an environment free from tobacco products in buildings and vehicles where students, faculty, and staff are working or conducting seminars, research, discussions, etc., and at the same time recognizes the right of those who choose to smoke. Those persons desiring to smoke may do so outside of Tennessee State University buildings.

There is no intent within this policy to inhibit the lifestyles of persons who choose to use tobacco products. Rather, this policy is for the protection of all persons who comprise the

University community while they function as members of the University community.

I. Types of Employees

Academic (Faculty) Personnel consists of employees who engage in teaching, scholarly research, and other academic activities and have academic rank. They are appointed by the President.

Administrative and Professional Staff (exempt) consists of employees who perform professional, managerial and/ or supervisory duties for which academic preparation, or the equivalent to the university degree-level, is generally required. With the exception of those who are assigned the highest administrative responsibilities and hold appointments approved by the Tennessee Board of Regents, the President appoints them.

Clerical and Supporting (non-exempt) employees are those who perform duties which support the academic, administrative and physical operations of the University. They are recommended for appointment by the respective Vice President and appointed by the President.

Graduate Assistants generally perform teaching duties and may also perform research or administrative duties while enrolled in Graduate School. They are recommended for appointment by the Vice President for Academic Affairs and appointed by the President.

Student Assistants generally perform clerical and support duties. They must be current Tennessee State University students and are normally undergraduates. The Director of Human Resources and/ or Financial Aid appoints them.

Exempt Employees include all personnel who are exempt from the provisions of the Federal Wage and Hour Law.

Non-Exempt Employees include all hourly paid personnel who are not exempt from the provisions of the Federal Wage and Hour Law.

J. Who's Who/Key Administrators

The President is the chief executive of the University and all its departments and exercises such supervision and direction as will promote the efficient operation of the University. The President is responsible to the Tennessee Board of Regents through the Chancellor for the operation and management of the University and for the execution of all directives of the Board and the Chancellor.

The President recommends annually to the Tennessee Board of Regents, through the Chancellor, the creation or continuance of positions of faculty and others employees of the University. The President has the authority to recommend or make appointments of personnel and within budgetary limitations to fix their salaries and to recommend or approve promotions, transfers, leaves of absence, and removal of personnel, pursuant to the policies and procedures of the Tennessee Board of Regents and subject to prior approval or confirmation of the Board or the Chancellor, as applicable.

The President reports annually to the Tennessee Board of Regents, through the Chancellor, on the work and condition of the university. The President's Cabinet assists with the operations of the university. The Executive Assistant as well as the Directors of Internal Audit; Equal Opportunity/ Affirmative Action and Americans with Disabilities Act; and Title III, report to the President and serve on his/her cabinet.

The Vice President for Academic Affairs serves as the chief academic officer. The Vice President oversees the following academic areas: Graduate Studies; College of Education; Institute of Government; School of Nursing; Admissions and Records; Academic Enrichment, Advisement and Orientation; Libraries and Media Centers; College of Health Sciences; College of Engineering and Technology; AFROTC; Frist Chair of Excellence; Testing Center; College of Arts and Sciences; Center for Extended Education and Public Service; Institute of Agricultural and Environmental Research; Honors Program; College of Business; School of Agriculture; Cooperative Extension Program; and, Institutional Effectiveness and Research.

The Vice President for Business and Finance is the chief fiscal officer. The Vice President provides leadership for the preparation, implementation and control of the university budgets, financial reporting, cash management, general accounting, accounts payable, cash receipting, contractual services, and other business services. The Vice President oversees the following areas: Budget and Fiscal Planning; Campus Planning; Finance and Accounting; Facilities Management; and, Financial Aid.

The Vice President for Student Affairs serves as the chief student services officer of the University, a member of the President's Cabinet, and reports directly to the President. His primary responsibilities are: to enhance the growth, development and functioning of students; to create a campus environment that is conducive to development and one in which the educational objectives of the students and the University can be met; and to establish and coordinate academic and co-curricular programs and services that enhance learning and encourage the students' development as whole persons. The Vice President for Student Affairs oversees the following areas: Athletics; Campus Center; Career Development; Disabled Student Services; International Student Affairs; Minority Student Affairs; Off-Campus Housing; Police Department; Trio Programs; Residence Life; Student Activities; Student Health Services; Student Publications; the Student Government Association; and Student judicial matters.

The Vice President for University Relations and Development reports directly to the President and serves as a member of the President's Cabinet. The Vice President oversees the following areas: Corporate Relations; Public Relations; Development; Alumni Relations; Conferences and Special Events; Gentry Center Programs; and Printing.

The Vice President for Research and Sponsored Programs is the chief officer for all research activities. The Vice President oversees the following areas: Center of Excellence for Basic Skills; Center of Excellence for Information Systems; Center for Health Sciences/Research; and the Massie Chair of Excellence.

The Vice President for Technology and Administrative Services serves as the chief technology officer and coordinates other administrative services. The Vice President oversees the following areas: Communication and Information Technology; Computing Services; Human Resources; Purchasing and Business Services; Food Service; Post Office; and the Bookstore.

SECTION II – WORKING AT TSU

A. Attendance and Promptness

Employees are required to report for duty promptly at the beginning of their work periods and to remain on the job throughout their regular work hours. Employees must also be prompt in returning from rest and lunch periods.

Punctual and regular attendance is expected of each employee. When an employee is unable to report for work or will be late, it is expected that he/she will notify his/her supervisor as soon as possible or leave a message so that the supervisor will be aware of the situation and can arrange for a temporary replacement, if necessary.

Tardiness and unexcused absences may be charged as leave without pay and may be grounds for disciplinary action.

B. Change of Status

Any change in employee status should be reported to the Human Resources Office. Change of name, marital status, dependents, home telephone number and address are important to an employee's interests and should be reported promptly. Beneficiary changes on life insurance and/or retirement should also be provided to the Human Resources Office.

C. Employment Vacancies and Transfers

The University enables its employees to fill position openings by application through the Human Resources Office. Only employees with current satisfactory evaluations may apply for another University position and they must have served at least six months in their current position prior to such an application. The present supervisor may agree to an exception to the six-month waiting rule. The Human Resources Office and the appropriate Vice President must also agree to such an exception.

D. Exit Interview

All employees who are leaving employment, for whatever reason, must secure the "Final Checkout" and "Personnel Clearance Record" forms from the Human Resources Office. The completed forms should be returned to the Human Resources Office. The supervisor will complete the Final Checkout Form. The process includes a check for return of all books and keys; clearance of all computer and telephone codes; assurance from the Bursar that no money is owed to the University, etc. Thereafter, and by prior appointment, a Human Resources Office staff member will complete the "Clearance Form." This form addresses the ex-employee's benefits, rights, and accumulations.

E. Identification Cards (ID)

All University employees are expected to obtain a TSU identification (ID) card as soon as possible after employment. The Human Resources Office gives the employee a temporary ID card, usually at the orientation session for new employees. The temporary card is exchanged for a permanent picture identification card, which can be made in the Communication and Information Technologies Department between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. The ID card permits the employee to use the University library and recreational facilities, gain admittance to some University events, purchase a parking decal, etc. It should be turned in to the Human Resources Office upon termination of employment.

The Human Resources Office also provides a State of Tennessee employee identification card. This allows employees to take advantage of the designated discounts on items such as lodging, airfare, merchandise at participating vendors, and car rentals. This card also provides evidence of state employment when needed.

F. Issuance of Keys

Employees requesting keys to any building or room on campus must have their supervisor request approval. The request must be submitted to and approved by the Facilities Management Department. The requesting department will be notified when a key is ready for the employee to pick up. Loss of a key must be immediately reported to the TSU Police Department and the supervisor. All TSU issued keys must be turned in to the Human Resources Office upon termination of employment.

G. Lunch and Rest Periods

The regular workday also includes a one (1) hour, unpaid lunch period for all employees (exception: TSUPD officers, security guards and dispatchers). Breaks are non-accumulative, cannot be combined with the lunch period, nor "swapped" in order to leave early or arrive late. Breaks are designated only for non-exempt employees and are to be taken only by permission—they are not mandatory. If permitted (usually dependent upon the workload), the employee may take two- 15minute break periods: one break may be taken during the morning hours, and one during afternoon hours, as the workload permits. The timing of the one-hour unpaid lunch period will be established by the department head or supervisor (in compliance with FLSA Regulations for hourly-paid employees).

H. Orientation (New Employee)

The Human Resources Office conducts orientation sessions for all new, benefit eligible employees. It is important that you, as an employee of the University, attend to:

(1) Obtain additional information about the benefits provided to Tennessee State University employees; (2) receive information on the location of campus facilities; and,
(2) have an opportunity to ask questions you may have after reading this handbook and other pertinent materials.

I. Outside Employment

A full-time employee may accept employment outside the University only if it does not interfere with the employee's regular duties or University functions and is scheduled outside regular working hours. Outside employment accepted by the employee should not bring discredit to the University nor should the University position or name be used to acquire it. Employees should be certain that a conflict of interest does not exist.

Prior to engaging in outside professional employment or continuing business activity, the faculty, professional staff member, or administrator must notify the President or his/her designee, of the nature of the employment and the expected commitment of time (TSU Human Resources Manual, Policy: 6.26). Before accepting off-time employment, it is advisable that employees discuss the matter with their supervisors.

J. Parking Regulations

All university employees are required to have vehicles registered in order to park on campus. Eligible employees who require parking spaces for their vehicle(s) must enter the required vehicle registration information on-line, pay for the decal in the Cashier's Office in the Ned McWherther-Administration Building, or complete a Payroll Deduction Authorization Form for payroll deductions. Decals are picked up at the TSU Police Department, using the paid receipt as documentation.

The TSU Police Department issues temporary parking permits to new employees for a specified period of time and to guests for special functions for a maximum of five days. Requests for multiple temporary permits can be requested by letter, in advance of the function. There is no fee for temporary parking permits.

Annual renewal of parking decals takes place in August. Vehicles not properly registered or properly parked are subject to parking fines or towing. Parking slots reserved for the disabled and residence parking are enforced 24-hours a day. Persons who park illegally in slots reserved for persons with disabilities are subject to a fine of $100 and may have their cars towed. Other university traffic regulations and information about authorized parking areas will be furnished to the employee by the TSU Police Department.

There is a nominal fee for replacement of unexpired, lost or stolen decals. The TSU Police Department does not accept payments of any kind.

For payroll deduction of the parking decal fee, contact the Human Resources Office at 963-5281.

K. Personal Telephone Calls

Personal calls take up valuable time that should be devoted to completing job assignments on a timely basis, take your mind off your work, tie up University telephone lines needed for business use, and add unfairly to University cost. If you must make occasional local personal calls, please limit them.

L. Performance Evaluations

All non-faculty employees are to participate in a written evaluation process within the sixth month of their probationary period. This review is important in identifying performance strengths and areas that need improvement with regard to position duties and responsibilities. In addition, its purpose is to identify where additional training or development may need to be concentrated. Thereafter, annual evaluations are conducted, usually in April. The purpose of the annual evaluation is to (1) promote employee development; (2) determine training needs; (3) provide supervisors with a means of informing employees about their progress; (4) provide a permanent record of job performance; and (5) serve as a partial basis for salary increases, promotions, termination, etc.

Both the supervisor and the employee contribute to this evaluation of performance. The evaluation form should be signed by the employee and the supervisor and becomes part of the permanent employee record in the Human Resources Office. The employee and supervisor should retain a copy.

M. Probationary Period

Each new employee will be required to serve a six-month probationary period, which will include training, and a written evaluation prepared by the supervisor within the six months. The probationary period is used to determine whether the employee can SATISFACTORILY PERFORM THE DUTIES AND RESPONSIBILITIES OFHIS/HER POSITION before being placed on regular employee status. During the probationary period, employment may be terminated at any time. After the probationary employment period is completed, employees are still considered employees “at will” of the University, and the “employment agreement” may be terminated without cause as specified in the agreement. The University reserves the right to impose additional probationary periods at any time during employment, during which time advance notice of termination would not be applicable.

N. Recruiting

Although the Human Resources Office has the primary responsibility for recruiting and attracting new employees to the University, it is every employee's responsibility. Employees are encouraged to refer prospective applicants to the Human Resources Office for consideration of employment.

O. Resignation/Termination of Employment

A minimum of two (2) weeks notice for non-exempt employees or thirty (30) days notice for exempt-professional employees notice should be given to the respective department head. The Department head will inform the Human Resources Office if an employee decides to terminate employment with the University. The resigning employee will be paid for any unused annual leave or compensatory time. Any employee leaving or being discharged for gross misconduct or who resigns to avoid dismissal for such reasons will not be paid for accumulated annual leave.

P. Security and Safety

The Tennessee State University Police Department is charged with the mission of protecting students, faculty and staff, and property owned, leased, or operated by the university. The department is provided legal authority by *Tennessee Code Annotated No. 49-7-118* and *Tennessee Board of Regents Policy No. 5:01:07:00.* These emphasize the required training and parameters for law enforcement officers on university campuses.

The TSU Police Department is composed of a director, assistant director, prevention counselor, twenty-two campus officers, fourteen campus security officers, five dispatchers, and one secretary. The campus police officers are certified through the Peace Officers Standard of Training Commission consistent with municipalities. These officers have the police powers necessary to enforce Tennessee laws and TBR rules and regulations on campus. The security officers are responsible for providing security in the residence halls, escorting females on campus after dark and reporting criminal activity. Additionally, the security officers are certified bicycle officers and patrol the main campus from 9:00 a.m. to 12:00 a.m.

The TSU Police Department works closely with the county authority and the Metropolitan-Nashville Police Department. The Tennessee Bureau of Investigation, the Federal Postal Inspector, and the Federal Bureau of Investigations also readily assist the Department. The TSU Police Department is located in the General Services Building, 2700 Heiman Street. The emergency number is 963-5171 and is answered 24 hours, seven days a week. For other services, the following numbers should be called:

- Administrative Services 963-5174
- Parking Ticket Information 963-5165
- Prevention Counselor 963-2011

Tennessee State University seeks to ensure safe and healthy working conditions for the entire University community. Environmental safety (hazardous material, lab waste, etc.) is addressed by Sponsored Research. The Facilities Management Department addresses workplace/shop safety (i.e., OSHA requirements).

Q. Standard of Conduct

A certain standard of conduct is necessary for employees to meet their responsibility to the university and its students. Although TSU's standard of conduct is for the most part obvious, a review of unacceptable behavior may be helpful. The following list is not intended to be all-inclusive, and there may be other items that supervisors will need to discuss with employees:

1. Unauthorized possession of firearms, other weapons, or explosive materials on university premises;
2. Drinking or being under the influence of alcohol while on the job or possession or being under the influence of illegal drugs on university property;
3. Unauthorized use of university identification cards or permitting another person to use identification;
4. Refusal to obey safety officials, Civil Defense personnel, or other proper authorities in an emergency;
5. Willful or negligent damage to university property;
6. Failure to observe posted safety rules and regulations;
7. Disorderly conduct on university premises;
8. Gambling on university premises;
9. Unlawful threat against or assault upon another person;
10. Dishonesty, theft, commission of any other crime on university property, or removal of university property without proper authorization;
11. Falsification of personal time records;
12. Falsification of any other university records;
13. Refusal to accept instructions, including failure to perform work assigned;

14. Careless performance of duties, including continued failure to maintain established standards of workmanship or productivity;
15. Failure to report to an assigned workplace at the beginning of a work period or leaving work prior to the end of a work period;
16. Failure to notify the university on each day of absence unless a satisfactory explanation is made, such as an emergency situation;
17. Using university telephones for social calls during business hours or charging personal calls to the university;
18. Repeated failure to inform the supervisor when leaving a workstation or work area;
19. Failure to report an accident on a timely basis involving an on-the-job injury or damage to university property;
20. Failure to observe university parking regulations or flagrant violation of traffic and safety regulations as defined by university policy.
21. Refusal to wear appropriate uniforms as required by designated department for identification as TSU employees and present a neat appearance representative of the university

R. Terms of Employment/Employment Agreement

All employees are subject to the policies and requirements of the Tennessee Board of Regents and the policies and requirements of Tennessee State University. Tennessee State University or the appointee may terminate the employment agreement without cause at any time with a two-week (14-day) notice for clerical and support staff and thirty (30)—day notice for professional and administrative staff. As a condition of employment, clerical and support employees agree to accept compensatory time off as payment for hours worked in addition to their regularly scheduled hours if funds are not available for overtime available for overtime payment. For information on other conditions of employment, contact the Human Resources Office at 963-5281.

S. Working Hours

Regular working hours for most employees are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Other scheduling may occur if the institution determines such scheduling is necessary for the operation of the institution. This schedule provides for 7.5 duty hours per day and 37.5 duty hours per week.

Some areas, including the TSU Police Department and the Facilities Management Power Plant, operate on a forty-hour per week schedule. Some offices are required to work on Saturday. When you are required to maintain Saturday hours, your work schedule should be revised so as not to exceed 37.5 hours (or 40.0 hours if appropriate to your assignment) during the workweek. Employees in service departments are required to work different hours with a 37.5 hour or 40.0-hour workweek in order to provide continuous service to the university.

All employees of service areas must provide their supervisors with telephone contact numbers for use in case of emergencies or other scheduling problems. In some cases where employees reside on campus and duties require irregular hours, written agreements concerning working hours are required between the employees and the University.

SECTION III-PAY POLICIES

A. Compensation

All positions are classified according to relative job requirements and responsibilities. Each job classification is assigned an appropriate skill level. All jobs are paid within a salary range. Information on the salary range for your job classification may be obtained from your supervisor or the Human Resources Office. Usually, new employees are paid at the beginning of the applicable salary range. If salary increases are awarded, such increases are usually approved annually and are usually effective at July 1. There is no guarantee or assurance of salary increases since all increases are based on the state appropriation and other relevant factors regarding the operation of the University.

B. Overtime Pay/Compensatory Time (Non-Exempt Employees Paid Twice a Month)

Overtime pay is not authorized unless it is approved in advance by the appropriate Vice President and the President. When properly approved, overtime will be paid to non-exempt employees at straight time for hours worked in excess of 37.5 hours and up to 40.0 hours per week; premium rate overtime at time and one-half will be paid for hours worked in excess of 40.0 hours per week. Hours worked on official holidays will be paid as premium overtime.

Compensatory time is earned as overtime and must receive prior approval. Working more than 37.5 (or 40.0 hours) per week is not authorized without approval, in advance, by the appropriate Vice President and the President. When properly approved, compensatory time for hours worked in excess of 37.5 (or 40.0 hours) will be handled as described below.

a. Compensatory time granted for hours worked between 37.5 and 40.0 will be at straight time (1.0 hour for 1.0 hour worked);
b. Compensatory time granted for hours worked over 40.0 will be at time and one-half (1.5 hours for 1.0 hour worked);
c. Compensatory time not taken during the pay period (month) in which it was earned will be banked, up to maximum accumulation of 240 hours. TSU Police Department personnel (except office/support/civil employees) may accrue up to a maximum of 480 hours;

d. Banked compensatory time must be used before annual leave is used. Upon separation, payment will be made for accrued, unused compensatory time.

When compensatory time is taken, it is taken in lieu of annual leave, sick leave or no pay, with appropriate authorization.

C. Emergency Call-Back

A minimum of two hours (three hours for Facilities Management) of premium rate overtime payment (at time and one-half compensation) will be paid to non-exempt employees who are called back to work for emergency reasons (equipment failures, etc.) at times other than their regular work hours. Such emergency call-backs should not be confused with work scheduled in advance for normal non-duty hours or days.

D. Payday – Direct Deposit

All regular, non-exempt, classified employees are paid on a semi-monthly basis (i.e., the 15th of the month and at month-end). Exempt employees are paid on a monthly basis, at the end of the month. All employees are required to have their checks, electronically direct-deposited to their bank or credit union. Employees who do not have a checking account must enroll in the payroll debit card program. If the employee elects the payroll debit card program, the employee is responsible for all costs associated with this program. The cost would be deducted from the employee's pay prior to the deposit of funds on the debit card.

Failure to enroll in either of the programs will result in having a paper check charge for each check that must be processed. The paper check issued will be delivered to the Cashier's window in the Bursar's Office on the official pay date. An employee may pick-up his/her check during normal hours of the Cashier's window. The employee must present his/her university identification card.

Departments with employees located at sites off the main campus must make pick-up and distribution arrangements with the Payroll Office. Payroll checks not picked up by the employee after five (5) work days will be returned to the Payroll Office.

Early check pick-up or special pay arrangements are not permitted.

Pay Stub: Pay stubs can be viewed and printed using myTSU. Pay stub information will be available for online access on the 15th of the month (semi-monthly) and the last working day of the month (semi-monthly and monthly paid employees). Questions concerning information contained on the pay stub should be directed to supervisors, the Payroll Office and/or Human Resources Office.

E. Payroll Deductions

All regular full-time and part-time employees have the option of making approved deductions from their payroll checks, provided the deductions are established deductions with Human Resources Office and the employee provided that office with written authorization at least fifteen working days before the affected payroll is to be issued. The following deductions will or may be made from all payroll payments:

• Federal Withholding Tax
• Social Security (FICA)
• FICA Medicare

The following voluntary deductions may be authorized by the employee:
• US Savings Bonds
• Credit Union(s)
• Group Insurance
• Charitable Organizations
• TSU Foundation
• Athletic Season Tickets
• Parking Permits
• Deferred Compensation (401(k) and 457)
• Supplemental Retirement Annuities (403(b))

For additional information on voluntary and involuntary deductions, contact the Human Resources Office at 963-5281.

F. Holidays

All regular full-time and part-time administrative, faculty, clerical and supporting personnel are paid a maximum of twelve (12) holidays per year, including the following official holidays:

1. New Year's Day
2. Dr. Martin Luther King, Jr. Day
3. Good Friday (or Memorial Day at the President's discretion)
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

In addition to the above-named holidays, the President will declare five (5) additional holidays to be observed by the University. A letter will be sent by the President to all employees informing them of holidays. Also, on behalf of the President, the Human Resources Office will announce such discretionary holidays. When a holiday falls on Saturday, the Friday preceding will be substituted. When it falls on Sunday, the Monday following will be substituted.

G. Longevity Pay

Eligible employees shall receive longevity pay at an established rate for each year of creditable service up to the maximum provided by law. Calculation of longevity pay is based on an employee's total years of eligible full-time service and the rate of pay in effect for the fiscal year in which the payment is made. All regular full-time employees (or employees who work 82.1 percent time or more) are eligible for longevity pay as a bonus for years of service after three consecutive years of full-time service. Once the employee has worked three years (full-time), he/she will receive $100 for each year of full-time state service at the end of the month in which the anniversary date falls. Therefore, if an employee has worked three years, he/she will receive $300 ($100 x 3 years). Longevity is paid up to a maximum of 25 years of service. Approval of this program, the rate, and total maximum years are subject to change by the state legislature.

For employees who completed 15 years of creditable service prior to July 1, 1984, September 1 shall be their longevity anniversary date. All other employees who have three years or more of creditable service shall receive their longevity payments in conjunction with their longevity anniversary date and in accordance with TSU payroll procedures.

Employees who transfer from one Tennessee state agency to another without a break in service are eligible for longevity compensation in accordance with their adjusted anniversary month. At the time of initial employment, the employee's longevity anniversary date is established using all periods of prior eligible service with the state or one of its agencies or an institution within the TBR or the UT system. If the employee does not indicate prior service, the longevity anniversary date is the same as the initial employment date.

H. On-Call Time

Employees may be scheduled for on-call duty so that personnel will be available to provide repairs and /or services during normal off-duty hours. An employee on call may come and go freely but must leave a telephone number where he/she can be reached or carry a pager furnished by the university. When reached, the employee is expected to report for work. Non-exempt employees are paid only for time worked when scheduled to be on call. If called in, the employee will be compensated as emergency call-back time.

I. Inclement Weather

At times, it may be necessary for the President to declare specific hours as emergency closing as a result of inclement weather. In such cases, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay.

If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave, compensatory time, or leave without pay will be charged or the employee may be allowed, with institutional approval, to make up the time lost. Regular part-time employees will be affected on a pro-rata basis in each of the provisions listed above.

Except in those instances when the university is closed, staff will be expected to report to work at the scheduled hour. Staff should plan to cope with severe weather conditions in such a fashion as to be able to report to work as scheduled. In instances when the University is closed, the following personnel are expected to perform duties as scheduled:

a. Food service employees
b. TSU Police Department employees
c. Postal employees
d. Selected Facilities Management employees
e. Senior administrative employees

The Division of University Relations and Development will make announcements of university closings through area media. Employees should confirm inclement weather closing announcements by calling the TSU Police Department at 963-5171.

J. Time Sheets

All departments use time sheets for recording of time worked, leave usage, and compensatory time usage. Some departments also use time cards for internal record keeping. It is the employee's responsibility to comply with departmental work schedules and accurately record all time worked, leave taken, and compensatory or overtime worked and accumulated. Each work area or department usually has a designated "timekeeper" who will help employees with proper time recording. Each time sheet has a "due date" printed in the upper right hand corner. All employees should assist the "timekeeper" with the timely submission of the time sheets to the Human Resources Office by the scheduled due date.

Work MUST BE RECORDED EXACTLY as to the date and amount of time worked. Falsification of ANY time record violates University policy and may be grounds for dismissal. All changes, alterations or notations on the time sheet must be approved as evidenced by a signature notation of the department head and/or supervisor. All time recordings are to be initialed by the recording employees in the "accounting no. boxes" next to their name spaces. Employees using time clocks must only "punch in" THEIR OWN TIME CARDS. Punching in another employee's time may be cause for DISMISSAL of all parties involved.

SECTION IV – HEALTH, RETIREMENT AND OTHER BENEFITS

A. State of TN Dental Insurance

All regular**,** full-time employees may choose a dental plan from a number of plan options in the Dental Insurance Program, sponsored by the State of Tennessee. The State has contracted with established general dentists to deliver a wide variety of dental services to participants and/or their dependents. The plan selected by the employee may require the designation of a primary, general dentist, or the employee may select a plan that affords him/her the flexibility to receive services from any dentist listed in the network or outside the network.

You may elect this coverage when first employed (within a 30-day eligibility period), or during the annual Enrollment/Transfer Period (generally, Oct. 15 – Nov. 15), of each year. The Human Resources Office should be contacted for more detailed information concerning dental plan options available as of January 1 of the ensuing calendar year.

B. TBR Flexible Benefits Plan

Group medical plan premiums are **automatically** tax-sheltered. Dental premiums may also be tax-sheltered under the Flexible Benefits Plan. The employee may, however, elect to **waive** participating in the tax-sheltered plan.

The Flexible Benefits Plan also provides tax-sheltering of additional contributions that are payroll deducted, for payment of eligible out-of-pocket medical, dental and dependent day care expenses. Contributions for eligible out-of-pocket expenses for that plan year are banked in flexible spending accounts and are reimbursed upon receipt of required documentation. **Changes** to tax-sheltering of premiums and contributions made through payroll deductions must be documented and submitted to Human Resources within 90-days of the status change. Out-of-pocket contributions not reimbursed within a specific time-frame, are forfeited.

The plan effective date, for new employees, is the first day of the calendar month following one full calendar month of employment. New and current employees may

enroll or waive participating in the plan, for the ensuing calendar year (January through December), during the Enrollment/Transfer Period (generally, October 15 through November 15). The Human Resources Office will provide new plan year enrollment forms and booklets during the Enrollment/Transfer Period.

C. State Group Insurance Program: Medical/Life/Accident, Optional Special Life and Accident, Optional Term/Universal Life, Long Term Care, and the Employee Assistance Program (EAP)

The State of Tennessee Group Insurance Program is self-insured and contracts with various agencies to administer the plans which involve approving various medical procedures/hospital stays and payment of claims:

Medical/Basic Term Life/Basic Special Accident:
All regular full-time employees (employed not less than 80% time), are eligible to enroll in the medical plan (which includes: basic term life insurance and basic special accident insurance plans), within the first 30 days of employment (i.e., full calendar month), without having to prove insurability. The employee may elect single coverage (employee only); family coverage (covers employee, spouse and all eligible dependent children); or, split coverage (i.e., the employee and spouse are state employed- one spouse covers eligible dependents and the other spouse elects single coverage).

Currently the university pays 80% of the total monthly premium and the employee pays 20%, which is payroll deductible. The premiums for medical/basic term life and basic special accident coverage are deducted in the month-end payroll check. An employee may terminate or cancel participation at any time; however, certain forfeitures exist if the medical premium is tax-sheltered.

If the employee refuses to participate in the medical plan when eligible, several options are available through application: the Late Applicant Process and the Special Enrollment Provisions Process. Coverage may be denied based on health and/or other non-qualifying events.

Enrollees may transfer from one medical plan to another medical plan during the Enrollment/Transfer Period, Oct 15 to Nov 15; the transfer effective date is January 1 of the ensuing year.

Optional Special Life and Accident Plan:
Optional Special Accident coverage is available on a contributory basis for employees and dependents (spouse and/or spouse and children), and is in addition to the basic special accident death coverage. Benefits are payable for dismemberment if the loss occurs within 90 days of the accident, provided the employee or dependent was covered on the date of the accident and meets established criteria.

Optional Term/Universal Life Plans:
Optional Term and Universal Life insurance are available on a contributory basis for employees and dependents (spouse and children) whether or not they participate in the health coverage. For guaranteed-issue coverage (up to three times your annual salary), the employee must enroll during the first full month of employment. The Optional Term Life provides a lower cost, pure death benefit, and age-based premiums, whereas the Optional Universal Life provides a death benefit, level premiums, a cash value, and policy loan provisions. Both optional life products offer an advance benefit feature, which makes available part of the life insurance proceeds if an insured encounters a terminal illness.

Long Term Care Coverage:
This coverage is available to employees, spouse, eligible dependents, parents, parents-in-law, and retirees, for services required by individuals who are no longer able to care for themselves without the assistance of others. Premiums are based on the age of the insured at the time of enrollment and are payroll deductible. Services covered include nursing home care, assisted living, home health care, home care and adult day care. Benefits are available through different options based on a daily benefit amount ($100, $150 or $200) for either a three-year or five-year coverage period. Benefits are available with or without inflation protection.

New employees have a 90 day enrollment period (from the initial hire date), to acquire guaranteed issuance of coverage. The spouse, eligible dependent children, parents and parents-in-law can apply for coverage at any time during the year; however, they must provide information about their health status.

The coverage is guaranteed renewable (i.e., it cannot be cancelled as long as premiums are paid), and portable (i.e., if the employee terminates employment, he/she can continue to pay premiums directly to the insurance company under the same terms and conditions as active employees). Direct billing can be set-up on a quarterly, semi-annual or annual basis. Additional information and enrollment materials can be requested directly from the company via the customer service representative, or on-line at: ***www.ltc-tn.com*.**

Employee Assistance Program:
Employees may use the State of Tennessee Employee Assistance Program (EAP) which provides problem assessment and referral services for a wide range of family and individual problems including marital and family discord, emotional distress, alcohol and drug abuse, grieving, job stress, legal and financial referrals, child or spouse abuse, concerns about aging parents, issues with children and adolescents, or other problems. Professional counseling and intake coordinators are available, around the clock, to provide voluntary services that are **strictly confidential**.

COBRA

The Federal COBRA law permits certain employees and dependents to continue coverage for a specific period of time in the event of: death of the employee, divorce, termination of employment (if not gross misconduct or retirement), reduction of work hours, and dependents becoming ineligible for insurance coverage under the employee's plan.

COBRA enrollment forms, brochures, and other pertinent information are automatically generated by the State of Tennessee Insurance system and mailed to the employee's listed address, after "qualifying event" data are entered in the state system. There is a 60 day window from the date of the letter of notification in which the individual can sign-up for COBRA.

> For more detailed information, current premium schedules, brochures, insurance plan booklets and directories, and the State Group Insurance Program Handbook, contact the Human Resources Office or, visit the State of Tennessee website: ***www.state.tn.us/finance/ins/health.html*.**

D. Other Benefits:

The Tennessee Board of Regents sponsors Long Term Disability Plans for eligible employees (i.e., scheduled to work not less than 80% time). Two plans are available for employees: non-exempt employees (clerical and support); and, exempt employees (faculty, administrative/professional). The effective date of coverage is the first of the month following the 30-day eligibility period.

Long Term Disability coverage affords the employee continued income in the event of a loss of pay or reduced pay as a result of an extended illness and/or disability. Each plan offers three levels of monthly income benefits based on the elimination period for the on-set of the illness or disability. The insured period involves an initial elimination period (for pre-existing conditions) from the date coverage begins, as follows: Exempt plan: 12 months, plus disability elimination period (i.e., 3-months-66 2/3%; 4-months-60%; or 6-months-60%) ; Non-exempt plan: 730 days, plus disability elimination period (i.e., 3-months-60%; 4-months-60%; or 6-months-50%).

Non-covered, pre-existing illnesses and/or disabilities, length of benefit period, etc., are stipulated in policy for each plan.

Plan participants who separate from employment have plan conversion privileges.

E. Retirement System Membership

Membership in the Tennessee Consolidated Retirement System (TCRS) is mandatory for all regular full-time and part-time, non-exempt (clerical and support) employees. Exempt (faculty and administrative/professional) employees may elect to participate in TCRS or the Optional Retirement Program (ORP), which consists of TIAA-CREF, VALIC and AETNA. All plans are non-contributory on the part of the employee; the university contributes the appropriate percentage based on the employee's monthly salary.

TCRS requirements for service retirement for members joining on or after July 1, 1979, are age sixty (60), with five (5) years of service, or any age, upon completion of thirty (30) years of service. An employee retiring with at least five (5) years of service at age sixty (60), will be entitled to an unreduced benefit based on the actual years of service. Members with military service, which is granted conditionally upon attainment of vested status, will be eligible for credit after completing five (5) years of service.

Employees eligible to enroll in the ORP (i.e., faculty, administrative/professional employees), but who elect to participate in TCRS, may transfer membership from TCRS to the ORP effective July 1 of each year. All required forms must be completed and submitted to the Human Resources Office by June 1.

During the 2004 legislative session, the General Assembly passed legislation giving Optional Retirement Plan (ORP) members a one-time opportunity to transfer membership to the Tennessee Consolidated Retirement System (TCRS). The legislation can be found in Public Chapter 738 or TCA 8-35-403(f). The specifics of this one-time opportunity are as follows:

- The member must be a current State of Tennessee employee or higher education employee with five or more years of service in the ORP and must also be a current employee at the time of transfer in order to enroll in TCRS.

- The member must not have received a cash withdrawal or other distribution from the ORP.
- The transfer must include Tennessee ORP service. If you elect to transfer to TCRS, you waive all current and future rights to ORP benefits from Tennessee contributions. The decision is irrevocable.
- The cost of the transfer will be the greater of (a) the ORP account balance, or (b) a percentage of the member's compensation during the ORP participation period, plus annual interest. Most likely, in many cases, the ORP balance will not cover the total cost of the transfer.

- The required payment must be made in lump sum by no later than December 31, of the transfer year stipulated. There are various options for funding the payment including transferring your ORP account or other tax-deferred retirement accounts, or using personal savings.

Employees are under no obligation to transfer membership from the ORP to TCRS.

F. Social Security

The University participates in the federal Social Security, Old Age and Survivors Insurance Program (OASI). In addition to old-age retirement payments, OASI includes two types of benefits: disability benefits and survivor's insurance. Benefits are paid to you at any age under 65 (and to your eligible dependents) if you are so severely disabled that you are not able to work. Benefits are paid to your family or other dependents if you

die, insured at any age. The employee's contribution (FICA and FICA Med) is specified by the Federal Social Security Administration and a matching amount is paid by the university.

G. Workers' Compensation Program (Injury During Work)

Under a 1984 Act of the General Assembly, State employees are entitled to the same workers' compensation benefits that are provided by private employers in Tennessee. The State of Tennessee's Workers' Compensation Program is a self-insured plan and is currently administered by: Sedgwick James of Tennessee (1-800-526-2305).

The Tennessee State University Police Department (TSUPD) is charged with the primary Responsibility to provide a safe working environment for all Tennessee State University employees. An employee injured on the job is required to inform his/her supervisor and to notify the TSU Police Department, located in the General Services Building at 2700 Heiman Street, 1st floor, north side of the building. An incident/accident report must be completed and submitted to the TSUPD and the Human Resources Office. All accidents are required to be reported on the appropriate form by the employee or a family member/friend within 24 hours of the occurrence. Failure to file such a report may place a subsequent workers' compensation claim in jeopardy.

The State of Tennessee and its administrator, determine benefits payable for job-related injury, medical treatment, and/or lost time payment. The Human Resources Office receives and transmits all reports, claims and medical bills to Sedgwick James. The Human Resources staff will assist employees with information and proper procedures, including information as to approved medical providers of treatment for initial service in case of injury.

At this time, Davidson County medical service for Workers' Compensation Injury is provided by Baptist Hospital and Baptist Centra Care Centers. Service provider lists for other counties are available through contact with the TSU Human Resources Office or through contact with USA Workers' Injury Network at 1-800-USA-3860. Employees ARE RESPONSIBLE for bills incurred for which WORKERS' COMPENSATION CLAIMS are DENIED. A Workers' Compensation Handbook is available from the Human Resources Office.

Employees should become familiar with their rights and duties as listed below:

1. It shall be your duty to cooperate with your supervisor and the Safety Officer in furthering the objectives of the safety program.

2. It shall be your duty to perform your tasks in such a manner that you do not present a hazard to yourself or your fellow workers. Employees who fail to do this or who perform their duties in such a manner that equipment and property may be damaged, are subject to disciplinary action in accordance with personnel policies.

3. You may submit complaints through your department head to the TSU Police Department or campus OSHA representative concerning conditions or practices that may be injurious to your safety or health.

4. If after submitting complaints through the proper channels you are not satisfied with the action taken to correct the condition or practice, you have the right to petition the Commissioner of Labor for an investigation.

5. If you feel you have been transferred, dismissed, or given a position in a lower skill level as a result of having submitted a complaint, you may file a grievance in accordance with personnel policies.

6. You are entitled to review the annual safety report submitted by the University and to protest any portion of the report which you feel is inaccurate or fails to portray real and existing conditions. You are encouraged to report safety hazards promptly and make suggestions that you feel will result in making TSU a safer place to work.

SECTION V – LEAVE POLICIES

A. Annual Leave

The purpose of annual leave is to provide regular full-time and part-time employees with periods of rest and relaxation away from the work environment. Approving authorities may require key administrative employees to take a specified number of consecutive days of annual leave each year. Under no circumstance can annual leave be taken before it is earned. Annual leave is accrued as described below.

1) Regular non-exempt full-time employees will start accruing annual leave upon completion of a calendar month of service or major fraction thereof, in accordance with the following schedule:

ELIGIBILITY, RATES OF ACCRUAL, AND MAXIMUM ACCUMULATION OF ANNUAL LEAVE

YEARS SERVICE	ACCRUAL RATE PER MONTH	MAXIMUM ANNUAL ACCUMULATION	MAXIMUM ACCUMULATION WITHIN FY	MAXIMUM ACCUMULATION CARRIED FORWARD TO NEXT FY
0-less than 5	7.5 hours	90.0 hours	315.0 hours	225.0 hours
5- less than 10	11.3 hours	135.6 hours	405.6 hours	270.0 hours
10-less than 20	13.2 hours	158.4 hours	450.9 hours	292.5 hours
20 or more	15.0 hours	180.0 hours	495.0 hours	315.0 hours

2) Exempt employees will accrue 15.0 hours per month with a maximum accumulation of 315.0 hours, regardless of years of service.
3) Part-time regular employees will accrue annual leave on a pro-rated basis.
4) Temporary employees do not accrue annual leave.
5) Regular employees with MODFY (modified fiscal year) appointments will accrue annual leave during their appointment periods. MODFY employees who work during their normal non-duty periods shall accrue annual leave on the same basis as full-time employees for each month of full-time employment. For part-time employment during that period, MODFY employees shall accrue annual leave on a prorated basis.
6) The anniversary date for computation of leave shall be the beginning date of employment for each employee, except when adjustments in the date must be made because of periods of non-accrual, i.e., leaves of absence, temporary breaks in employment. Annual leave in excess of maximum may be used during the fiscal year in which the excess accrues; however, an employee may not exceed the maximum leave at the end of the fiscal year. In the event it is not so used during the fiscal year, it will be transferred to the employee's accumulated sick leave.

7) Annual leave shall be requested and approved by the department head before leave begins. Annual leave may not be advanced and shall not be in excess of the amount accrued by the employee.
8) Employees may request to use their annual leave any time they prefer by application to the department head. Such requests will be considered, subject to the discretion of the department head to plan the work under his/her control and to authorize absence only at such time as the employee can best be spared. However, it is management's responsibility to plan the work so that employees are permitted to take their annual leave during the course of each year.
9) An employee who is dismissed for gross misconduct or who resigns to avoid dismissal for gross misconduct shall not be entitled to any compensation for accrued but unused annual leave at the time of dismissal.
10) In the case of death, payment for an employee's unused accrued annual leave shall be made to the employee's estate or designated beneficiary.

B. Sick Leave

Sick leave applies to the same personnel as described in *Section V-B, Annual Leave*. Accrued sick leave is cumulative for all days not used. Under no circumstance shall sick leave be taken before it is earned. Employees do not earn or accrue sick leave while on leave of absence. Employees do not receive payment for unused accrued sick leave days while on leave of absence or receive payment for unused accrued sick leave days upon termination. Sick leave may be used for purposes such as: illness or injury to an employee, medical examinations and dental appointments, and illness or incapacity to work due to pregnancy. In instances of death of a member of the immediate family, sick leave may be granted at the discretion of the appropriate approving authority for a maximum of two (2) days after the three (3) days of bereavement leave have been used.

Regular employees accrue sick leave at the rate of one day (7.5 or 8.0 hours) for each calendar month of actual service or a major fraction thereof. A regular full-time employee cannot earn more than 12 days (90 or 96 hours) of sick leave per year.

Part-time regular employees accrue sick leave on a pro-rata basis. Temporary, seasonal, and intermittent employees do not accrue sick leave.

Regular employees with MODFY (modified fiscal year) appointments accrue sick leave during their appointment periods. MODFY employees who work during their normal non-duty periods shall accrue sick leave as full-time employees for each month of full-time employment. For part-time employment during that period, MODFY employees shall accrue sick leave on a pro-rata basis.

Illness of the employee shall be reported to the respective department head as soon as possible on the first day of absence. If such notification is not given, such absence may be charged as annual leave or leave without pay. Sick leave should be documented and approved by the department head on the first workday after the absence.

C. Maternity Leave

In accordance with T.C.A. 50-1-501, time off is provided to regular female employees for the birth of children. Leave for maternity purposes will be granted for a period of up to sixteen weeks upon request of the female employee. Thirty unpaid days are granted to men for the birth of a child. Persons requesting such leave should contact their supervisors and the Human Resources Office (963-5281) and file their requests for such leave. Other documentation, if needed, will be discussed at that time. More specific details are available in the Human Resources Office and the *TBR Policy Manual*.

D. Paternity Leave

It is the policy of the Tennessee Board of Regents to provide up to thirty (30) working days of paternity leave to regular, male employees due to the birth of children, in accordance with T.C.A. 50-1-503, and the Family and Medical Leave Act of 1993 (FMLA). Upon receipt of the regular employee's written request for paternity leave, the appropriate authority will process the request in accordance with the provisions set-forth in this policy and the employee's eligibility for leave under TBR Family and Medical Leave Policy No. 5:01:01:14.

Regular employees who are eligible for FMLA leave will have paternity leave processed in conjunction with the TBR FMLA policy, regarding election of paid/unpaid leave, continuation of insurance coverage, etc.

Sick leave may be used for paternity leave for a period not to exceed the employee's accumulated sick leave balance or thirty (30) working days, whichever is less. Employees with less than 30 days may use annual leave, compensatory time (if applicable), and leave without pay for the balance of the leave period.

E. Family and Medical Leave (FMLA)

As part of TSU's sick leave options, the Family Medical Leave Act (FMLA) is available for a maximum of twelve (12) paid of unpaid weeks to employees who are ill or who may be required to assist/ care for a member of their immediate family. (For employees: on the fourth CONSECUTIVE day of illness, contact the Benefits staff in the Human Resources Office.)

Where an employee must be absent because of serious illness in the immediate family, family medical sick leave may be granted by the supervisor and the Human Resources Office. For purposes of this section, "immediate family" shall be deemed to include (a) spouses; (b) children, adopted children, stepchildren; (c) parents, parents-in-law, stepparents, and foster parents; (d) siblings; and (e) other members of the family who reside within the home of the employee.

Forms will be completed to place the employee on FMLA. Paid sick or annual leave may be used until it expires. The following events qualify for FMLA entitlement:

1) the birth or adoption of a child, foster or step-child;
2) foster care of a child;
3) care of spouse, son, daughter, parent, or that person who stood in place of absent parent. [This definition does not include a parent-in-law; it does include a foster or stepchild, legal ward or child, or a person standing in place of an absent parent.]

In instances where the employee has no sick leave, such absence may be charged to annual leave, if available. If neither sick nor annual leave is available, such absence will be charged as leave without pay.

An employee may be required to present evidence in the form of a physician's certificate to support the reasons for an absence during the time for which sick leave is taken. Except in exceptional circumstances, physician certification will be required only after three consecutive days of absence.

F. Bereavement Leave

In instances of death of one of the following relatives, a maximum of three (3) paid bereavement leave days are granted by the approving authority: (1) grandparent, grandchild 2) sibling; 3) parent, step-parent, foster parent, parent-in-law; 4) child, stepchild, foster child; or 5) spouse. In instances of death of a member of the above immediate family, as defined in the bereavement leave policy, the approving authority **may**, upon request, grant an additional two (2) days which will be charged to sick leave.

G. Adoptive Parents Leave

Employees may request special leave without pay for up to four months for adoptive parents leave. During the four-month period, employees may use accumulated sick leave for up to thirty (30) working days. Adoptive leave does not cover stepchildren or adults.

Persons requesting such benefits should contact their supervisors and the Human Resources Office (963-5288) and file their requests for such leave. Other needed documentation will be discussed at that time. More specific details are available in the Human Resources Office and are referenced in the TBR Policy Manual.

H. Leave of Absence

Leave of absence without pay, not to exceed one (1) year, may be granted for justifiable absences wherein it is not desirable to terminate the employee. Examples of such absences are: illness, injury, or disability of an employee who has insufficient accumulated leave; leave for education purposes; and leave for justifiable personal reason. The President must approve such leave.

Leave of absence for periods exceeding one (1) year may be granted upon recommendation of the President and approval by the Chancellor of the TBR.

Leave without pay (LWOP) for periods of one month or less shall be requested in writing when the employee has no applicable leave accumulation. Requests that have been approved by the supervisor shall be forwarded to the Human Resources Office for approval by the Human Resources Director as designated by the President as the approval authority for periods of one month or less.

Leave Without Pay for periods exceeding one month and any period of LWOP requested when the employee has an applicable leave accumulation shall be requested by memo to his/her immediate supervisor, with approval of the Human Resources Director and the President.

While on leave of absence for educational purposes or other justifiable personal reasons other than illness, injury, disability, or maternity leave, an employee retains accumulated annual and sick leave, but does not earn or accrue additional annual or sick leave.

I. Military Leave

All employees who are members of any reserve component of the armed forces of the United States or of the Tennessee National Guard shall be entitled to military leave for periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders.

Each employee who is on military leave shall be paid his or her salary for a period, or periods, not to exceed fifteen (15) working days in any one (1) calendar year. After that time, the employee may use accumulated annual leave, if he/she so chooses. At the end of the fifteen (15) days (or when the annual leave is exhausted), the employee will then be on leave of absence without pay. The employee must furnish certification from competent military authority of the dates active duty was actually performed.

An employee called into military service shall be entitled to reinstatement as prescribed by law.

J. Civil Leave

Civil leave shall be granted to an employee who serves as a witness for the federal government, the State of Tennessee, or a political sub-division of the state, or when he or she attends any court in connection with his or her official duties, or serves on a jury in any state or federal court. For the period an employee eligible for civil leave renders jury service or serves as witness, he/she shall be entitled to his/her regular compensation and the amount allowable for such service.

An employee may retain all compensation or fees received as a witness or juror. Documentation to substantiate absence due to performing civil duty must be presented to the Human Resources Office.

Employees involved in personal litigation, or who serve as witness in private litigation, shall be charged with annual leave or leave without pay.

K. Transfer of Leave

An employee who transfers to another system institution or school or another state agency shall not be paid for his or her accrued but unused annual leave. Rather, all unused annual leave shall be transferred to the other institution or state agency. If an employee leaves and is re-employed with a Tennessee state agency prior to his/her termination date with TSU, he/she shall have all unused annual leave transferred/ reinstated to the employing agency and shall not be entitled to payment for annual leave beginning with the date of re-employment. Any payment for annual leave upon the termination which is later found to have been in violation of this policy shall be repaid to the University by the terminating employee.

L. Voting Leave

Employees who are registered voters may receive reasonable time off to vote if they request such time-off before noon the day before the election. The supervisor may specify the hours during which the employee may be absent to vote, and the time-off may not exceed three (3) hours. No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the employee's work schedule ends.

Time-off to vote shall be recorded as non-duty pay hours and will be reported on the employee's time sheet. Time-off to vote is considered for non-exempt employees as non-worked time when calculating overtime.

SECTION VI– SPECIAL BENEFITS

A. Bookstore

The TSU Bookstore carries a variety of items such as TSU paraphernalia, clothes, books, office and art supplies, snacks, etc., for employees and students desiring to purchase these types of supplies. Employees are eligible to receive a 10 percent discount on purchases in the bookstore. Purchases made for TSU departmental usage are eligible for a 20 percent discount. The bookstore is located on the 2nd floor of the Floyd-Payne building on the main campus and the 1st floor of the Williams Building on the downtown campus.

B. Credit Unions and Group Banking

The University is affiliated with Educator's Credit Union, Tennessee Teacher's Credit Union, TSU Federal Employee Credit Union, and AmSouth Bank. All regular employees are eligible for membership and free accounts. Many employees take advantage of banking or credit union services such as checking, savings, small signature loans, car loans, home improvement loans, dental insurance plans, free travelers checks and direct deposit services. Payroll deduction provides an automatic way of saving and/ or making deposits or payments. For information on becoming a member of a credit union or a group account holder with First American, contact the Human Resources Office, a local Credit Union branch, or a First American National Bank branch.

C. Employee Suggestion Program

TSU participates in the State of Tennessee Employee Suggestion Program. Any suggestions you have for improvement or money-saving changes may be submitted for consideration. Implementation of your suggestions could provide you a monetary prize. Forms and procedures for making formal suggestions are available in the Human Resources Office.

D. Enrolling for Courses

Non-Exempt Employees-hourly paid employees (paid twice a month) who hold full-time permanent positions may enroll in one semester course during their six-month probationary period. After successful completion of the probationary period, employees may thereafter take three (3) courses per semester (9 credit hours). Only one (up to three hours using the PC 191 form) course may be taken at any TBR institution, including the community colleges, technical institutes, and the technology centers. Employees may pick up forms for enrollment in the Human Resources Office. A fee waiver is granted for these courses. Particular class availability is governed by "regular" student enrollment priority. As of July 1997, **undergraduate** course work is not subject to **IRS** taxable income requirements. [Variation on taxability is subject to change in the Federal law.] Course work should be taken with the endorsement of the supervisor and with respect to the employee's ability to maintain a regular work schedule. Combinations of lunch hour and/ or break schedules are NOT TO BE USED for course attendance, nor are classes to be taken during regular work hours, without prior approval.

Exempt Employees-monthly paid employees, who hold regular full-time; permanent positions are eligible to enroll in one free course per semester. All stipulations otherwise are the same as for non-exempt employees (see above). The employee shall pay all fees/ deposits. Participants must complete courses with a passing grade in order to take subsequent courses in a given program of study. Exceptions to the passing grade requirements will be made only where a physician certifies failure due to health reasons or when the student/employee has paid for and completed two subsequent courses since failing the course paid for at University expense. Exception to these guidelines can be made upon recommendation of the President and approval by the Tennessee Board of Regents.

Faculty, Administrators and Support Staff Fee Waiver at any Tennessee Public Postsecondary Institution (PC 191)- Full-time employees are encouraged to develop their skills and increase job knowledge and expertise. This program provides for waivers of fees to all regular full-time employees at the University to enroll in one course per term, on a space-available basis, at any Tennessee post-secondary institution pursuant to Chapter 191 of the Public Acts of 1985. All courses must be credit courses, and employees must request annual leave or appropriate time-off to attend courses during work hours. Normal working hours for employees is defined as the regular hours the employee is scheduled to work. Lunch periods and breaks are considered part of an employee's regular work schedule and may not be used for taking classes. Supervisors have the responsibility for limiting the number of credit hours for which an employee may enroll so as to maintain an optimum level of performance. This benefit is available subject to the funds being budgeted and available within the institution. The forms for this plan may be obtained from the Human Resources Office.

Scholarship Program-In addition to the fee waiver programs, Tennessee State University also offers classified employees the option to take additional courses through the scholarship program. Full-time staff may request sponsorship from their department for a scholarship not to exceed the maintenance fees for the course work taken. The rules below are established as guidelines for the scholarship program.

The scholarship program is available to all full-time staff members who have been employed by the institution for at least six months.

- Staff members shall be defined as not including faculty, administrators, professional employees, graduate assistants, post-doctoral fellows, or personnel holding faculty rank or status.
- Courses may be taken at any Tennessee public institution while continuing work at Tennessee State University.
  Personnel must meet the requirements for admission and are subject to institutional regulations and academic procedures.
- Courses must be for credit in a degree program, except non-credit courses directly job-related, as certified by the supervisor and/or designated institutional officer.
- Staff members should not schedule classes during their normal working hours.
- Staff members, in counsel with their supervisors, should limit the number of credit hours in which they enroll so as to maintain an optimum level of job performance.
- The employee must make application and receive final acceptance.
- The employee must submit the request to the supervisor two weeks prior to registration.
- Payment by the institution will be restricted to an amount no greater than the established resident maintenance fee for six semester hours per term.
- The employee will be responsible for the application fee and required deposits, laboratory fees, drop fees, etc.
- Participants must complete with passing grades all courses in which they enroll under this program in order to take subsequent courses in this program. Exceptions will be made only in the cases where a physician has certified failure for health reasons or when the employee has paid for and completed at least two courses since having failed to complete a course taken at institutional expense.

Exceptions to these guidelines can be made by recommendation of the President and approved by the Tennessee Board of Regents.

Educational Assistance/ Student Fee Discount for Spouses and Dependent Children of Employees-The purpose of this program is to assist regular employees by providing a student fee discount for their spouses and dependent children when enrolled in undergraduate courses at any of the institutions in the TBR or the University of Tennessee system. All full-time employees within the TBR or the University of Tennessee system are eligible for a 50 percent student fee discount for their spouses and dependent children. Spouses and dependent children of regular part-time employees who have one (1) or more years of continuous service within either system working a minimum of 50 percent time shall receive a prorated portion of the 50 percent discount based upon the employee's current percentage of work effort. Dependent children for this purpose include: (a) natural children 26 years of age and under; (b) step-children 26 years of age or under living with the employee; (c) legally adopted children 26 years of age or under; or (d) all other individuals who are 26 years of age or under and living in a parent/child relationship with the employee.

Spouses of employees having ten or more years of continuous full-time service within the TBR system immediately preceding retirement or death are eligible for the fee discount for five years from the date of death or retirement of the employee, whichever shall occur first. Spouses and dependent children of employees having less than ten years of full-time continuous service within the TBR system immediately preceding retirement or death are eligible for the fee discount for twelve months from the date of death or retirement of the employee whichever shall occur first. Spouses and dependent children of employees who had ten or more years of regular continuous part-time service immediately preceding retirement or death are eligible for the fee discount on a pro-rata basis for twelve months from the date of death or retirement of the employee. The prorate discount will be based on the percent of effort worked by the employee at the time of retirement or death. This program is available subject to the funds being budgeted and available within the institution. The forms needed to apply for this plan may be obtained from the Human Resources Office.

Staff Development Program- This program provides tuition or maintenance and related fees for regular clerical and support staff employees who take credit courses in a degree program (or non-credit courses that are directly job-related) and who take the courses at the University while continuing work responsibilities at Tennessee State University. To be eligible for this program, an employee must have been employed by the institution for at least six months. Eligible part-time employees shall receive a prorate discount based upon the employee's percentage of work effort. This program is available subject to the funds being budgeted and available within the institution. For more detailed information, contact the Human Resources Office.

Faculty or Administrative/ Professional Staff Tuition or Maintenance Fee Reimbursement Program-This program provides tuition or maintenance and related fees for regular faculty and administrative/ professional employees who take credit courses on a part-time basis at Tennessee State University while continuing work responsibilities at the University. To be eligible for this program, an employee must have been employed by the institution for at least six months. This program is available subject to the funds being budgeted and available within the institution. For more detailed information, contact the Human Resources Office.

E. Food Services

All employees are invited to dine in the University cafeterias or snack bars located in the Floyd-Payne Campus Center on the main campus, the Williams downtown campus, and the Rudolph Residence Center.
The food service contractor provides catering and banquet services on a contract basis for University-sponsored and personal events. Call food services at 963-5495 for further information.

F. Library/Computer Labs

All employees are welcome to use the University libraries on the main and Williams campuses. Assistance is available to help new employees unfamiliar with procedures. An ID card must be presented to borrow books.

Computer lab facilities are also available for use by employees. Computer passwords may be obtained by completing the appropriate forms in the Academic Computing Center located on the first floor of McCord Hall.

G. Post Office
Postal services, except delivery of personal mail, are available through the University Post Office in the Floyd-Payne Campus Center on the main campus and the Williams Post Office downtown campus. It is expected that personal mail service will be maintained at your home address. Official mail will be distributed through the campus mail system to your department.

H. Recreational Facilities

All University employees are entitled to use the Floyd-Payne Campus Center and Gentry Center provided that use does not interfere with scheduled classes or other student activities.

I. Season Tickets to Athletic Events

Employees may purchase discounted season football and basketball tickets. For more specific information, contact the Athletic Ticket Office at 963-5841.

J. Unemployment Compensation

The University provides unemployment compensation as a benefit to former employees. Unemployment compensation is a weekly payment made for a limited time when one is out of work through no fault of one's own. No deduction is made from the employee's pay for this purpose. This compensation should not be confused with Social Security or Workers' Compensation. If unemployed, one may apply for compensation at the local office of the Tennessee Department of Employment Security.

According to applicable laws of the Tennessee Department of Employment Security, the following conditions render the unemployed ineligible for unemployment compensation: (a) voluntary resignation from work without just cause; (b) discharge for misconduct; or (c) refusal or failure to apply for or to accept suitable work.

K. United States Savings Bonds

The University offers savings bonds through payroll deductions. Savings bond enrollment forms are available in the Human Resources Office.

SECTION VII – DISCIPLINARY POLICY AND PROCEDURES

A. Purpose

The university's grievance policy is designed to provide an effective procedure for resolution of problems arising from the employment relationship or environment. The instructions below are provided to establish a disciplinary procedure that will afford consistent and equitable treatment of all employees.

B. Disciplinary Policy

The following are components of the University's disciplinary policy:

1. All new employees are on probation for a period of six (6) months. If during this period, there is cause for disciplinary action, it may result in dismissal.
2. Normally, the reason for taking disciplinary action is to correct an individual's misconduct and to warn that repetition of similar behavior can result in discharge.

3. No disciplinary action involving demotion, suspension, or dismissal is to be taken against any regular, full-time employee until such disciplinary action has been discussed with the Human Resources Office or a designated representative, except when, in the judgment of the employee's supervisor, immediate suspension is necessary to protect the safety of persons or property or for similar grave reasons. In addition, dismissal requires the concurrence of the appropriate Vice President and the President.

C. Supervisory Responsibility

The supervisor is responsible for maintaining proper conduct and discipline of University employees under his/ her supervision. When disciplinary action appears to be necessary, the supervisor will conduct an interview with the subject employee for the following reasons:

1. To give the employee a clear understanding of exactly what is expected;
2. To explain in what way the employee has failed in meeting the requirements or in what way his/ her conduct has been unacceptable;
3. To give the employee an opportunity to account for his/ her actions or lack of actions;
4. To take appropriate disciplinary action if the situation warrants it. All disciplinary discussions should be done in a climate conductive to good understanding and reasonable discussion.

D. Examples of Circumstances and Instance of Misconduct Requiring Disciplinary Action

1. There are circumstances that will require immediate discharge, as in the following cases:

a. Possession or use of liquor on University property;
b. Buying, selling, using, possessing, or being under the influence of any unauthorized narcotic, including marijuana, heroin, LSD, and any other related or similar drugs;
c. Inappropriate behavior on University premises;
d. Theft (including removal of discarded items);
e. Fighting on University property;
f. Possession of unauthorized weapons on University property;
g. Falsification of records or fraud;
h. Willful violation of safety rules;
i. Willful damage to University property;
j. Gross insubordination, including overt refusal to follow, and/ or willful disregard of explicit instructions.

2. There are cases of misconduct that usually do not warrant immediate discharge but will result in disciplinary action. Usually this disciplinary action will be either a noted oral warning or a written reprimand. While not inclusive, examples of such misconduct are as follows:
    a. Ineffective use of University time;
    b. Improper or careless use of equipment, including failure to report damage to equipment;
    c. Repeated absenteeism or tardiness, including failure to report to the supervisor the circumstances and occasion when absence or tardiness may unavoidably occur (i.e., employees are to call their supervisors on such occasions);
    d. Disregard for instructions or general University rules;
    e. Failure to report an accident occurring during work hours. All employees who are injured must file a written report of such accident/ injury with the TSU Police Department.

E. Forms of Disciplinary Action

1. **ORAL WARNING**: If the problem was caused by inattention or neglect of minor significance and the employee has not been reprimanded for a similar offense during the previous six months, an oral warning is suggested. The basic cause of the incident should be clearly pointed out, suggestions made for its correction, and the employee told what consequences to expect should incidents of like nature continue to occur. The supervisor may administer an oral warning without prior approval and will record the date and other pertinent information, retaining it for future reference.

2. **WRITTEN WARNING**: If a problem is caused by a second occurrence of the act(s), which had previously resulted in an oral warning for the first offense, a written warning (or possibly discharge) may be necessary. However, under most circumstances, a second occurrence of an incident that had necessitated the earlier noted oral warning and which is NOT judged to have been premeditated or deliberate will result in a written warning. When it is the employee's second offense with a same problem within a six-month period, the supervisor SHALL initiate a written warning. A written warning is to be issued only when accompanied by written documentation of the exact facts and occurrences, including a record of the previously noted oral warning. Before writing and presenting the written reprimand to the employee, the supervisor must have the concurrence of the department head or the person to whom the supervisor directly reports. The written warning presented to the employee shall be copied and placed in the employee's file in the Human Resources Office.

3. **TIME OFF WITHOUT PAY (Suspension)**: This action may be taken to impress upon the employee the serious nature of his/ her act or offense. This should be considered as a notice that the employee is facing possible termination if his/ her performance or attitude does not improve. The supervisor will consult the department head and the Director of Human Resources and the time-off period will be determined through such consultation. In addition to the time off without pay, a letter of warning will be issued to the employee and a copy placed in his/ her personnel file.

4. **TERMINATION**: When an employee is recommended for termination for disciplinary reasons, the following procedures (*TSU Policy 6.37)* will occur:

a. The Budget Head will submit to the appropriate Vice President:
    a1. copies of performance evaluation(s) on the employee,
    a2. copies of previous disciplinary notice(s),
    a3. copies of any related documentation,
    a4. an original PARF (personnel action request form) indication effective termination date;
b. After approval, the Vice President will submit these documents to the Director of Human Resources;
c. The Director of Human Resources will review the recommendation and documentation and may meet with the department head, as necessary;
d. The Director of Human Resources will meet with the AA/EEO Officer to obtain a signature on the PARF. The PARF and a termination letter will be presented to the President for signature and materials will be returned to the Human Resources Office;
e. The Director of Human Resources will present the Termination Letter (or Suspension Letter, see item #5 below) to the employee and arrange for an EXIT Interview, as appropriate;
f. In case(s) of GROSS MISCONDUCT, warranting immediate dismissal, the Director of Human Resources may act as necessary to expedite the President's approval.

5. **SUSPENSION**: When, in the judgment of the supervisor, immediate suspension of an employee is necessary to protect the safety of persons or property or for similarly grave reasons:

a. The supervisor will direct the employee to leave the University premises at once and either: (1) to report back to the supervisor the following day, or (2) to remain away until further notice;
b. The procedures in 4 a through 4e, above, will then be followed.

6. **JOB ABANDONMENT**: An employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave, or who fails to report for duty or to the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return, is considered as having resigned not in good standing.

SECTION VIII – COMPLAINT AND GRIEVANCE PROCEDURES FOR EMPLOYEES

A. Purpose

The purpose of these procedures is to provide a clear, orderly, and expedient process through which all employees of the institution may process bona-fide complaints or grievances. Specific appeal processes cover some grievances. Therefore, this policy has no applications to those grievances. These include appeals of tenure and promotion decisions. For allegations of discrimination in employment on the basis of race, religion, color, sex, age, disability, national origin, or veteran status, refer to *TSU Policy 6.6.1;* or for complaints about sexual harassment, see *TSU Policy 6.6.2* and contact the Director of Equal Opportunity and Affirmative Action, who will accept and process such complaints. Tennessee State University strictly prohibits sexual harassment. Sexual harassment is a form of sex discrimination and is illegal under state and federal laws. Generally, sexual harassment may be defined as any unwanted attention, verbal or physical, of a sexual nature. Questions, concerns, and complaints about sexual harassment should be directed to the Equal Opportunity/ Affirmative Action Office. Complaints will be handled in a prompt and confidential manner pursuant to TSU procedures and TBR policies.

B. Policy Statement

It is the policy of Tennessee State University to provide an effective procedure for resolution of problems arising from the employment relationship or environment. To this end, formal complaint and grievance procedures have been established. When an employee believes a condition of employment affecting him/ her is unjust, inequitable, or is a hindrance to effective performance of his /her employment responsibilities, the employee should first seek resolution through the complaint procedure without fear of coercion, discrimination, or reprisal. It is the policy of TSU to make every effort to resolve disputes before they become grievances. The President is responsible for implementation of these procedures and has the final decision-making authority in any action subject to these procedures.

C. Matters Subject to the Complaint or Grievance Procedures

1. There are two types of matters that are addressed by this policy.
   a. **COMPLAINT** (Committee review not available): A complaint is a concern that an employee wants to discuss with supervisory personnel in an effort to resolve the matter. Personnel actions such as performance evaluations, rates of pay, position reclassifications, or position terminations due to reduction in force, do not fall under the definition of complaint.
   b. **GRIEVANCE** (Committee review available): Committee members are appointed by the President and shall be no less than three nor more than five persons, (see *SECTION VIII-F, Step 3: Written Statement,* following*)*. An employee may only grieve those matters defined in b1 and b2, following—

A grievance may result from any action the institution has taken against the employee which:

   b1. Violates institutional or TBR policy, or involves an application of these same policies;
   b2. Violates any constitutional right. The most likely areas of concern are the First, Fourth, or Fourteenth Amendments of the federal constitution when that action hampers free speech, freedom of religion, the right to association, provides for improper search and seizure, or denies constitutionally required notice or procedures.

2. **EMPLOYEES**
Employees shall include administrators, faculty, (including fulltime faculty on term or temporary contracts), professionals, clerical and support personnel. Probationary employees are also included in this definition. Student workers, graduate assistants, adjunct faculty, and temporary workers are not included in the definition of employees.

D. Definitions

As used in these procedures, the following terms shall have the meanings designated below.

1. Immediate supervisor: That person who is directly responsible for the supervision of the employee's activities.
2. Next-higher-level supervisor: That person who is directly responsible for the supervision of the immediate supervisor's activities.

3. Working days: Days on which the Business Office of the institution is officially open.
4. Date of the decision: Date the decision is communicated to the employee if communicated in person; three (3) days after mailing of the decision, if communicated by mail.

E. General Rules of Implementation

1. Employees using this procedure shall be entitled to do so without fear of retaliation, interference, coercion, or discrimination.
2. A compliant/ grievance must be presented to the employee's immediate supervisor (Step1) within ten (10) working days after the occurrence of the incident. Any claim not presented within the time frame provided shall be deemed to have been waived. (For repetitive or ongoing incidents or circumstances, the complaint/ grievance must be filed within ten working days of the last occurrence of such incident or circumstance).
3. Employees shall be given the opportunity to pursue complaints/ grievances during their assigned work time. Access to procedures under this policy shall not interfere with the normal workflow of the institution.
4. The President may grant a reasonable extension of the applicable time limit at each stage of the procedure upon the timely showing of good cause. The request for an extension must be in writing. The approval or denial of the request shall also be in writing.

F. Steps for Filing the Complaint/Grievance

Step 1: DISCUSSION WITH IMMEDIATE SUPERVISOR

The employee should state in writing the basis for the complaint or grievance and the corrective action the complainant is requesting or desires. The written statement should cite facts, times, dates and specific events of occurrences. The statement should be presented in reasonable and temperate terms, which would enable a reasonable person to ascertain facts of the matter.

The employee and the supervisor shall discuss the complaint in an attempt to resolve the matter. The supervisor shall conduct any necessary or appropriate investigation and inform the employee of a decision based upon full and fair consideration of all the facts within five (5) working days of the initial discussion. The immediate supervisor will assure that the decision is clearly communicated to the employee.

If the employee is satisfied with the decision, no additional action is required. If the employee is not satisfied, the employee may proceed to Step 2. If no decision is communicated to the employee within five (5) working days of the initial discussion, the employee may proceed directly to Step 2. (This procedure is applicable **ONLY** for persons with complaints about their IMMEDIATE SUPERVISOR; all others should proceed to STEP 3.)

Step 2: DISCUSSION WITH HIGHER-LEVEL SUPERVISOR

If the employee and the immediate supervisor are not able to reach a mutually satisfactory resolution, the employee may proceed to discuss the matter with the next higher-level supervisor within five (5) working days of the date of the decision of the immediate supervisor. Failure to comply with Step 2 in a timely manner shall be deemed a waiver by the employee and the complaint may not be raised again. The next higher level supervisor and the employee shall then follow the same procedure as required in

If the employee is satisfied with the decision reached by the next-higher-level supervisor, no additional action is required. If the employee is not satisfied, the employee may proceed to Step 3. (If no decision is communicated to the employee within five (5) working days of the initial discussion between the employee and the next higher-level supervisor, the employee may proceed directly to Step3.)

Step 3: WRITTEN STATEMENT-OFFICIAL GRIEVANCE/COMPLAINT FORM

If the employee and the higher-level supervisor are not able to reach a mutually satisfactory resolution to the complaint, the employee may file a WRITTEN grievance or complaint. The form is available in the Human Resources Office. The employee should complete the form and file it along with any other written documentation with the Director of Human Resources. For allegation of unlawful discrimination, a written statement must be filed with the Director of Equal Employment Opportunity/Affirmative Action (EEO/AA). Records for complaints/ grievances that allege unlawful discrimination are retained in the office of EEO/AA. The grievance statement must be filed within five (5) working days of the date of the decision of the higher-level supervisor. Failure to comply with Step 3 in a timely manner shall be deemed a waiver by the grieved person and the grievance may not be raised again. A copy of all documentation shall be given to both the supervisor and the next-higher supervisor. The Director of Human Resources shall attempt to mediate the matter under consideration with the goal of gaining agreement as to the appropriate solution to the matter. If no solution is agreed to by both employee and supervisor(s), the Director of Human Resources shall write a synopsis of the matter under consideration. The areas of continuing disagreement shall be identified, as well as the Director's suggested solution(s) or recommendation(s) for solution. This documentation shall be submitted to the President for review.

Upon receipt of the documentation and recommendation, the President, in consultation with the appropriate Vice President, shall within ten (10) working days, review all pertinent information presented by the Director of Human Resources. The President's decision shall be directed to the employee, and copies shall be provided to all parties involved.

Grievances, as defined *Section VIII, C, b1 and b2* above, which cannot be resolved shall be referred to a grievance committee as detailed in paragraph G, following, and where the grieved person requests such review. The grieved person has the option of choosing committee review when attempts to resolve the matter have failed or where it is apparent that such an attempt would be futile. Within ten (10) working days of receipt of a request for committee review, the President of the University shall appoint the grievance committee.

G. Grievance Committee

The grievance committee, which is appointed by the President, shall include no less than three and not more than five members selected under the following guidelines:

1. The chair and committee members will include individuals who will be disinterested in the outcome;
2. At least one committee member will be a peer of the aggrieved person;
3. Every effort will be made to include racial and gender balance in the
4. The committee shall conduct an independent and thorough investigation. In order to do so, it has the power to receive evidence from the aggrieved person and gather evidence from all sources and all witnesses;
5. The procedure shall involve a fact-finding by the committee, at which time the committee will hear each witness (including the aggrieved person) separately;
6. The committee shall make a written report of its recommendation and reasons to the President. The President may then adopt the committee's recommendation, in whole or in part, or make a decision independent of the committee's findings;
7. The aggrieved person shall be provided a copy of the committee's report along with the President's decision.

H. Appeal to Chancellor

Grievances that can be appealed to the Chancellor are those that have been processed through the grievance committee and those that fall within the parameters set out in the *TBR policy No. 1:02:11:00*. These generally include all grievances defined in *Section VIII, C 1, a and b*, above, EXCEPT those where the grieved party has filed a lawsuit or appeal with a state or federal administrative body or court.

I. Maintenance of Records

Copies of written grievances/ complaints and accompanying responses and documentation except those, which allege unlawful discrimination (SEE: *Section VIII, F, Step 3*, *WRITTEN AGREEMENT*, above) will be maintained in the Human Resources Office for three years.

SECTION IX – MISCELLANEOUS INFORMATION

A. Bulletin Boards

Bulletin boards have been placed in most departments. Notices that relate to you, your job, your department, and other items of general interest are posted on these boards. Your supervisor will show you where the bulletin boards are in your department. It is your responsibility to check the bulletin board for notices of importance to you and the university

B. Safety Belt Usage

The executive order of Tennessee and Tennessee Board of Regents and Tennessee State University policies require the use of seat belts in state-owned vehicles by all occupants. The Governor of Tennessee signed an executive order stating that all persons operating or riding in a state-owned motor vehicle are required to use seat belts when the vehicle is in motion. Employees are to notify Facilities Management or the Tennessee State Motor Pool (if State Motor Pool vehicle is used) if safety belts appear to be inaccessible and/ or defective. TSU encourages everyone to comply with the state law to use seat belts in all vehicles, private as well as state-owned, for the safety of everyone.

C. Tennessee State University Association of Organized Personnel (TSUAOP)

The Tennessee State University Association of Organized Personnel exists to promote better services and greater efficiency for the University. Its goals are:

- To develop a closer working relationship for improved and increased services within the University;
- To promote professionalism among office personnel;
- To encourage unity;
- To promote vocational skills development;
- To inspire initiative in service to the University in achieving its goals in the community;
- To assist in the improvement of the working environment, conditions and office staff morale.

SUMMARY

WHAT IS EXPECTED OF YOU……

As an employee you may want to use the following guidelines to help you be an efficient and productive member of the Tennessee State University family.

- Sincerely believe that you are an important member of the University staff.
- Treat University property as you would your own.
- Seek each day to make some improvement over the previous day's efforts.
- Treat every individual with whom you have contact with the same respect that you would expect.
- Share your best job techniques, as well as your problems, with your supervisor. They may benefit others.
- Accept a compliment graciously and constructive criticism appreciatively.
- When given an assignment, always be sure that you understand completely what is expected of you. If you are unsure, ask question.
- Go about your work with the thought that our purpose is to serve not only the students, faculty, and staff, but also the public in general.

PLEASE DO NOT……..

- Borrow or salvage material or equipment from or through the University for personal use.
- Seek contributions or sell tickets or merchandise.
- Speak or write as a representative of the University except in situations for which you are authorized to do so.

PLEASE DO……

- Refer employment applicants whom you can recommend.
- Help in maintaining the neat appearance of the campus; report repairs needed; and in general, practice good housekeeping.
- Be friendly and do your part to see that other University employees, students, and the public have a favorable impression of the University.
- Make suggestions on needed improvements, whatever the subject might be.
- Keep the Human Resources Office informed of any change of address, telephone number, dependents, marital status, etc.
- Reduce expenditures wherever possible. We are all taxpayers.

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Import**ant Notes**

1989 Faculty Handbook

TSU Faculty Handbook

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FOREWARD

The Faculty Handbook has been prepared for faculty members of Tennessee State University and by a faculty committee appointed by the Vice President for Academic Affairs. Its purposes are to explain the duties and privileges of faculty members and to provide information about policies of the University, its governing body (The Tennessee Board of Regents), and its various accrediting agencies. It is subject to change through action of the Tennessee Board of Regents and the administration of the University.

The format of the Handbook is designed to permit easy updating at a minimum cost. When revisions are needed, new sheets will be issued by the Vice President for Academic Affairs; faculty members are responsible for keeping their copies up to date. Additions or substitutions made for insertion subsequent to the 1989 publication of this Handbook will be dated in the lower left-hand corner of the page. Requests for copies of the Handbook and suggestions for its revision should be sent to the Office of the Vice President for Academic Affairs.

Faculty members should also be familiar with those sections of University publications which are pertinent to their teaching, research, advising, and administrative assignments. The following publications are especially important.

Bulletins

The University bulletins are listed below. They are supplemented by the Schedule of Classes published for the fall semester, the spring semester, and the summer sessions. Because these publications, with the exception of the booklet of summer conditions, are designed for students and the general public, they do not contain much of the information which faculty members need and which this Handbook provides. Materials herein, however, in no way replace or supersede anything published in any section of the bulletins; in the event of an apparent or real contradiction, the bulletins take precedence.

TENNESSEE BOARD OF REGENTS POLICIES AND GUIDELINES
THE UNDERGRADUATE CATALOG
THE GRADUATE CATALOG
FACULTY CONDITIONS FOR SUMMER SESSION
STUDENT HANDBOOK
CAMPUS-WIDE TRAVEL POLICIES AND PROCEDURES
ORGANIZATIONAL CHARTS
UNIVERSITY PERSONNEL MANUAL AND STAFF HANDBOOK
ADVISEMENT HANDBOOK
GUIDELINES FOR CONTRACTUAL SERVICES
POLICIES AND PROCEDURES FOR CONDUCTING RESEARCH AND SPECIAL PROJECTS
GRADUATE FACULTY HANDBOOK
PART-TIME FACULTY HANDBOOK
LIBRARY HANDBOOKS

Updated 1989

History, Mission and University Goals

HISTORY

Tennessee State University was established by virtue of a 1909 act of the General Assembly and began serving students in 1912. It is one of Tennessee's two land-grant universities and is one of several universities in the State University and Community College System with a state-wide mission. Based in Nashville, it has a responsibility to the entire State, as specified in federal land-grant legislation. As a modern urban land-grant university, it not only offers a broad variety of residential academic programs but also has an extensive and growing commitment to the working adults of the midstate area, a commitment enhanced by its merger with The University of Tennessee at Nashville in 1979. TSU provides a full range of degree and non-degree programs, library services, laboratories, classrooms, and faculty at both its John A. Merritt Boulevard campus and at its Avon Williams Campus. Programs and classes offered in the evening at times convenient for working adults are emphasized at both campuses.

Tennessee State University has grown far beyond its original 1909 mission of providing teacher training and degree programs in agriculture, home economics, trades, and business. It now has a University College, offering Developmental Studies and the General Education core; extensive and growing offerings in the Division of Aerospace Studies; the School of Agriculture and Home Economics; the School of Allied Health Professions; the College of Arts and Sciences; the School of Business; the School of Education; the School of Engineering and Technology; the School of Nursing; the Division of Extension and Continuing Education; the Institute of Government; and the School of Graduate Studies and Research. Since the inception of its first graduate program in 1948, TSU has grown to serve the State through programs leading to some forty-four (44) Master's Degrees; two (2) Specialist Degrees; and four (4) Doctoral Degrees.

Tennessee State University's leadership in the State's university community is evident in the number of joint and cooperative programs with other universities, both public and private, including a speech pathology and audiology program with Vanderbilt; a criminal justice program with Middle Tennessee State University and Austin Peay State University; Allied Health Professions programs with Meharry Medical College; and agricultural extension programs with the University of Tennessee, Knoxville. In addition, the University is engaged with Howard University in a joint Pharmacy program.

Tennessee State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Baccalaureate, Masters, Education Specialist and Doctoral degrees. Its programs in Architectural Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Nursing, Home Economics, Social Work, Music, Dental Hygiene, Respiratory Therapy, Medical Technology, Medical Records Administration, Health Care Administration and Planning, Speech Pathology and Audiology, and Teacher Education have been accredited by the appropriate professional organizations. All other professional academic programs are now seeking full accreditation by the appropriate agencies.

MISSION STATEMENT

Tennessee State University is a comprehensive 1890 land-grant and major urban institution. The University has as its mandates instruction, research, public service, and the offering of degrees at the associate, baccalaureate, master's, specialist, and doctoral levels. The University's primary service is focused in Nashville and Middle Tennessee--with statewide, national, and international reach.

Recognizing demographic trends and higher education demands of the region, the University services traditional college-age students while broadening its appeal to non-traditional, commuter, residential, full and part-time undergraduate and graduate students of all races. The University imbues its clientele with the desire to acquire basic knowledge and skills that will enable them to succeed in an ever-changing world; it further develops the leadership needed by its clientele for the advancement and application of that knowledge toward the improvement of the quality of life for citizens of the state and the nation.

The University aims:

1. To maintain high standards of instruction in general education, continuing education, and in the curricula and fields of specialization through which degree programs are offered;

2. To foster the continuation of faculty and student involvement in research which advances knowledge in the areas concerned;

3. To continue expanding its role as a public servant and leader of the citizens of the State by disseminating knowledge and providing a broad variety of educational and technical services;

4. To provide agricultural extension services and other rural and urban programs consistent with the University's 1890 land-grant status;

5. To identify and develop the talents of all students who have the potential for college work, including those whose educational, socio-economic, and cultural disadvantages have prevented their being prepared fully to pursue college work without special assistance;

6. To provide degree programs and services especially tailored to the needs and convenience of college students of all ages, including working adults of the corporate and industrial communities in the mid-state area; and

7. To provide an atmosphere that will enhance the emotional, educational, cultural, social, and recreational growth of the total University community.

Tennessee State University projects itself to the students, faculty, alumni and the citizens of the State through the motto: "Think, Work, Serve."

UNIVERSITY INSTITUTIONAL GOALS (1988-90)

I. Strengthen enrollment management to effectuate increased matriculation from the Middle Tennessee area. (Institutional Five-Year Plan; Characteristics of Students and Other Constituencies, Goals I & II.)

A. Plan and implement a comprehensive University-wide recruitment effort aimed at increasing enrollment of adults from Davidson and neighboring counties.

B. Plan and implement a comprehensive University-wide recruitment effort aimed at increasing enrollment of academically talented high school students.

C. Plan and implement a comprehensive University-wide recruitment effort aimed at increasing enrollment of Black graduate students.

D. Establish a University Recruitment Action Committee to assist with the implementation of recruitment activities.

E. Increase the number of students served on and off campus through non-conventional modes of instruction.

F. Reduce significantly the amount of time required for a student to complete the registration process.

G. Improve the admissions process to complement an increase in enrollment.

II. Increase the effectiveness of academic programs.
(Institutional Five-Year Plan; Educational Program, Goals I, II, & III)

A. Establish and implement procedures for evaluating and modifying existing academic programs.

B. Establish and implement procedures for planning, developing, and evaluating new academic programs.

C. Strengthen students' ability to demonstrate competency in core curriculum and major fields.

III. Increase retention rate by five (5) percent.
(Institutional Five-Year Plan; Student Achievement, Goals I, II, & III.)

A. Develop and implement a tracking system which monitors students' progress and identifies academic problems early.

B. Implement and evaluate benchmarks required for increased progression and graduation rates.

C. Improve academic advisement.

D. Identify and address causes of student attrition at the University.

IV. Improve the quality of student performance level on standardized tests. (Institutional Five-Year Plan; Student Achievement, Goals I & II.)

A. Identify test-taking skills needed by students.

B. Develop and enhance faculty technical expertise in testing.

C. Devise and implement University-wide activities to increase students' test-taking skills.

V. Enhance the positive visibility of the University's instruction, research, and public service. (Institutional Five-Year Plan; Other, Goal I.)

A. Market (publicize) University programs and activities through Public Relations.

B. Publicize the accomplishments of faculty, staff, students and alumni.

C. Initiate activities to bring new constituencies to the University.

VI. Increase faculty productivity in research. (Institutional Five-Year Plan; Other, Goal I.)

A. Increase the number of faculty involved in research (as measured by professional publications, presentations, and grants) by five (5) percent.

B. Establish a research bureau which focuses on investigations in Davidson and neighboring counties.

VII. Broaden the University's public service activities. (Institutional Five-Year Plan; Other, Goal I.)

A. Continue to extend the availability of University physical and human resources in order to enhance the quality of life in Davidson and neighboring counties.

B. Expand the availability of non-credit and public service continuing education activities in Davidson and neighboring counties.

VIII. Strengthen institutional development activities in support of the University. (Institutional Five-Year Plan; Financial Resources, Goals I & II.)

A. Coordinate the activities of the Foundation and the Office of Development to support the University.

B. Increase corporate and private giving in support of the University.

C. Increase the support of academic scholarships.

D. Increase the support of chairs of excellence.

E. Develop and implement solicitation policies and procedures for support of the University.

F. Develop an annual fund-raising campaign with broad alumni participation.

IX. Provide appropriate physical resources.
(Institutional Five-Year Plan; Financial Resources, Goals I, II, & III.)

A. Continue efforts to acquire funding for capital improvement of existing and new facilities.

B. Continue efforts to improve the maintenance and preservation of existing facilities.

C. Develop and implement plans for the utilization of existing land holdings to enhance the University's land-grant mission.

University Organization and Governance Administration

ADMINISTRATIVE STRUCTURE

The Tennessee Higher Education Commission (THEC)

The Tennessee Higher Education Commission, created in 1967 by act of the General Assembly, has the responsibility of coordinating and planning for all of higher education in the State system. It has no operating responsibilities but must approve new academic programs and new centers of campuses; review budgets; perform long-range planning; and generally ensure that a comprehensive system of higher education is developed to meet the needs of the citizens.

The Tennessee Board of Regents (TBR)

The Board of Regents was created by the General Assembly in 1972 to govern the newly established State University and Community College System, composed of six universities and ten community colleges. The universities include Austin Peay State University, East Tennessee State University, Memphis State University, Middle Tennessee State University, Tennessee State University, and Tennessee Technological University. The community colleges include Cleveland State, Columbia State, Dyersburg State, Jackson State, Motlow State, Roane State, Shelby State, Volunteer State, and Walters State. Chattanooga State Technical Institute became Chattanooga State Technical Community College by legislative act in 1973 and became part of the State University and Community College System. The Board now provides governance for technical schools and area vocational schools as well.

The Board of Regents includes twelve (12) members appointed by the Governor; four (4) ex-officio members--the Governor, Commissioner of Education, Commissioner of Agriculture, Executive Director of the Tennessee Higher Education Commission (non-voting member), and immediate past Commissioner of Education. The Board meets at least quarterly.

Eight (8) appointed members are from each congressional district, and three (3) are approved at large from different geographical areas of the State. After the initial staggered terms, the succeeding members are appointed to nine-year terms. The leading two (2) political parties are represented by at least three (3) appointed members; at least four (4) appointed members are alumni of institutions; at least one (1) appointed member is a woman; and at least one (1) appointed member is under thirty years of age. The student regent is appointed from among the System institutions for a one-year term.

The chief executive officer, known as the chancellor, is appointed by the Board, which also defines his duties and fixes his compensation. Other major duties of the Board include selection and employment of chief executive officers of the institutions upon recommendation of the Chancellor; confirmation of appointment of administrative personnel, faculty and other employees of each institution, and fixing their salaries and terms of office; prescribing curricula and requirements for diplomas and degrees; approving operating and capital budgets for each institution; establishing policies and regulations regarding campus life at the institutions; receiving donations of money, securities and property on behalf of institutions; and purchasing, holding, and disposing of property.

Tennessee State University

The administration of the University is divided into four (4) basic areas of responsibility: Academic Affairs, Administration, Business and Financial Affairs, and Student Affairs.

A. The President

The President of Tennessee State University is appointed by the Tennessee Board of Regents as the chief administrative officer of the University. Within the policies and regulations established by the Board, this officer is empowered to exercise such supervision and direction as will promote the effective operation of the institution. This officer is responsible to the Board for maintaining an educational program consistent with the desires of the Board of Regents and the stated purposes of the University. The President serves as the direct line of communication between the Board of Regents and the faculty, staff, and students of the University. In the absence of the President, the Vice President for Academic Affairs serves as the senior administrative officer of the University.

B. Academic Affairs

1. Vice President for Academic Affairs is responsible for the leadership, management, development and productivity of the educational program of the University. He or she serves as the chief academic officer and as advisor to the President on academic affairs matters and as spokesperson for academic personnel. Overall responsibilities include academic and strategic planning, development of curriculum, academic personnel, administration, self-study, and instructional and support budgets. Specifically, this Vice President (1) provides effective strategies for developing sound educational policies focusing on teaching, research and public service; (2) administers the educational policies in accordance with guidelines established by the Tennessee Board of Regents; (3) assures that undergraduate and graduate programs evidence accreditation standards; and (4) provides information, services and resources, counsel, and general supervision which enables deans and directors to develop and administer effectively the programs to which they have primary leadership.

2. Associate Vice President for Academic Affairs for Extended Education

The Associate Vice President for Academic Affairs for Extended Education is a staff position in direct line under the Vice President for Academic Affairs. Major functions involve implementation of the Tennessee Board of Regents and University policies and guidelines as they relate to instruction, evaluation, budget, and undergraduate catalog production; review of faculty-generated research/proposals; facilitating satellite campus' evening programs; and weekend college and preparation of various University reports. In addition, he or she oversees the offices of Planning, Management, Evaluation and Institutional Research, and the Title III Program. This Associate Vice President acts as trouble-shooter and assumes other

responsibilities and assignments as designated by the Vice President and the President.

3. Associate Vice President for Academic Affairs for Personnel Management and Strategic Planning

Associate Vice President for Academic Affairs for Personnel Management and Strategic Planning is a staff position in direct line under the Vice President for Academic Affairs. Major functions involve implementation of the Tennessee Board of Regents and University policies and guidelines as they relate to faculty/staff personnel issues, strategic planning, academic programs and calendar, admission standards, Centers of Excellence and professional and staff development. He or she assumes other assignments and responsibilities as designated by the Vice President.

4. The Deans and Director of Libraries and Media Resources

The Deans of the Schools and Colleges are responsible for the efficient and effective operation of the total educational program as it relates to their administrative units. They serve as leaders in particular areas of the instructional, research and service programs contained within their school or college and as channels of communication between the department heads and faculty within their units and the Vice President for Academic Affairs.

5. The Dean of the School of Graduate Studies and Research

The Dean of the School of Graduate Studies and Research is directly responsible to the Vice President for Academic Affairs. The dean has institutional-wide responsibilities to foster and facilitate intercollegiate graduate programs and research activities. Primary responsibilities involve the advancement of learning through scholarly research and instruction, and concurrently assuring that graduate programs and faculty fulfill the professional standards necessary for accreditation and quality graduate education. He or she performs other duties and responsibilities as deemed necessary by the Vice President for Academic Affairs.

6. The Dean of Admissions and Records

The Dean of Admissions and Records is responsible for the administration of the multiple activities assigned to this office, including the recruitment of students, the processing of applications, the preparation of schedules, the supervision of registration, and the compilation and maintenance of student records.

7. The Director of Libraries and Media Services

The Director of Libraries and Media Resources is responsible to the Vice President for Academic Affairs for assembling, organizing and making accessible, materials and resources needed by the University, its faculty, and student body. The Director is also responsible for personnel management and for carrying out the mission and objectives of the University and of the Library.

C. Business and Financial Affairs

The Vice President for Business and Financial Affairs reports directly to the President and has responsibility for overseeing the direction and coordination of activities of finance and accounting, business and administrative services, and operations' areas of the University; conducting and reporting the business and financial operations of the University; and assisting the President in formulating and administering organizational policies and developing long and short-range plans. He or she reviews activities, plans, costs, operations and budget projections as developed by staff; serves in special capacities as designated by the President, and acts as liaison to the Board of Regents for Business and Financial Affairs. He or she performs other related duties or special assignments as determined by the President.

D. Student Affairs

The Vice President for Student Affairs is the administrative officer directly responsible to the President for the general welfare of all students enrolled in the University. This officer has administrative responsibility for coordinating the functions performed by staff officers within the Division of Student Services.

E. Equal Employment Opportunity and Affirmative Action

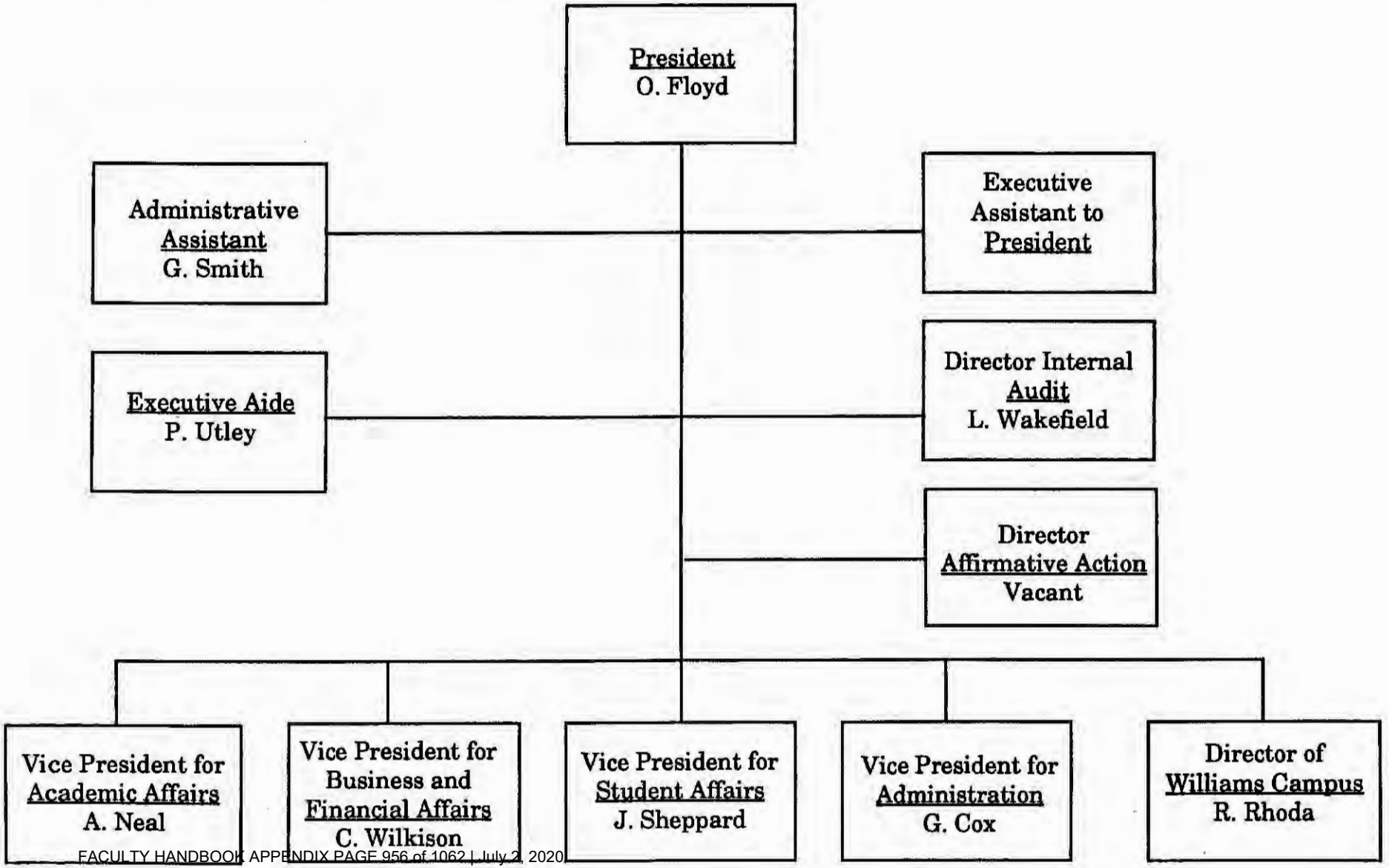
The Coordinator for Equal Employment Opportunity and Affirmative Action reports directly to the President. This officer assists in the maintenance of a program of equal employment opportunity and a plan of affirmative action for promoting and assuring compliance with all applicable laws and regulations governing employment-related programs and activities and education programs and activities of the institution.

F. Administration

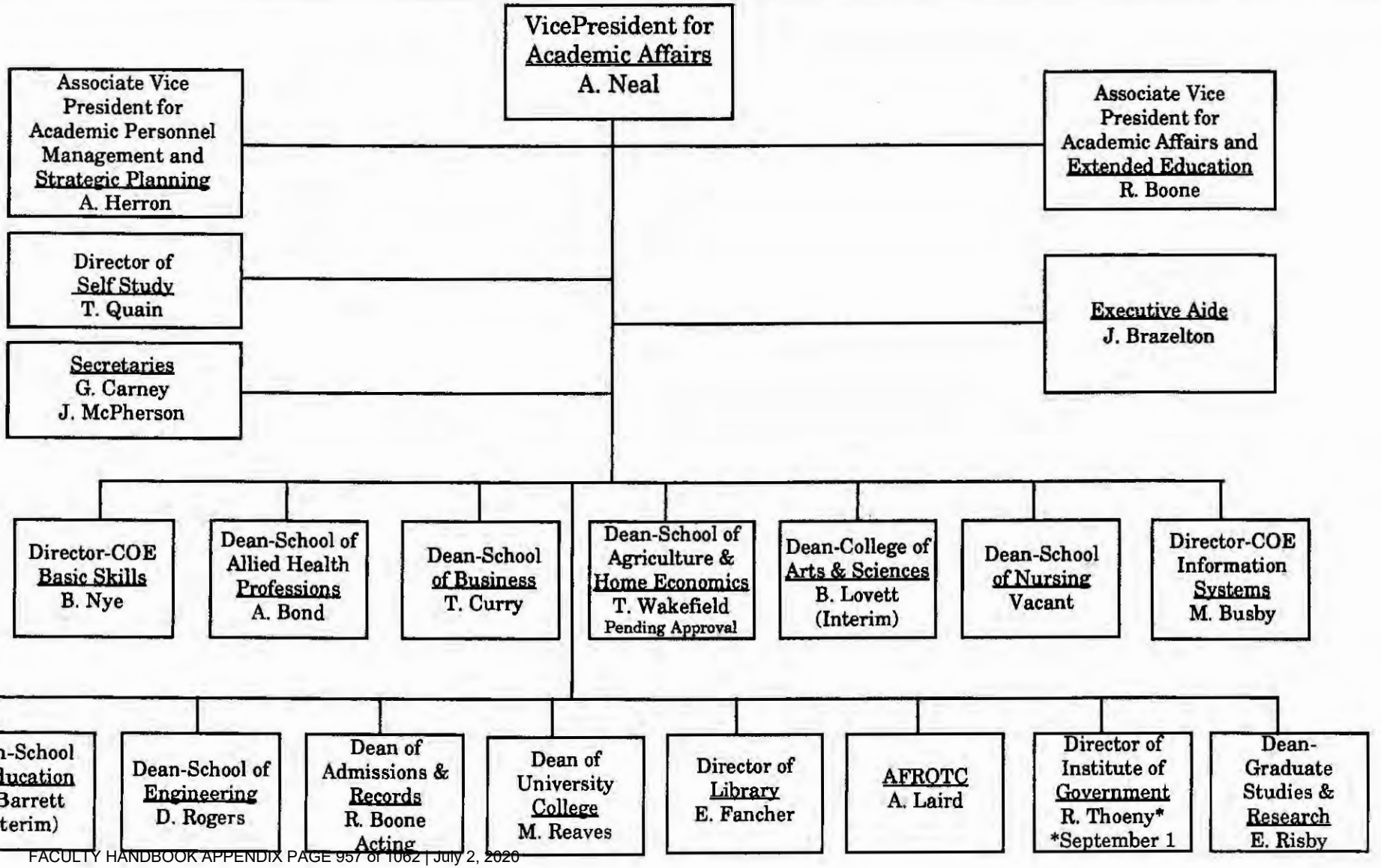
The Vice President for Administration reports directly to the President. This officer is responsible for the development, coordination, and implementation of administrative decision-making. The position of Vice President for Administration has the responsibility for the Departments of Athletics, Alumni Affairs, Development, Personnel, Public Relations, Safety and Security, and Facilities Planning.

Organizational Charts

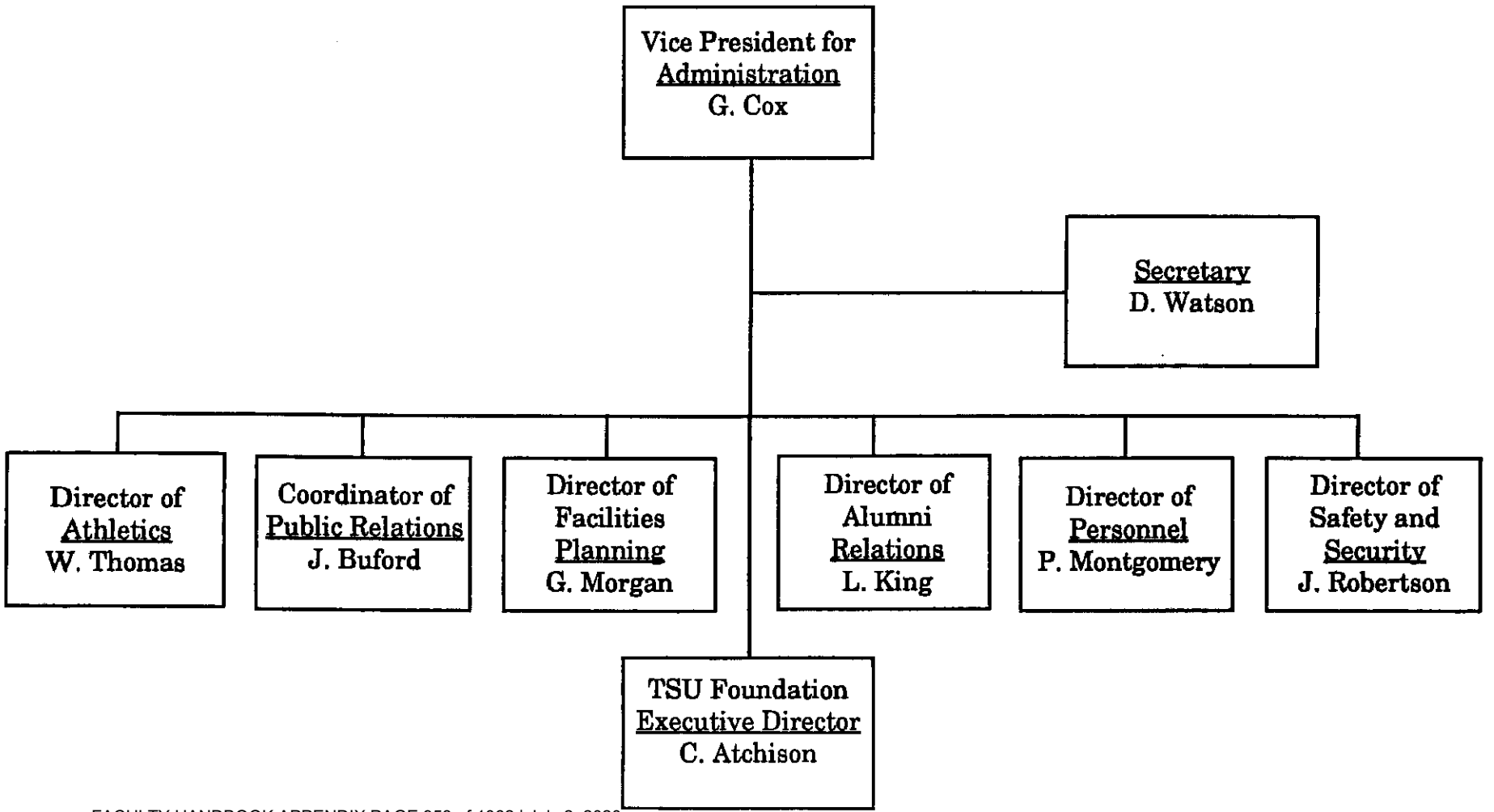
Tennessee State University
Organization Chart
President



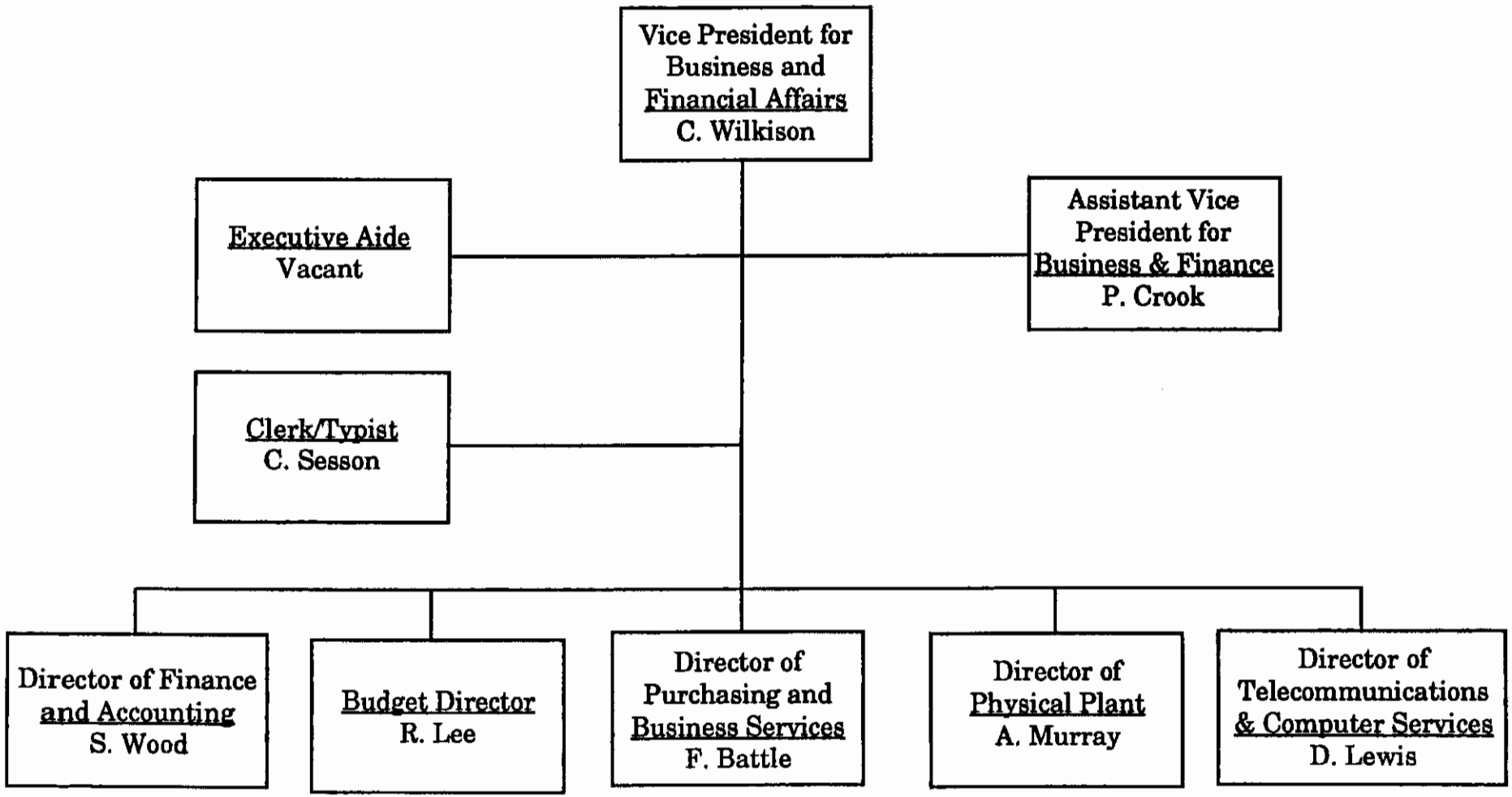
Tennessee State University
Organization Chart
Vice President for Academic Affairs
Office of the Vice President



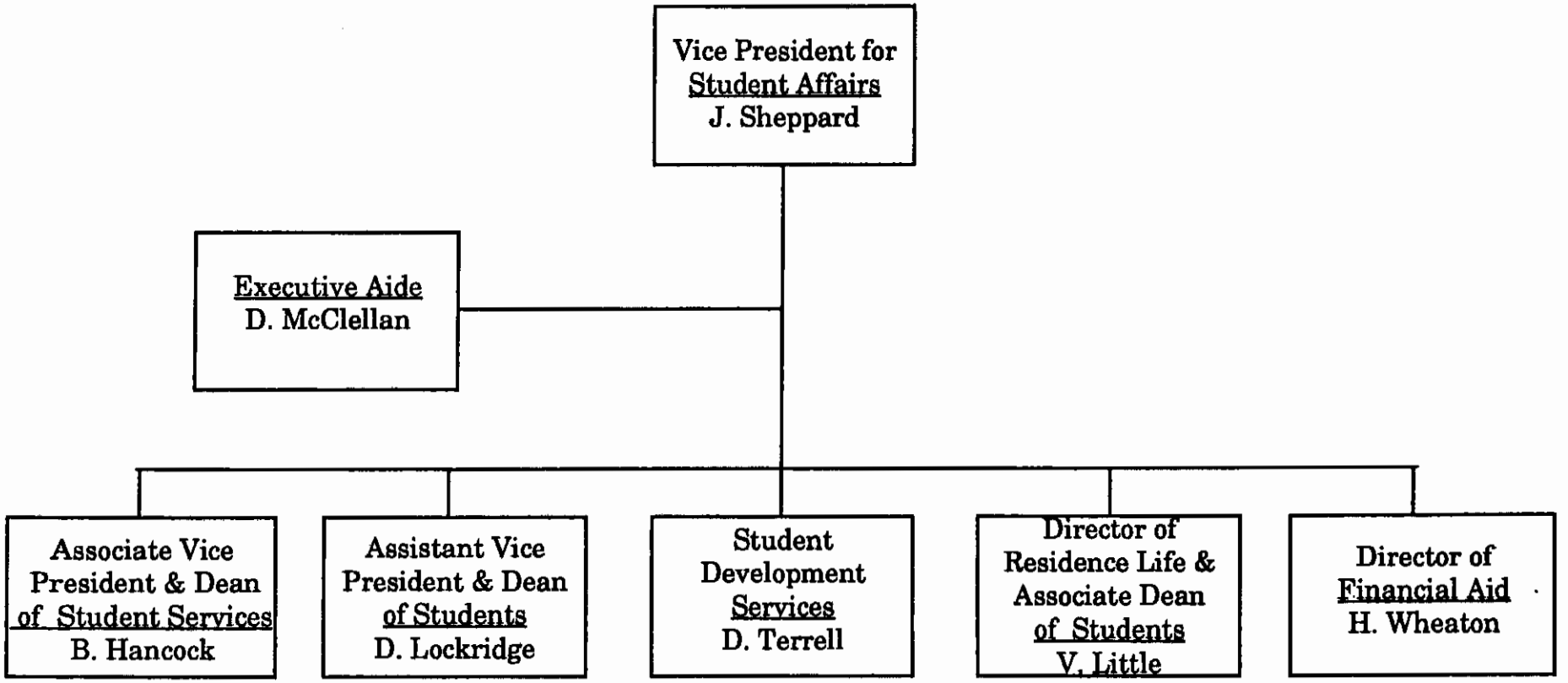
Tennessee State University
Organization Chart
Vice President for Administration
Office of the Vice President



Tennessee State University
Organization Chart
Vice President for Business and Financial Affairs
Office of the Vice President



Tennessee State University
Organization Chart
Student Affairs
Office of the Vice President



University Organization and Governance
Academic Units

ACADEMIC AFFAIRS UNITS

The Academic Affairs component of the University is composed of one (1) college and eight (8) schools, one institute, two (2) centers of excellence, and the Department of Aerospace Studies, the Libraries and Media Services, and the Office of Admissions and Records.

The College of Arts and Sciences

The School of Agriculture and Home Economics

The School of Allied Health Professions

The School of Business

The School of Education

The School of Engineering and Technology

The School of Graduate Studies and Research

The School of Nursing

The University College

Aerospace Studies

The Institute of Government

The Center of Excellence in Basic Skills

The Center of Excellence in Information Systems

Libraries and Media Services

Office of Admissions and Records

Academic Deans

All deans of academic units shall be appointed by the President with the approval of the Board of Regents and shall serve at the pleasure of the President. Deans shall be the educational and administrative heads of their units. They shall report directly to the Vice President for Academic Affairs, through whom they shall be responsible to the President for the administration of their units.

The Department Heads, Curriculum Coordinators, and Program Directors.

The department head, coordinator, or director of any department, area or program shall be appointed by the President with the approval of the Board of Regents after recommendation by the department faculty of the appropriate unit, the dean, and the Vice President for Academic Affairs. For units offering graduate work, the recommendation shall be made by the dean of the unit after full consultation with the Dean of the School of Graduate Studies and Research. The chair of any department shall be immediately responsible to the dean of the unit for work and progress of the department. For units offering graduate work, the chair or director shall be responsible for executing graduate programs in accordance with established standards, subject to review and evaluation by the Dean of the School of Graduate Studies and Research.

The Faculty

Faculty are the primary resource through which the University engages in its mission to seek and disseminate knowledge to the community. This status carries with it both rights and responsibilities. Persons become members of the faculty by appointment of the President, upon recommendation of the Department Head, the Dean of the School and the Vice President for Academic Affairs, and are responsible to the President through the head of the unit to which they are assigned.

RESPONSIBILITIES OF ACADEMIC DEANS, DEPARTMENT HEADS, AND FACULTY

Tennessee State University expects its deans, department heads, and faculty to establish and maintain high standards for the University's academic programs. In doing so, the individuals provide leadership and serve as facilitators of learning.

This document delineates the responsibilities of deans, department heads, and faculty. It is not intended to be comprehensive. Its intent is to stand as the foundation for the achievement of academic excellence at Tennessee State University.

RESPONSIBILITIES OF ACADEMIC DEANS

The academic deans provide overall leadership for implementation within their units of all aspects of the University's mission, including instruction, research, and service.

Major responsibilities of academic deans are as delineated in the following areas:

General Managerial Duties:

1. Provide the necessary leadershp to develop and implement guidelines that will ensure achievement of objectives of the University, School, and Departments.

2. Establish and supervise the implementaion of professional standards of conduct for all who work in the school.

3. Ensure that the University makes maximal use of the facilities available and, when necessary, revise the space allocations to individual departments.

4. Establish, after consultation with the Vice President for Academic Affairs, minimal standards for maintenance, content, and retention of records.

5. Ensure the adequacy and accuracy of records during the change of Department Heads.

6. Supervise the maintenance of records in the Office of the Dean.

7. Determine the responsibilities and duties of Assistant and/or Associate Deans who are appointed to the school.

8. Review all accreditation reports submitted to professional accreditation agencies by departments in the school.

BUDGET PREPARATION

Prepare the annual school budget based on academic programming considerations after briefings by the budget officer:

a. Provide directions, instructions, and deadlines to department heads for the preparation of departmental budgets;

b. Review budgets for accuracy, clarity, and justification and approve budgets submitted by Department Heads; and

c. Develop and submit to the Vice President for Academic Affairs, within deadlines, the budget for the school with appropriate justifications.

BUDGET EXECUTION

Make allocations, upon receipt of the school's budget, to each department and supervise the execution of the budget in the school. Toward this end, Deans:

a. Review all departmental budget requests;

b. Ensure that departments do not exceed their allocations; and

c. Ensure that departments follow proper procedures in expenditure of approved funding and in requests for redirection of funds.

CLASS SCHEDULES

1. Review instructions for preparation of the schedule and ensure that:

   a. Department schedules are submitted according to directions and deadlines;

   b. Adequate space is assigned to departments for instructional purposes;

   c. Exceptions to teaching load are approved; and

   d. Sufficient classes are offered based on current enrollment and anticipated needs within the framework of available funds.

2. Approve, in advance, all schedules submitted to the Registrar.

COURSE SYLLABI AND TEXTBOOKS

1. Assume responsibility, in cooperation with department heads, for establishing minimal standards for course syllabi and textbooks. In instances where Deans are notified that a syllabus or textbook does not meet minimal standards, Deans shall act to ensure compliance.

2. Ensure that faculty members make available course syllabi and textbooks at the beginning of the semester, preferably the first day, but no later than the end of the second week of classes.

CURRICULUM DEVELOPMENT

Provide leadership and assistance in the development and revision of the curriculum. Among other activities, Deans

a. Implement tasks required for University accreditation;

b. Facilitate the implementation of tasks required for professional accrediation of programs in the school;

c. Implement curricular changes;

d. Assess the overall effectiveness of the school's curricular offerings; and

e. Submitt new courses and programs for approval to the Office of Academic Affairs.

COMMITTEE ASSIGNMENTS

Develop and implement a committee structure that will assist in achieving the objectives of the school and the University.

a. Develop the duties for all school-wide committees.

b. Assign faculty to committees, either by election or by appointment.

c. Maintain records of the work of school-wide committees.

d. Recommend faculty to University-wide committees upon request of the Vice President for Academic Affairs or the President.

DEPARTMENT AND SCHOOL-WIDE FACULTY MEETINGS

Communicate through departmental channels when appropriate and directly with the faculty when necessary.

FACULTY RECRUITMENT AND APPOINTMENT

1. Recommend and oversee the recruitment process according to University policies.

2. Allocate resources to meet the administrative and instructional needs of the school.

a. Authorize the filling of faculty and staff vacancies after consultation with the Vice President for Academic Affairs.

b. Reassign vacancies based on the personnel needs of the school.

c. Review the credentials of all candidates.

d. Interview all candidates for appointments.

e. Approve or reject recommendations for appointment.

f. Forward personnel requests upon granting approval of the actions.

ORIENTATION OF NEW FACULTY

Make accessible to new faculty (part-time and full-time) all available information and materials necessary to acquaint them with the University and their responsibilities to the University.

FACULTY WORKLOAD

1. Ensure the most effective use of all resources, including personnel, within University guidelines.

2. Enforce, with the assistance of department heads, the workload throughout the school.

3. Review contact and semester hour equivalencies and, upon concurrence, submit these to the Vice President for Academic Affairs.

4. Ensure accessibility of department heads during the work day.

FACULTY RELEASE TIME

Recommend, to the Vice President for Academic Affairs, after consultation with department heads and subject to the availability of funds, limited release time to faculty who assume tasks assigned by the department, school, or University. When release time is granted to faculty to perform specific activities, Deans are expected to monitor the activity.

FACULTY AND STAFF UNEXCUSED AND/OR EXCESSIVE ABSENCES

Confer with department heads and take appropriate action, according to University policies.

RESPONSIBILITIES TO STUDENT CLIENTELE

Recruitment

Establish and implement procedures for the recruitment of student clientele as prescribed in objectives of the University.

Admissions

1. Assume responsibility for all admission standards for programs located in the school.

2. Ensure that admission standards are enforced equitably and fairly for all applicants.

3. Recommend admission of students to undergraduate and graduate degree/certification programs when program standards exceed those of the University.

Advisement and Retention

Establish guidelines for academic advisement and retention based on University policies.

Registration

1. Approve hours of operation for departmental offices and Dean's office during registration periods.

2. Review and approve departmental advising schedules for registration.

CANCELLATION AND ADDITION OF CLASSES DURING GENERAL REGISTRATION

1. Make final recommendations for cancellation or addition of classes after consultation with department heads.

2. Report the cancellation and addition of all classes to the Office of the Registrar.

FOLLOW-UP OF STUDENTS

1. Assume responsibility for establishing guidelines for the progression and follow-up of students.

2. Assume responsibility for reporting follow-up findings to the Vice President for Academic Affairs.

STUDENT-FACULTY-STAFF RELATIONS

1. Develop mechanisms and procedures to adjudicate disputes or handle academic complaints.

2. Resolve disputes among faculty, staff, and students which cannot be resolved within the department.

GRADUATION

Develop internal mechanisms and procedures to ensure timely progression and clearance of successful students for graduation.

RESPONSIBILITIES OF ACADEMIC HEADS AND/OR COORDINATORS

Major responsibilities of Academic Heads and/or Coordinators are as delineated in the following areas:

GENERAL MANAGERIAL DUTIES

1. Provide the necessary leadership to develop and implement action steps that will ensure achievement of objectives of the University, School, and Department or Academic Unit.

2. Effect the smooth operation of the instructional program by meeting the instructional needs of faculty and students.

3. Ensure that adequate office hours are maintained for the convenience of students.

4. Assign office space to faculty.

5. Order supplies and equipment within the funds available and according to University procurement procedures.

6. Order textbooks.

7. Assist the library in maintaining a current collection of materials.

8. Monitor professional standards of conduct for all who work in the department.

9. Develop and recommend curriculum development and program development deemed essential for enhanced service to clientele.

10. Minimally maintain unit records and files as listed below:

a.	Syllabi	3 years
b.	Faculty Advisee Assignments	Continuously
c.	Files of Graduates	5 years
d.	Final Examinations	5 years
e.	Minutes of Meetings	3 years
f.	Departmental Regulations	Continuously
g.	Textbook Lists	3 years
h.	Faculty Evaluations	Indefinitely
i.	Grade Reports	Indefinitely
j.	Correspondence	Continuously
k.	Other	---

BUDGET

1. Assume responsibility for the preparation and submission of the annual budget for the department, with appropriate justifications.

2. Assume responsibility for executing the budget in the department in accordance with University financial procedures.

CLASS SCHEDULES AND WORKLOADS

1. Receive input from faculty in preparing teaching schedules. It is, however, the responsibility of the Department Head to develop a class schedule which provides feasible options for students.

2. Prepare schedule of classes according to directions and guidelines.

3. Ensure adequate and equitable teaching loads for all faculty.

4. Ensure that the department offers classes based upon enrollment trends and program needs.

5. Review workload forms and submit them to the Dean for approval.

6. Ensure the posting and maintenance of office hours by faculty.

7. Obtain prior approval from the Dean for overload and/or release time.

8. Ensure that the departmental office is staffed in the absence of the Head.

COURSE SYLLABI AND TEXTS

1. Ensure that each syllabus meets acceptable standards in its delineation of competencies and the measurement of these competencies.

    a. Monitor common course objectives for multiple sections of a course.

    b. Report non-compliance of syllabus to the Dean and submit a recommendation for appropriate action.

    c. Retain a course syllabus for each course.

2. Ensure a common text for multiple sections of a course.

3. Monitor the selection and changing of texts.

CURRICULUM DEVELOPMENT

1. Provide leadership and assistance in the development and revision of curricula. Among other activities, the Department Head is expected to:

    a. Implement tasks required for accreditation of programs;

    b. Implement curricular changes;

    c. Assess the overall effectiveness of the department's curricular offerings; and

    d. Submit new courses and programs for approval to the Dean.

2. Maintain records of current professional standards or criteria for programs.

3. Develop instruments, in cooperation with faculty, to assess the effectiveness of the department's academic programs.

4. Keep abreast of knowledge and recent developments in the discipline and see that these changes are reflected in the curricula.

COMMITTEE ASSIGNMENTS

1. Develop and implement committee structures that enable the department to achieve its goals and objectives.

2. Appoint faculty to departmental committees. In instances where committees are elected, the Heads facilitate the election of committee members.

3. Develop responsibilities for all departmental committees.

4. Maintain records of the work of all departmental committees.

5. Recommend faculty to school-wide committees upon the request of the Dean.

DEPARTMENT AND SCHOOL-WIDE FACULTY MEETINGS

1. Determine the frequency of departmental meetings.

2. Ensure faculty participation in departmental, school, and University meetings.

FACULTY RECRUITMENT AND APPOINTMENT

1. Initiate the recruitment process.

2. Secure appropriate supporting documents for applicants.

3. Arrange interviews with faculty, students, and the Dean.

4. Initiate personnel requests concerning rank, salary, and type of appointment--after consultation with the Dean.

ORIENTATION OF NEW FACULTY

1. Define clearly the responsibilities, duties, and expectations of new faculty.

2. Ensure that new faculty are acquainted with departmental, school, and University regulations, performance standards, and evaluation procedures.

EVALUATION OF FACULTY AND STAFF

1. Evaluate all faculty in the department.
2. Ensure the evaluation of faculty by students.
3. Evaluate or review the evaluations of all staff in the department.

LEAVE

1. Recommend requests for leave to the Dean.
2. Ensure the coverage of classes during the leave of faculty.

UNEXCUSED AND/OR EXCESSIVE ABSENCES OF FACULTY AND STAFF

1. Document all unexcused/excessive absences of faculty and staff with a copy to the appropriate faculty or staff.
2. Recommend actions to the Dean for unexcused/excessive absences.
3. Ensure that classes are covered or that students will be notified of cancelled classes.

RESPONSIBILITIES TO STUDENT CLIENTELE

Advisement and Retention

1. Inform faculty of the advising system and procedures.
2. Ensure that each student is assigned an advisor.
3. Establish procedures for monitoring students' progress.
4. Evaluate the performance of advisors.

Recruitment

Establish procedures for the recruitment of majors.

Admissions

1. Work cooperatively with the faculty to develop admission standards for specific program(s).
2. Obtain approval of admission standards for specific program(s).
3. Maintain copy of approved admission standards for specific program(s).

4. Ensure that admission standards for specific program(s) are enforced equitably and fairly for all applicants.

Registration

1. Review instructions for registration with faculty.
2. Maintain coverage of departmental offices during registration.
3. Provide faculty for assisting in registration.
4. Assign faculty for advising and enforce advising schedules developed by the department.
5. Submit registration advising schedule to the Dean for approval.
6. Recommend the addition or cancellation of classes to the Dean.

STUDENT-FACULTY-STAFF RELATIONS

1. Implement internal mechanisms and procedures to adjudicate disputes or handle academic complaints.
2. Refer disputes and academic complaints to the Dean when such matters cannot be resolved within the department.

FOLLOW-UP OF GRADUATES

1. Implement guidelines for the follow-up of graduates.
2. Prepare and submit to the Dean a report of follow-up findings.

RESPONSIBILITIES OF FACULTY

INSTRUCTION

The following are expectations for all faculty.

1. Present evidence of current knowledge about his or her academic discipline.
2. Present evidence of current curricula, content, and organization through course syllabi, bibliography, selection of text, and related instructional materials.
3. Support University functions through personal attendance.
4. Refer students to appropriate support services.
5. Obtain routine student feedback and have evidence of related instructional improvement based on feedback and examples of student evaluation.
6. Meet all classes or obtain adequate coverage with appropriate approval.
7. Present evidence of time and organization management.
8. Follow current departmental, school, and University guidelines and procedures relevant to academic instruction.
9. Maintain office hours which offer accessibility for students and permit the accomplishment of other duties.
10. Establish and follow uniform and objective standards for student performance.
11. Use teaching strategies appropriate to the course content.
12. Provide student advisement relative to course selection, degree matriculation, and career choice.
13. Exhibit proficiency in oral and written communication.
14. Develop or contribute to the development of new courses required for instructional effectiveness and evaluation based upon accreditation and State guidelines.
15. Provide thesis/dissertation, clinical, or other supervision relevant to student/degree program matriculation, where applicable.
16. Demonstrate a continued interest in inquiry and teaching through professional self-development.
17. Exhibit interpersonal skills which support instructional effectiveness and promote a collegial climate.

RESEARCH/SCHOLARLY ACTIVITY

Faculty are expected to engage in some or all of the following, consistent with annual school, department, and individual objectives.

1. Publish in refereed and non-refereed journals.
2. Present papers at local, regional, state, and national professional meetings.
3. Submit contracts and/or grant proposals for funding.
4. Initiate and complete research activities according to an approved plan.
5. Publish, other than in refereed and non-refereed journals.
6. Receive funding for contracts and/or grant proposal.
7. Participate in, coordinate, or develop creative activities.

SERVICE

Faculty are expected to engage in some or all of the following, consistent with annual school, department, and individual objectives.

1. Serve on professional boards or committees.
2. Participate in and complete committee assignments.
3. Participate in and complete responsibilities relevant to the goals and objectives of all levels of the University.
4. Serve as a professional resource person for agencies, boards, and committees.
5. Provide professional expertise to other units within the University.
6. Participate in the development and/or delivery of continuing education courses/programs.
7. Participate in academic recruitment efforts through outstanding teaching, University service, and/or public and professional activities.
8. Contribute to the University recruitment plan through direct and approved recruitment strategies.

ORGANIZATION OF THE UNIVERSITY FACULTY

Purpose:

The purpose of the Tennessee State University faculty shall be:

1. To hear and discuss reports on the state of the University from the Board of Regents, the President, or other officers of administration, and from the Faculty Senate as appropriate;

2. To facilitate communication among the several school and department faculties, administrative officers, student groups, and staff personnel;

3. To permit members to direct questions to the President or other officers of administration or to the Chairperson of the Faculty Senate;

4. To provide a medium for incorporation of faculty judgement on matters of common concern, and to make provisions for necessary steps to be taken in important matters when they arise;

5. To pass on proposed amendments to the Faculty Senate Constitution.

Responsibilities

The University faculty, through the general committees and the Senate, is primarily responsible for policies, procedures, and regulations pertaining to such matters as the following:

1. Admission and graduation of students

2. Requirements for certifications, degrees, and diplomas

3. Promotion of general welfare of students

4. Promotion of general welfare of faculty

5. Development of scholarship and research among the faculty and students

6. Recommendations of faculty for promotions and tenure

7. Improvement of instruction and guidance

8. Measurement and evaluation of student performance and growth

9. Participation in the development of academic and general administration policy

10. Recommendations for the appointment of new faculty

11. Support for the objectives of the University, School, and Department or Academic Unit

Membership and Officers

Members of the University Faculty include persons who hold academic rank awarded by the University and are engaged in teaching, research, library service, coaching, or community service. It also includes others with academic rank awarded by the University who are appointed to faculty status by the President and the following administrative officers when they hold academic rank awarded by the University: President, Vice Presidents, Deans of Schools or Colleges, Director of the Libraries, Heads of Academic Departments, Director of Aerospace Studies, Dean of Admissions and Records, Director of Health Services, and such other officers of administration who hold academic rank awarded by the University and who are appointed to membership by the President.

Voting Privilege

The voting privilege is accorded to the full-time University personnel who qualify for membership. Membership without the voting privilege is according to part-time faculty personnel.

Officers

The chief officer of the University Faculty is the President (Chairperson) and in his absence, the Vice President for Academic Affairs or the Senate Chairperson. The other officer of the Faculty is the Faculty Secretary, appointed each year by the President.

Meetings of the University Faculty

Fifty percent of the members of the Faculty who are privileged to vote shall constitute a quorum. The agenda for faculty meetings shall be prepared and distributed one week prior to the meeting by the President or by an individual or committee designated by him/her, and shall include the following: the President's Business; the Senate's Business; and Committee Reports. Amendments may be made at any regular meeting of the University Faculty, providing four (4) weeks' advanced notice of the proposed amendment has been given, or, at any regular meeting without advanced notice by two-thirds majority of the voting members present.

Regular Meetings of the University Faculty shall be held each semester of the academic year.

Special Meetings of the University Faculty shall be held at such times as the President may designate. A petition setting forth a proposed agenda and requesting that a special faculty meeting be called, if signed by not less than one-third of the members of the faculty who are privileged to vote, shall be honored by the President and a faculty meeting called at an appropriate time within a thirty-day period after the receipt of the petition. Also, the Chairperson of the Faculty Senate, acting on vote by the Senate, can request that the President have a called meeting of the faculty.

For special meetings, the faculty should be notified not less than seven (7) days prior to the meeting. In case of emergency, this notification requirement may be waived.

University-Wide Committees

University-wide committees on which faculty members serve at Tennessee State University comply with the Board's policy on student and faculty participation in development of campus policy and programs; use is made of university-wide committees on which faculty hold membership. Typical of these committees are the following:

Arts and Lecture

Athletic

Council of Student Affairs

Buildings and Grounds

Calendar and Activities

Computer Utilization

Human Rights and Welfare-Human Subjects Research

Student-Faculty Advisory

Student Review Board

Research Advisory Committee

Convocation

Faculty Personnel

Food Services

Fair Employment Practices

Homecoming

Meritorious Awards

Development and Public Affairs

Scholarship, Awards, and Financial Aids

Publications

Faculty Senate Committees

Academic Regulations of Interest to Faculty

CLASS ROLLS

Immediately following the registration process, the Registrar's Office will send each faculty member a preliminary classroll for each class. After the official drop-add period, the Registrar's Office will issue an official roll for each class. If a student is attending class and the name is not on the classroll, it is extremely important that the faculty member send the student to the Registrar's Office for enrollment status. Students may not attend class unless their names appear on the roll. A final class roll will be sent just prior to the end of the term to be used for reporting final grades.

GRADE REPORTING

It is the responsibility of each faculty member to assign and report a grade for each student who is enrolled in class within the specified time listed on the semester calendar. All grades are reported to the Registrar's Office. Once a grade is reported, it may be changed only by submitting a change of grade form signed by the instructor, department head, and dean. However, if a student appeals a grade, the grade may be changed by the administration if warranted, after due process.

GRADE BOOK

Grade books are to be a part of the official class records of each teacher. It is the policy of Tennessee State University that an accurate account be kept in this book of the attendance, grades, and other data of the faculty member's choosing which will give an account of the progress of the student. Grade books should be turned into the department head if work at the University is terminated.

GRADING SYSTEM

	Quality Points Per Semester Hour	Description
A or H	4.0	Excellent work of exceptional quality which indicates the highest level of attainment in a course.
B or P	3.0	Good work, above average which indicates a high level of achievement.
C	2.0	Work of average quality representing substantial fulfillment of the minimum essentials of a course.
D	1.0	Poor, representing passing work but below the standards of graduation quality.
EP	0.0	Represents the successful completion of examination for credit with an equivalent grade of "C" or better.
F	0.0	Failure, representing unacceptable performance in credit course or unauthorized withdrawal.
I	0.0	Represents incomplete work of passing quality and is given when the student has missed an examination or some small part of the required course work. Recorded as an "NC" grade by the Office of Admissions and Records when the "I" grade is not removed within one (1) calendar year, unless specified otherwise in the University bulletins. The specific deficiency(s) required for the removal of each "I" grade must be noted on the class semester grade report sheet.

		Procedures for removing "I" grades are described in the Undergraduate Catalog.
NC	0.0	Recorded by the Office of Admissions and Records when the "I" grade is not removed within one (1) calendar year.
H and P		Used only in Colloquial courses in the Honor's program.
NG		Given only to Special Services students for unsatisfactory performance in a credit level course.
S		Represents satisfactory performance in a non-credit course.
U		Given for unsatisfactory performance in a credit level course.
W		Represents official withdrawal from a course or the University
X (Audit)		Given by a faculty member only in instances when the student has registered and attended a course for audit rather than for credit.

WITHDRAWING FROM A COURSE

The proper forms for withdrawing from a class will be provided by the Office of Admissions and Records. Withdrawal is official only after the form has been completed and submitted to the Office of Admissions and Records. A student may receive a grade of "W" if he/she withdraws according to the following schedule.

Regular Semester	Prior to the end of the 9th week of classes
Summer Semester I & II	Prior to the end of the 3rd week of classes

After the above deadlines the student must be assigned a grade of "F". Withdrawal from the University must be documented by the student and approved by the Vice President for Student Affairs. Health problems or other circumstances beyond the student's control may be reasons for granting withdrawal from the University.

ACADEMIC AND CLASSROOM CONDUCT

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty, either indirectly or through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he or she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case, through the appropriate institutional procedures.

POSTING GRADES

It has been the practice of many faculty members to post on their office doors or departmental bulletin boards test grades and final course grades for students enrolled in their classes. In order to continue with this practice and to comply with federal legislation (Buckley Amendment), the posting must be done in such a way as to maintain the anonymity of the students' grades. Social security numbers cannot be used in posting grades.

POLICY ON EXCESSIVE ABSENCES

Students are expected to attend classes regularly. Instructors will keep an accurate record of class attendance and be able to report on official request the number of absences of any student in class. At any time from the beginning of classes, an instructor may report a student for unsatisfactory attendance. Reporting a student is at the discretion of the individual instructor with the understanding that excessive absence is defined as no less than one more than the number of times a class meets per week. Any student reported for excessive absence from class will be barred from further attendance in that class until formally readmitted by the instructor.

Instructors will report promptly any excessive absences to the Registrar using the form provided by the Office of Admissions and Records. Any such reports must arrive in the Office of Admissions and Records no later than 5 p.m. on the last day of the 7th week of classes for regular semesters (2nd week of classes for Summer I and II). Excessive absences after the 7th week should also be reported promptly. Admissions and Records will notify the student by mail that he/she has been reported for excessive absence. The student then has three options. (1) He or she may withdraw from the course in accord with University policies and deadline dates and receive the grade of "W". (2) He or she may formally apply to the instructor for readmission to the course with the understanding that all course requirements must be met in order to receive a passing grade. (3) He or she may take no action to elect options 1 or 2 above and receive the mandatory grade of "F".

COURSE SYLLABI

Each faculty member is to present a course syllabus to students enrolled in each class, preferably on the first day of class but not later than the end of the second week of class. In addition to the content agreed upon by the department and college or school, the University has established the following minimum content for course syllabi:

1. The course number, title, semester, and year offered,
2. Any prerequisites the student must have,
3. Information about the instructor's office hours,
4. The instructor's office telephone number,
5. The rationale for the course,
6. General course objectives,
7. The organization and format of the course,
8. The topics to be covered in the course,
9. Competencies (skills, concepts, theories) students are expected to learn in the course,
10. Course requirements (textbook, supplies, equipment, etc.), and
11. The instructor's grading policy, how final grades will be determined, and the minimum requirements for successfully completing the course.

TEXTBOOK POLICIES

Number of Texts. It is anticipated that normally only a single text will be ordered for each course. Exceptions: (1) In a multiple-section course, a different text may be adopted for given sections in extraordinary circumstances with the approval of the department head and dean, such as when experimenting with a new course format or writing a new text; (2) the department head may authorize the adoption of more than one text for a single-section course when it is clearly viewed as a necessary supplement based on the nature of the course and the text(s) on the market.

In almost all cases, any need for additional resources should be met by placing on reserve in the library copies of collateral text(s) and/or selected readings made available by the instructor.

Selection of Texts. The responsibility for selecting a textbook rests with the instructor in charge of a course, acting in cooperation with the department head. In the case of multiple-section courses taught by more than one instructor, the department head should rely on the recommendation of either a discipline coordinator or a faculty committee within the discipline to make selection of texts.

Requisition of Texts. Each department head, working in cooperation with the University Bookstore, is responsible for seeing that an ample supply of textbooks is available for the first meeting of classes in his or her department. To assist in this effort, the University Bookstore should provide an updated inventory to each department head approximately two weeks prior to the beginning of each semester. The department heads, deans and Vice President for Academic Affairs are to furnish the best possible information concerning course offerings, class schedules and anticipated enrollments. The department head will need to receive full cooperation from each faculty member and to maintain close contact with the University Bookstore as the final requisitions are developed.

Requisition Procedures for Texts. Textbooks are requisitioned on forms supplied by the University Bookstore. Requisitions may originate with either the course instructor or the department head, although they shall always require the approval of the department head. All requisitions are forwarded to the University Bookstore within the time frame requested, which in all cases should be at least six weeks prior to the beginning date of the semester in order to assure delivery and availability of texts.

Faculty Rights, Academic Freedom, and Responsibility

STATEMENT OF AFFIRMATIVE ACTION

It is the policy of Tennessee State University to provide and maintain a program of equal employment opportunity and fairness in all recruitment or recruitment advertising, hiring, employment upgrading or promotion, development, demotion or transfer, layoff or termination, rates of pay, leaves of absence, and other forms of compensation and training. It is the intent of this policy to safeguard against unsound and illegal personnel practices. The University, therefore, shall engage in no practices which will discriminate against any group or individual for reasons of race, color, religion, national origin, handicap, sex, age (except where sex or age is a bonafide occupational qualification as determined by statutory or Tennessee Board of Regents requirement), or status as a qualified disabled veteran or Veteran of the Vietnam Era. In the implementation of this policy, the University will aggressively seek to recruit and employ persons from classes that are under-represented in its work force. Reasonable accommodations have been and will continue to be made for qualified disabled veterans and other handicapped persons.

The University's policy statement requires units to undertake affirmative action in working toward the achievement of goals set forth and the attainment of an acceptable level of participation in its work force, programs and activities for students, and contracted services. Success achieved in meeting affirmative action goals will be a performance indicator used in the evaluation of all management personnel of the University. Likewise, the degree to which employment opportunity is assured in the functional units of managers/supervisors will be evaluated.

The University has adopted the policy that criteria for employment and promotion be job validated, such that only the skills or preparation actually necessary to the performance of a job are considered in making employment or promotion decisions.

POLICIES AND PROCEDURES FOR TENURE AND PROMOTION

The following policy of Tennessee State University on academic freedom, responsibility, and tenure complies with Academic Freedom and Responsibility (Article II, 5:02:03:00, 1986) and the Policy on Academic Tenure (Article III, 5:02:03:00, 1986) of the Tennessee Board of Regents.

I. Academic Freedom and Responsibility

Tennessee State University recognizes the principle of academic freedom and responsibility, pursuant to which

A. The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching controversial matter which has no relation to the subject;

B. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary gain must be based upon written consent from the Academic Vice President and the President of the University; and

C. The faculty member is a citizen, a member of a learned profession, and an officer of the University. When the faculty member speaks or writes as a citizen, he or she should be free from University censorship or discipline, but his or her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he or she should remember that the public may judge the profession and the University by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she does not speak for the University.

Academic freedom, responsibility, and tenure are decisively important factors in the viability of Tennessee State University. Academic freedom -- the free search for and exposition of truth -- is essential to fulfill the ultimate objectives of this University and applies to teaching and research. Freedom in research is fundamental to the advancement of truth, and academic freedom in teaching is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct - these and other grounds may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members subject to the provisions of the Policy on Academic Tenure. The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, all faculty members (tenured or non-tenured) have an equal right to academic freedom and bear the same academic responsibilities implicit in that freedom.

II. Policy on Tenure

A. Definitions

The following are general definitions of terms used in this policy. The terms are subject to further qualification and definition in the subsequent sections of this policy.

1. Academic Appointment: a personnel designation (not an assignment of responsibilities) that this University grants to its faculty members in exchange for professional services in the areas of instruction, research, scholarship, and public service.

2. Academic Department: an organizational unit within this University, generally devoted to the pursuit of a specific field of study.

3. Academic Rank: a position of faculty status in an academic organizational unit, limited to persons who meet this University's

criteria for faculty promotion and consisting of the levels of instructor, assistant professor, associate professor, and professor.

4. Academic Tenure: a personnel status in an academic organizational unit pursuant to which the academic year appointments of full-time faculty who have been awarded tenure are continued at the University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.

5. Adequate Cause: a basis upon which a faculty member, either with academic tenure or with a tenure-track or temporary appointment prior to the end of the specified term of the appointment, may be dismissed or terminated.

6. Tennessee Board of Regents: the unit which establishes, governs, manages, and controls the State University and Community College System of Tennessee.

7. Faculty Member: a full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor and who for purposes of this policy meets the criteria for tenure, and whose primary responsibilities include instruction, research, scholarship, and public service. (See II.C below.)

8. Financial Exigency: the formal declaration by the Tennessee Board of Regents that the University faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can be balanced only by extraordinary means which include the termination of existing and continuing academic and non-academic appointments.

9. President: the President of Tennessee State University.

10. Probationary Employment: a period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he or she does not have tenure and in which he or she is evaluated by the University for the purpose of determining his or her satisfaction of the criteria for a recommendation for tenure.

11. "Program is deleted from the curriculum": the Board takes formal action to terminate a degree, major, concentration, or other curricular component and such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.

12. "Substantive and continued reduction of student enrollment in a field": over a period of at least three (3) years, student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be

warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments at similar institutions which the President would deem to be appropriate for comparison.

13. University: Tennessee State University.

B. Academic Tenure

Tenure is a status pursuant to which faculty appointments for the academic year in an academic organizational unit are continued until retirement or physical or mental disability, subject to dismissal for adequate cause or unavoidable termination on account of financial exigency or curricular reasons. Tenure is awarded only by positive action by the Board, pursuant to the requirements and procedures of this policy at Tennessee State University. The awarding of tenure is a recognition of the merit of a faculty member and of the assumption that he or she would meet the long-term staffing needs of the academic organizational unit and the University. It is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure.

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. Academic tenure is awarded only to full-time faculty members who: (a) hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the rank; (b) have been employed pursuant to tenure-track appointments and have completed not less than the minimum probationary period of service; and (c) have been determined by the University to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.

(Faculty holding temporary appointments are not eligible for tenure.)

2. Faculty members supported in whole or in part by funds available to the University on a short-term basis, such as grants, contracts, or foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the University prior to initiating the tenure process.

3. No faculty member is eligible for tenure in an administrative position; provided that where a faculty member with tenure is appointed to an administrative position, he or she will retain tenure in a former faculty position only and provided further that a faculty member otherwise is eligible for tenure who also holds an administrative position and may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Types of Appointment

There are three types of faculty appointments:

1. Temporary appointments are for a specific purpose and for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the appointments. Temporary appointments are ordinarily used for lecturers, adjunct or part-time faculty, faculty to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments are used for faculty employed on the basis of state-appropriated funds in academic organizational units where the permanent and continued need for the position has not been established; such appointments normally are not in excess of three academic years. Any request for an extension beyond three years requires the approval of the Chancellor.

2. Tenure-track appointments are for regular full-time faculty with academic rank, and may be for the academic or fiscal year. Tenure-track appointments are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure. Tenure-track appointments do not include any right to permanent or continuous employment, do not create any manner of legal right, interest or expectancy of renewal or any other type of appointment, and are subject to annual renewal by the University.

3. Tenure appointments are for full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. Tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment or termination of tenure as hereinafter provided. Such appointments do not include assurance of continued employment at any specified salary or position during summer sessions or inter-sessions.

E. Probationary Employment

1. Probationary faculty may be employed on annual tenure-track appointments for a maximum probationary period which may not exceed seven years. A recommendation for tenure of a faculty member following a probationary period of not less than five years may be made by the President of the University, provided exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and the Chancellor and approval by the Board.

2. The minimum probationary period of five years may include credit for prior service when agreed to by the President, and subject to the maximum permissible credit for prior service. (See II.G.1.)

3. Employment during summer terms, in part-time positions, or during periods of leaves of absence (except in the circumstance described in

member or upon the date the notice is mailed, postage prepaid, to the faculty member at his or her current home address of record at the University.

Dates for notice of non-renewal are in no way affected by any credit for prior service which may be awarded persuant to section II.G.

2. When a faculty member on a tenure-track appointment completes the sixth year of the probationary period, the faculty member will either be recommended for tenure by the President or be given notice of non-renewal of the appointment following the seventh year of service. Such notice of non-renewal should be given not later than the final day of the sixth academic year. The faculty member's right in an instance where timely notice is not given is described in the introductory paragraph of "I" below.

3. Faculty members on tenure-track appointments shall not be terminated during the annual specified term of the appointment except for reasons which would be sufficient for the termination of tenured faculty.

4. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his or her work or conduct has been unsatisfactory. A faculty member whose tenure-track appointment is not renewed shall be given an oral statement of the reason or reasons for the non-renewal by the President or his or her designated representative(s).

5. The University provides the opportunity for the non-renewal faculty member to discuss his or her case in an appropriate manner with the dean.

G. Credit for Prior Service

1. Credit toward completion of the probationary period may, at the discretion of the President, be given for a maximum of three years of previous full-time service at other colleges, universities or institutes, provided that the prior service is relevant to the University's own needs and criteria. Any credit for prior service which is recognized and agreed to must be confirmed in writing at the time of the initial appointment.

2. Credit toward completion of the probationary period may, at the discretion of the President, be given for a maximum of three years of previous full-time service in a temporary faculty appointment at the University (see Types of Appointments, Section D.1) or in an earlier tenure-track appointment at the University which has been followed by a break in service. Any credit for prior service in a temporary full-time faculty appointment at the University or in an earlier tenure-track appointment (at the University) which has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

H. Criteria to be Considered in Tenure Recommendation

The University does not award tenure automatically upon completion of the required years in rank. Rather, it is awarded by the University through the positive action of the Tennessee Board of Regents, in recognition of merit, achievement, potential, and the long-term staffing needs of the academic organizational unit or the University. It is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities in teaching and either research or service, sufficient to demonstrate that their future services and performances will justify the degree of permanence afforded by academic tenure. Eligibility for tenure application is based on the faculty member's standing as instructor, assistant professor, associate professor, or professor and upon completion of five years in a tenure-track position.

The role of evaluation in measuring those criteria recognized above (i.e. merit, achievement, potential, and long-term staffing needs) is an important and comprehensive one, assuring that tenure is granted on the basis of quality of performance by involving (1) department head, (2) appropriate deans, (3) professional colleagues, and (4) students. The nature and relative importance of the criteria for recommendations for tenure are based on the fact that Tennessee State University is a comprehensive 1890 land-grant and major urban institution, mandated to provide instruction, research, and public service for the Metropolitan Nashville area, the State of Tennessee, and national and international constituents. Therefore, although all of the general criteria listed below may be considered to some degree in recommendations for tenure, emphasis will be placed on instruction, research, and public service. Exceptional performance should be indicated in the area of instruction and at least one other major area. Listed below are general criteria which may be considered in the evaluation process.

1. Instruction

Since the University's mission is embedded in a philosophy of academic excellence, excellence in teaching is a major basis for consideration for academic tenure. Evaluation of instruction should be based on the examination and evaluation of the following.

- Curriculum and/or program development;
- Published works in the area of teaching;
- Honors and recognition for contributions to teaching;
- Individual's performance in the advisement of students;
- Development of well-structured course outlines;
- Development of new teaching materials and approaches;
- Demonstration of effective classroom instruction and management;
- Continued intellectual development within the person's field of specialization;
- Efficiency in meeting the expectations of the University pertaining to record keeping and reporting, attendance at faculty meetings, and other such duties and responsibilities related to his or her role as a member of the University professional community.

2. Research (and Creative Activities)

Research, both basic and applied, is conducted to support and enhance the academic programs and other specialized areas related to the University's land-grant and urban roles. Faculty are encouraged to pursue scholarly research, to advance general and applied theory, and to improve human conditions.

The evaluation of research is based on documentation of the candidate's published research and other evidence of scholarly investigation, such as research papers presented at meetings of professional associations. In the area of fine arts, original and/or creative works may meet this criterion. Evaluation should stress the quality of the written material or the performance.

3. Public Service and Professional Activities

Public service is the third major component of the University's land-grant mission. Evaluation of the public service component should be based on performance in three areas: public service to the community as defined by the role and mission of Tennessee State University; service to the University; and service to the applicant's academic discipline and budgeted assignment. Evaluation should be based on all three areas although it is realized that differences in emphasis may exist.

These criteria should include community service programs, public service consultation, committee responsibility, and active contributions to professional associations and should take into consideration the candidate's (a) performance in relation to assigned and budgeted duties; (b) performance for clientele as judged by impact on the individuals, groups, or organizations served; and (c) appraisal of the candidate's local, regional, and national professional involvement.

4. Potential for Professional Growth

This includes formal academic study, participation in workshops, seminars and professional meetings, and other activities which indicate interest in continued improvement of one's teaching, research, and service.

5. Staffing Needs

Recommendations for tenure must be made subject to the long-term staffing needs of the academic organizational unit and the University.

6. Other Factors

Factors which may also be considered in tenure review are professional degrees, awards, licensure (certification, professional

designation) and achievements, and the ability to achieve the goals of the academic organizational unit and the institution.

I. Tenure Appointments

No faculty member shall be entitled to or acquire any interest in a tenure appointment at the University without a recommendation for tenure by the President of the University and an affirmative award of tenure by the Tennessee Board of Regents. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the University.

Recommendations for or against tenure of eligible faculty should originate from the academic organizational unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the unit. Peer committees shall have privilege of academic confidentiality against disclosure of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee. The recommendation for tenure must be made by the President to the Chancellor and by the Chancellor to the Board. In the event that tenure is awarded by the Board, the President shall furnish to the faculty member written confirmation of the award.

J. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member, or at the end of the academic year during which a faculty member reaches age seventy (70). Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his or her assigned duties.

K. Relinquishment of Tenure

A faculty member shall relinquish or waive his or her right to tenure upon resignation from the University, or upon failure to report for service at the designated date of the beginning of any academic semester, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another academic organizational unit by the University, the transfer or reassignment is with tenure. Tenure is not relinquished during administrative positions at the University.

L. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at the University subject to Board declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency shall comply with the Board Policy on Financial Exigency.

M. Termination of Tenure for Curricular Reasons

The employment of a tenured faculty member may be terminated (1) because a program is deleted from the curriculum, OR (2) because of substantial and continued reduction of student enrollment in a field. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's Faculty Senate in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the termination process described below, the President will present in writing to the Faculty Senate a description of curricular reasons that may warrant the termination of tenured faculty member(s). Before any action is taken, the Faculty Senate will have an opportunity to respond in writing to the President's curricular reasons for proposing to terminate tenured faculty.

N. Termination Process

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing, stating any objections to the decision.

2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the Faculty Senate; that committee shall conduct a hearing on the proposed termination or terminations. The Committee shall report its findings and recommendations to the President, who shall in a reasonable time inform, in writing, the faculty member(s) proposed for termination either that the decision for termination stands or that it has been altered.

3. The President's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board.

4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, re-appointment to the position at his or her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise that would have been awarded during the period that he or she was not employed).

5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his or her decision about which faculty members(s) should be terminated upon his or her assessment of what action would least seriously compromise the educational programs in a department or a division. Termination for curricular reasons presumes a staffing pattern in an academic organizational unit which cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable units at similar institutions. In that light, the President shall also, at his or her discretion, base his or her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the academic organizational unit as compared to overall patterns in the University and to comparable units which, in his or her judgement, are in institutions similar enough to warrant comparison.

   Unless the President demonstrates (preferably by means of past performance evaluations) that an exception should be made to avoid qualitative compromise of an educational program, the following considerations should guide - but not be construed as mandatory - the President in determining the order of faculty reductions in an academic organizational unit where termination of tenured faculty is proposed for curricular reasons:

   a. part-time faculty should not be renewed before tenured faculty are terminated,

   b. temporary faculty or tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated,

   c. among tenured faculty, those with higher rank should have priority over those with lower rank,

   d. among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority, and

   e. among tenured faculty with comparable rank and comparable degrees, those with greater seniority in rank should normally have priority over those with less seniority.

6. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he or she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

O. Transfer of Tenure

Where a faculty member is tenured in an academic organizational unit and is subsequently transferred to another unit, the transfer is with tenure. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

P. Termination for Adequate Cause

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term appointment may be terminated for adequate cause, which includes the following:

1. Incompetence or dishonesty in teaching or research.
2. Willful failure to perform the duties and responsibilities for which the faculty member was employed, or refusal or continued failure to comply with the policies of the Board, the University, or the academic organizational unit, or refusal or continued failure to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.
3. Conviction of a felony or a crime involving moral turpitude.
4. Improper use of narcotics or intoxicants which substantially impairs the faculty member's fulfillment of his or her departmental and University duties and responsibilities.
5. Capricious disregard of accepted standards of professional conduct.
6. Falsification of information on an employment application or other information concerning qualifications for a position.
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the academic organizational unit of the University.

Q. Procedures for Termination for Adequate Cause

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 10 below have been completed.

2. Suspensions pending termination shall be governed by the following procedure.

   a. A faculty member may not be suspended pending completion of steps 4 through 10 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he or she is qualified.

b. In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible, at which time the faculty member may cross-examine his or her accuser, present witnesses on his or her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.

3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.

4. Upon a recommendation by the Vice President for Academic Affairs to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.

5. If a mutual resolution is not reached under step 4, the President shall appoint a faculty committee consisting of tenured faculty members, whose appointments should be, but are not required to be, agreed to by the faculty member. The faculty committee shall conduct an informal inquiry of the facts giving rise to the proposed termination and seek a mutually acceptable resolution. Should no such resolution be reached, the committee shall recommend to the President whether in its opinion further proceedings should be taken in pursuit of the termination. The recommendation shall be in writing and shall be accompanied by reasons for the recommendation. The committee's recommendation shall not be binding on the President.

6. If no mutually acceptable resolution is reached through step 5 and/or if after consideration of the faculty committee's recommendation the President determines that further proceedings are warranted to consider termination, the following steps shall be taken.

   a. The faculty member shall be provided with a written statement of the specific charges alleged by the University which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the date of the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.

   b. A committee consisting of a minimum of five members of the faculty or faculty and administration shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure hereinafter described. The committee shall be appointed

by the President and the Faculty Senate. The committee may not include any member of the faculty committee referred to in 5 above. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President, who shall notify all parties of the communication.

7. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.

8. The chairperson of the hearing committee may in his or her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:

   a. Notification as to procedure for conduct of the hearing.

   b. Exchange of witness lists, documentary evidence, and affidavits.

   c. Define and clarify issues.

   d. Effect stipulations of fact.

   A written memorandum of the pre-hearing conference should be prepared and provided to each party.

9 A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.

   a. During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his or her choice.

   b. A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.

   c. The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

   d. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in securing witnesses and making available documentary and other evidence.

e. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible, provide for interrogatories.

An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within (7) days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to insure a just and fair decision.

f. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the institution or other institutions of higher education.

g. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

h. The findings of fact and the report will be based solely on the hearing record.

i. The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.

10. After consideration of the committee's report and the record, the President may in his or her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his or her review, the President shall notify the faculty member of his or her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons.

If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President 's action to the Chancellor pursuant to TBR Policy No. 1:02:11:00. Review of the appeal shall be based upon the record of hearing. If upon review of the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, in the discretion of the President, the case may be returned to the hearing committee for further proceedings.

R. Tenure Procedures

The Vice President for Academic Affairs will publish the schedule for the tenure process. The faculty member applying for tenure will prepare a dossier which demonstrates his or her achievements in the areas of instruction, research, and service and which clearly illustrates the extent to which he or she meets or exceeds the eligibility requirements and criteria for tenure. The Vice President for Academic Affairs may, but is not required to, issue guidelines for preparation of the dossier.

The appeal process begins only after the Vice President for Academic Affairs has made his or her recommendation; however, the candidate may withdraw from the tenure process at any stage without prejudice.

1. The Department Head will:

   a. Receive from all candidates for tenure an application file containing items to be used in review at each committee level.

   b. Add to the file a report on teaching effectiveness.

   c. Convene the Departmental Promotion and Tenure Committee and explain the review process.

   d. Forward (without comment) the application files to the Departmental Promotion and Tenure Committee.

2. The Departmental Promotion and Tenure Committee will:

   a. Review the application files of candidates in their Department for tenure.

   b. Obtain a minimum of two letters of evaluation.

   c. Complete and submit to the Department Head the Committee's recommendation on each candidate's application.

3. The Department Head will:

   a. Review the report of the Departmental Committee and all applicant files.

   b. Prepare and submit to the Dean a written recommendation on each candidate.

4. The Dean will receive all recommendations for tenure from department heads and will forward these (without comment) to the School Promotion and Tenure Committee.

5. The School Promotion and Tenure Committee will:

   a. Review the applicant file for each candidate, the departmental committee report, and the recommendations of Department Heads.

b. Prepare and submit to the Dean a written recommendation on each candidate.

6. The Dean will:

a. Review all applicant files, including recommendations of the Departmental Committee and the School Committee.

b. Prepare and submit to the Vice President for Academic Affairs a written recommendation on each candidate

7. The Vice President for Academic Affairs will forward all recommendations (without comment) to the Faculty Personnel Committee.

8. The Faculty Personnel Committee will:

a. Review all applicant files for tenure, the reports of the committees, and the recommendations of the Department Heads and Deans.

b. Forward a recommendation on each candidate to the Vice President for Academic Affairs.

9. The Vice President for Academic Affairs will:

a. Review all applicant files, including the report of the committees and the recommendations of previous administrators.

b. Forward a recommendation regarding each candidate to the President and inform each candidate of the Vice President's recommendation. If the Vice President for Academic Affairs' recommendation is negative, the candidate may appeal. (See Section S, Tenure Appeals Procedures).

10. The President will:

a. Review all applicant files for tenure including the findings of appeals, the reports of the committees, and the recommendations of all previous administrators.

b. Forward all recommendations regarding tenure to the Chancellor of the Tennessee Board of Regents, along with decisions regarding any cases that were appealed.

S. Tenure Appeals Procedure

In the case of a negative recommendation for tenure, the following procedure shall be used:

1. Upon written notification of a negative recommendation, a candidate may request a meeting to be held with the Vice President for Academic Affairs. At this meeting, the reasons for the negative recommendation shall be discussed. The candidate may then decide either to appeal or to accept the recommendation.

2. The candidate's appeal of a negative recommendation shall be in writing to the Vice President for Academic Affairs and shall respond to the issues raised in the meeting with the Vice President for Academic Affairs. Specifically,

   a. If there is a question of the substance or quality of the candidate's teaching, research or service, the candidate may provide additional information and documents to support reconsideration of his or her case and for inclusion and consideration in all subsequent reviews.

   b. If there is a procedural question, the candidate may provide a written description of the aspect of the review process that he or she believes to have been omitted or inadequate. This aspect will be included in the review process.

3. The Vice President for Academic Affairs may, upon review of the appeals materials, reverse his or her recommendation. In such a case, the Vice President will forward to the President a statement indicating that the recommendation has been reversed and will likewise notify the candidate.

4. If the Vice President does not reverse his or her recommendation after reviewing the appeals materials, the appeals materials and the applicant's file, including the recommendations of all previous committees and administrators, will be forwarded to the Tenure and Promotion Appeals Committee. This Committee will be appointed by the Vice President for Academic Affairs and the Chairperson of the Faculty Senate, who jointly will ensure that each academic school is represented.

5. The Tenure and Promotion Appeals Committee shall consider the candidate's appeals materials as well as the candidate's file, including the recommendations of all previous committees and administrators. This consideration shall result in a finding of "no change in recommendation" or "change to positive recommendation." This finding will be transmitted, in writing, to the Vice President for Academic Affairs.

6. The Vice President for Academic Affairs will notify the candidate of the Appeals Committee's recommendation and will inform the candidate of whether or not the Vice President's recommendation has changed.

7. The recommendation of the Tenure and Promotion Appeals Committee will be forwarded to the President along with the recommendation of the Vice President for Academic Affairs.

III. Policy on Promotion

The following policy of Tennessee State University on promotion complies with Tennessee Board of Regents policy. That is, it is consistent with Board policy regarding formal education and experience, teaching effectiveness, professional development, research and service to the University.

Promotion in rank is a recognition of one's past achievement and a recognition of one's future potential. In addition, it is a sign of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. The policy of the University is to ensure that promotions are made strictly on merit, tempered by programmatic and fiscal considerations. In maintaining this policy, promotions are made objectively, equitably, impartially, and as recognition of merit in line with the following policies. The policies which follow provide a plan for documenting the evaluation process at the University.

A. Minimum Criteria for Academic Rank

The University does not automatically promote faculty members upon completion of the required years in rank. Rather, promotion is awarded by the University through the positive action of the Tennessee Board of Regents in recognition of merit, achievement, and potential. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she meets the defined qualifications for the various faculty ranks. These minimum criteria follow.

1. Instructor

a. Potential ability in instruction and/or public service, and/or research.

b. Evidence of good character, mature attitude, and stable personality.

c. Master's degree in the instructional discipline or related area.

2. Assistant Professor

a. Potential ability in instruction, public service and research.

b. Evidence of good character, mature attitude, and stable personality.

c. Earned doctorate from an accredited institution in the instructional discipline or related area

or

d. Master's degree in the instructional discipline when that Master's degree is the recognized terminal degree in that instructional discipline

or

e. Master's degree in the instructional discipline or related area

plus

30 semester hours (45 quarter hours) beyond the Master's in

that instructional discipline or related area earned in the formal pursuit of the doctorate

plus

appropriate professional experience credit in the instructional discipline or related area.

3. Associate Professor

a. Evidence of good character, mature attitude, and stable personality.

b. Documented (as outlined in institutional policy) ability (as opposed to mere potential) in instruction, public service, and research. Achievement in all three areas is expected. In special situations, given the nature of faculty members' duties and responsibilities, consideration may be given to using two criteria.

c. Earned doctorate from an accredited institution in the instructional discipline or related area

plus

five (5) years' appropriate professional experience at the rank of Assistant Professor in the instructional discipline or related area.

4. Professor

a. Evidence of good character, mature attitude, and stable personality and high degree of academic maturity and responsibility.

b. Documented (as outlined in institutional policy) ability (as opposed to mere potential) in instruction, public service, and research. Substantial achievement in each of the three areas is expected. In special situations. given the nature of faculty members' duties and responsibilities, consideration may be given to using two criteria.

c. Documented evidence (as outlined in institutional policy) of substantial quality professional productivity, and regional recognition in the academic discipline.

d. Earned doctorate from an accredited institution in the instructional discipline or related area

plus

ten (10) years' appropriate professional experience, including a minimum of five (5) at the rank of Associate Professor, in the instructional discipline or related area.

5. Exceptions to these minimum rank qualifications can be made by recommendation of the President.

B. Criteria for Evaluation

The role of evaluation in assessing the merit of the candidate is an important and comprehensive one, ensuring that promotion is granted on the basis of quality of performance by involving department head, appropriate deans, professional colleagues, and students. The nature and relative importance of the criteria for recommendations for promotion are based on the fact that Tennessee State University is a comprehensive 1890 land-grant and major urban institution, mandated to providing instruction, research, and public service for the Metropolitan Nashville area, the State of Tennessee, and national and international constituents. Therefore, although all of the general criteria listed below may be considered to some degree in recommendations for promotion, emphasis will be placed on instruction, research, and public service. Listed below are general criteria which may be considered in the evaluation process.

1. Instruction

Since the University's mission is embedded in a philosophy of academic excellence, excellence in teaching is a major basis for consideration for promotion. Evaluation of instruction should be based on the examination and evaluation of the following:

- Curriculum and/or program development;
- Published works in the area of teaching;
- Honors and recognition for contributions to teaching;
- Individual's performance in the advisement of students;
- Development of well-structured course outlines;
- Development of new teaching materials and approaches;
- Demonstration of effective classroom instruction and management;
- Continued intellectual development within the person's field of specialization;
- Efficiency in meeting the expectations of the University pertaining to record keeping and reporting, attendance at faculty meetings, and other such duties and responsibilities related to his or her role as a member of the University professional community.

2. Research (and Creative Activities)

Research, both basic and applied, is conducted to support and enhance the academic programs and other specialized areas

related to the University's land-grant and urban roles. Faculty are encouraged to pursue scholarly research, to advance general and applied theory, and to improve human conditions.

The evaluation of research is based on documentation of the candidate's published research, and other evidence of scholarly investigation, such as research papers presented at meetings of professional associations. In the area of fine arts, original and/or creative works may meet this criterion. Evaluation should stress the quality of the written material or the performance.

3. Public Service and Professional Activities

Public service is the third major component of the University's land-grant mission. Evaluation of the public service component should be based on performance in three areas: public service to the community as defined by the role and mission of Tennessee State University; service to the University; and service in the applicant's academic discipline and budgeted assignment. Evaluation should be based on all three areas although it is realized that differences in emphasis may exist.

These criteria should include community service programs, public service consultation, committee responsibility, and active contributions to professional associations and should take into consideration the candidate's (a) performance in relation to assigned and budgeted duties; (b) performance for clientele as judged by impact on the individuals, groups, or organizations served; and (c) appraisal of the candidate's local, regional, and national professional involvement.

4. Potential for Professional Growth

This includes formal academic study, participation in workshops, seminars and professional meetings, and other activities which indicate interest in continued improvement of one's teaching, research, and service.

5. Staffing needs

Recommendations for promotion must take into consideration (a) the fiscal impact of each promotion recommended, i.e. resources allocated to the University and distributed throughout the University for current operations, and (b) the rank distribution in each academic organizational unit to ensure it is commensurate with the mission outlines for the unit, e.g. level of courses being taught as well as student demand for offerings.

6. Other Factors

Factors which may also be considered in promotion review are professional degrees, awards, licensure (certification, professional designation) and achievements, and the ability to achieve the goals of the academic organizational unit and the institution.

C. Promotion Recommendations

Recommendations for or against promotion of eligible faculty should originate from the academic organizational unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the unit. Peer committees shall have privilege of academic confidentiality against disclosure of individual promotion votes unless there is evidence that casts doubt upon the integrity of the peer committee. The recommendation for promotion must be made by the President to the Chancellor and by the Chancellor to the Board. In the event that promotion is awarded by the Board, the President shall furnish to the faculty member written confirmation of the promotion.

D. Promotion Procedures

The Vice President for Academic Affairs will publish the schedule for the promotion process. The faculty member applying for promotion will prepare a dossier which demonstrates his or her achievements in the areas of instruction, research, and service and which clearly illustrates the extent to which he or she meets or exceeds the criteria for the promotion requested. The Vice President for Academic Affairs may, but is not required to, issue guidelines for preparation of the dossier.

The formal appeal process begins only after the Vice President for Academic Affairs has made his or her recommendation; however, the candidate may withdraw from the promotion review process at any stage without prejudice.

1. The Department Head will:

a. Receive from all candidates for promotion an application file containing items to be used in review at each committee level.

b. Add to the file a report on teaching effectiveness.

c. Convene the Departmental Promotion and Tenure Committee and explain the review process.

d. Forward (without comment) the application files to the Departmental Promotion and Tenure Committee.

2. The Departmental Promotion and Tenure Committee will:

   a. Review the application files of candidates in their Department for promotion.

   b. Obtain a minimum of two letters of evaluation.

   c. Complete and submit to the Department Head the Committee's recommendation on each candidate's application.

3. The Department Head will:

   a. Review the report of the Departmental Committee and all applicant files.

   b. Prepare and submit to the Dean a written recommendation on each candidate.

4. The Dean will receive all recommendations for promotion from department heads and will forward these (without comment) to the School Promotion and Tenure Committee.

5. The School Promotion and Tenure Committee will:

   a. Review the applicant file for each candidate, the departmental committee report, and the recommendations of Department Heads.

   b. Prepare and submit to the Dean a written recommendation on each candidate.

6. The Dean will:

   a. Review all applicant files, including recommendations of the Departmental Committee and the School Committee.

   b. Prepare and submit to the Vice President for Academic Affairs a written recommendation on each candidate

7. The Vice President for Academic Affairs will forward all recommendations (without comment) to the Faculty Personnel Committee.

8. The Faculty Personnel Committee will:

   a. Review all applicant files for promotion, the reports of the committees, and the recommendations of the Department Heads and Deans.

b. Forward a recommendation on each candidate to the Vice President for Academic Affairs.

9. The Vice President for Academic Affairs will:

a. Review all applicant files, including the report of the committees and the recommendations of previous administrators.

b. Forward a recommendation regarding each candidate to the President and inform each candidate of the Vice President's recommendation. If the Vice President for Academic Affairs' recommendation is negative, the candidate may appeal. (See Section E, Promotion Appeals Procedures).

10. The President will:

a. Review all applicant files for promotion including the findings of appeals, the reports of the committees, and the recommendations of all previous administrators.

b. Forward all recommendations regarding tenure to the Chancellor of the Tennessee Board of Regents, along with decisions regarding any cases that were appealed.

E. Promotion Appeals Procedure

In the case of a negative recommendation for promotion, the following procedure shall be used:

1. Upon written notification of a negative recommendation, a candidate may request a meeting to be held with the Vice President for Academic Affairs. At this meeting, the reasons for the negative recommendation shall be discussed. The candidate may then decide either to appeal or to accept the recommendation.

2. The candidate's appeal of a negative recommendation shall be in writing to the Vice President for Academic Affairs and shall respond to the issues raised in the meeting with the Vice President for Academic Affairs. Specifically,

a. If there is a question of the substance or quality of the candidate's teaching, research or service, the candidate may provide additional information and documents to support reconsideration of his or her case and for inclusion and consideration in all subsequent reviews.

b. If there is a procedural question, the candidate may provide a written description of the aspect of the review process that he or she believes to have been omitted or inadequate. This aspect will be included in the review process.

3. The Vice President for Academic Affairs may, upon review of the appeals materials, reverse his or her recommendation. In such a case, the Vice President will forward to the President a statement indicating that the recommendation has been reversed and will likewise notify the candidate.

4. If the Vice President does not reverse his or her recommendation after reviewing the appeals materials, the appeals materials and the applicant's file, including the recommendations of all previous committees and administrators, will be forwarded to the Tenure and Promotion Appeals Committee. This Committee will be appointed by the Vice President for Academic Affairs and the Chairperson of the Faculty Senate, who jointly will ensure that each academic school is represented.

5. The Tenure and Promotion Appeals Committee shall consider the candidate's appeals materials as well as the candidate's file, including the recommendations of all previous committees and administrators. This consideration shall result in a finding of "no change in recommendation" or "change to positive recommendation." This finding will be transmitted, in writing, to the Vice President for Academic Affairs.

6. The Vice President for Academic Affairs will notify the candidate of the Appeals Committee's recommendation and will inform the candidate of whether or not the Vice President's recommendation has changed.

7. The recommendation of the Tenure and Promotion Appeals Committee will be forwarded to the President along with the recommendation of the Vice President for Academic Affairs.

Faculty Personnel Policies and Procedures

RECRUITMENT AND APPOINTMENT OF FACULTY

The recruitment and appointment of faculty at Tennessee State University proceeds in an orderly manner and in accordance with the policies of the University and the Tennessee Board of Regents (TBR) as well as in accordance with Equal Employment Opportunity (EEO) guidelines. The process is completed in four stages:

1. Position Approval
2. Recruitment
3. Screening and Interviewing
4. Appointment and Orientation

Position Approval

When a position becomes vacant or when a new position is approved, the department head completes a University Personnel Request form, seeking approval to fill the position. The completed form is submitted to the dean for approval; subsequently. the form must be approved by the Vice President for Academic Affairs, the Budget Director, and the Personnel Director.

At the same time, the department head, in consultation with the department faculty, completes a Position Announcement form. This form provides detailed information concerning responsibilities and qualifications, as well as information about salary, the application process, application deadline, and other pertinent information. The Position Announcement must accompany the University Personnel Request form.

Recruitment

Once approval to fill a position has been granted (i.e. once the University Personnel Request form has been approved), the recruitment process begins. Faculty positions are normally advertised for a minimum of thirty (30) calendar days.
Positions are generally advertised in the following ways:

1. advertisements in local or regional newspapers;
2. advertisements in national publications in higher education (e.g. the Chronicle of Higher Education);
3. advertisements in specialized professional publications, if appropriate and if budgetary allocations allow;
4. distribution of the Position Announcement to other State institutions of higher education; and/or
5. posting of the Position Announcement in strategic campus locations.

In addition, the department head, the dean, and the department faculty may forward copies of the Position Announcement to individuals, institutions, agencies, or organizations in order to generate interest in the position. Furthermore, announcements for positions at

the level of department head and above are submitted to the Chancellor of the Tennessee Board of Regents.

Screening and Interviewing

All applications are received by the Personnel Office, which screens applicants for minimum qualifications. The affirmative action officer will review the applicant pool for EEO compliance prior to scheduling of interviews. The applications of those candidates who meet the minimum qualifications are forwarded to the department head. All applicants meeting the minimum requirements may be interviewed provided that the number of applicants is not too large and provided that expenses associated with the interview process are within the recruitment budget. In most cases, however, the credentials of applicants meeting the minimum criteria are screened by the department head and, usually, by the department faculty or by a committee of the department faculty. The top candidates are interviewed by the department head and the department faculty or a committee of the faculty, and by the dean. In some cases, candidates may be invited to present a mini-lecture for students and faculty.

Appointment and Orientation

The department head recommends appointment of the selected candidate by forwarding the following materials to the dean:

1. an executed EEO/AA Job Applicant Flow Record form, which lists each applicant in rank order and which, based upon the announced criteria, provides a well documented and objective reason for selection or non-selection of each applicant;

2. the application, resume, letter of application, letters of reference, transcripts, and other credentials for each applicant;

3. a copy of the Position Announcement; a Notice of Appointment (contract) for the selected candidate.

The dean reviews the materials; if he or she does not approve the appointment, materials are returned to the department head along with an explanation. If the dean approves the appointment, he or she signs the Applicant Flow Record and the Notice of Appointment and forwards all materials to the Vice President for Academic Affairs.

If the Vice President does not approve the appointment, the materials are returned to the dean along with an explanation. If the Vice President approves the appointment, he or she signs the Applicant Flow Record and the Notice of Appointment and forwards all materials to the Personnel Office. The Personnel Office reviews materials for completeness and accuracy and forwards materials to the EEO officer, who reviews the materials to assure compliance with EEO guidelines. If everything is in order, the EEO officer signs the Applicant Flow Record and forwards materials to the Budget Office. The Budget Office verifies salary information and forwards materials to the President.

Hiring authority rests solely with the President. If the President approves the appointment, he or she signs the Notice of Appointment and returns materials to the Personnel Office. (Appointments at the level of department head or above or with a salary of $35,000 or above must also be approved by the Tennessee Board of Regents as specified in TBR Guideline P010). Once the Personnel Office receives the signed Notice

of Appointment, a formal offer of employment is made, and the candidate signifies acceptance by signing the Notice of Appointment.

Orientation for the new employee is provided both by the Personnel Office and by the department head. The Personnel Office explains employee benefits and general University policies and secures the new employee's signature on all appropriate forms for withholding, payroll deduction, and employee benefits. The department head provides orientation regarding all academic policies and procedures, including those of the University, the school or college, and the department.

FACULTY PROFICIENCY IN ORAL ENGLISH

The following procedures implement Tennessee Board of Regents Policy No. 5:02:01:03, the purpose of which is to assure that all faculty at Regents institutions are proficient in oral English.

The procedures are used strictly to measure an individual's ability to communicate effectively as an instructor and are not utilized to arbitrarily disqualify applicants of certain nationalities.

1. Review and evaluation of English competency of candidates for appointment to a teaching position

   To be considered for an appointment, a candidate must demonstrate:

   (a) An ability to speak English clearly;

   (b) An ability to understand spoken English; and

   (c) An ability to communicate effectively in an academic environment (for example, previous successful employment in an academic institution).

Through the interview process, should reasonable doubt exist relative to the abilities of an individual to communicate effectively who in every other respect is deemed to be a viable candidate, the individual shall be provided the opportunity to deliver an extended oral presentation to a committee of University faculty and students appointed by the Vice President for Academic Affairs. This presentation will allow for a question and answer period or other method of dialogue.

The committee then shall provide the Vice President with an evaluation of the candidate's proficiency in oral English.

If, in the judgment of the committee and the Vice President, the candidate is proficient in oral English, the Vice President shall certify in writing to the President that the individual can communicate effectively in the English language. If the individual is employed by the University, the certification shall be included in his/her permanent personnel file.

If, in the judgment of the committee and the Vice President, the candidate is not proficient in oral English, the individual may not be considered for appointment and shall be so advised. The individual may apply for a position in the future without prejudice, subject to these procedures.

2. Review and evaluation of English competency of candidates for tenure or promotion

   A principal criterion considered in tenure and promotion recommendations is teaching effectiveness (ref. TBR Policy No. 5:02:03:00). Proficiency in oral English, as determined by the abilities cited above, shall be considered as a measure of teaching effectiveness.

Should reasonable doubt exist relative to the abilities of a candidate for tenure or promotion, the candidate shall be provided the opportunity to deliver an extended oral presentation to a committee of University faculty and students appointed by the Vice President for Academic Affairs. This presentation will allow for a question and answer period or other method of dialogue.

The committee then shall provide the Vice President with an evaluation of the candidate's proficiency in oral English.

If, in the judgment of the committee and the Vice President, the candidate is proficient in oral English, the Vice President shall certify in writing that the candidate can communicate effectively in the English language. The certification shall be included in the candidate's tenure or promotion application file.

If, in the judgment of the committee and the Vice President, the candidate is not proficient in oral English, the individual may not be considered for tenure or promotion and shall be so advised since proficiency in oral English is a condition of tenure. The candidate also shall be apprised of the following procedures.

3. Assistance for currently employed teaching personnel

Should reasonable doubt exist relative to the proficiency in oral English of a member of the University faculty, the matter will be discussed with the faculty member by his/her Department Head and/or Dean. Regardless of tenure status, teaching effectiveness including proficiency in oral English, is a consideration in the annual evaluation of a faculty member's performance.

Faculty members who have been identified as needing to improve their competency in spoken English shall be provided the opportunity to become proficient within a designated period of time. The Vice President may determine that assistance is mandatory and/or that improved competency is a condition of continued employment by the University.

COMMUNICATION THROUGH CHANNELS

Each faculty member has the right to communication to the Deans, the Vice Presidents, the President, and to the Board of Regents. Usually, faculty are to use the channels in the sequence illustrated below to communicate information or to raise questions about their professional responsibilities, obligations, and concerns. It is expected that department heads or coordinators will promptly transmit to the dean such communication received. This procedure does not limit or prohibit officials of the University from communicating directly with the faculty.

Faculty

Coordinator or Department Head

Unit Director or Dean

Vice President of Academic Affairs or Other Vice Presidents

President

Chancellor, Tennessee Board of Regents

Tennessee Board of Regents

PERSONNEL FILES

The Office of Personnel maintains a permanent file for each faculty member, which shall contain such records as are relevant and necessary in the discretion of the institution or school, to document the complete employment history of the employee. The permanent personnel file should include, but is not limited to, the following: the employee's application for employment, transcripts and other information related to said application; employment contracts, federal and state employment forms, salary history, job description, annual performance evaluations and ratings; non-confidential recommendations; promotion, tenure and leave records; honors and awards of the institution or school; and adverse personnel actions.

WORK LOAD

All full-time faculty shall be required to devote a minimum of 37.5 hours per week to the institution, and shall maintain appropriate office hours as determined by the President or his designee. Calculation of the 37.5 hour work-week shall follow such guidelines as promulgated by the Chancellor.

Within the requirement of a minimum of 37.5 hours per week, faculty shall be required to carry a full teaching load which shall be fifteen (15) credit hours or the equivalent per semester for undergraduate courses, twelve (12) credit hours or the equivalent per semester for graduate courses, or two hundred and twenty-five (225) non-credit contact hours or three hundred twenty-five (325) contact hours for laboratory instruction, or the equivalent per semester. Adjustments are granted when non-teaching

duties could be considered the equivalent of a teaching assignment and thus be included in a total load to make fifteen (15) hours. All equivalent teaching load activities shall be subject to prior review and approval by the Vice President for Academic Affairs.

In addition to the requirement above, full-time academic administrative personnel shall be required to devote sufficient time to complete their assigned duties and responsibilities. When administrative personnel are appointed on an academic year basis, such personnel shall be required to devote sufficient time to fully perform the administrative responsibilities for the academic year.

Faculty appointed on an academic year basis shall be on duty for not less than nine months, which shall commence from the time designated by the President prior to the institution's registration for the fall semester of each year through the time designated by the President at the end of the spring semester, and shall be subject to call for duty during that period regardless of whether classes are in session.

OFFICE HOURS

Faculty members are expected to post class schedules and office hours and to provide this information to students and department heads. Inability to meet classes or to maintain office hours should be reported to the department head. The minimum number of office hours for full time faculty is 10 hours per week.

ABSENCE FROM WORK

All faculty members are expected to meet their classes regularly and promptly at the scheduled time. In case of illness, the department head should be notified immediately. In case of death in the family or other reasons necessitating absence from campus, a similar procedure should be followed. In the event of unexcused or unexplained absence, the faculty member's pay may be docked. Unexcused or unexplained absence may also be considered as grounds for termination. Regardless of the reason for an absence, the faculty member should make arrangements for the class to be covered by another faculty member.

OPERATION UNDER ADVERSE WEATHER CONDITIONS

Tennessee State University's policy is to attempt to remain in operation on all scheduled days, regardless of weather. However, should the street conditions become so hazardous as to require closing, radio and television announcements will be made to this effect. In the absence of such announcements, the public should assume that the University is open.

FACULTY EVALUATION

Evaluations of faculty are conducted annually and shall be used for the purpose of improving instruction and furnishing information used in making decisions on contract matters. Factors to be considered are excellence in instruction (teaching) or librarianship, and research and service, as outlined in the Faculty Performance Evaluation Plan.

FACULTY PROFESSIONAL GROWTH

Tennessee State University encourages the continuous professional growth and development of its faculty through additional graduate study, research, membership in professional organizations, and attendance and participation at professional meetings and workshops. Requests for leaves of absence for continued study of professional improvement are carefully considered and normally approved when feasible. Tennessee State University expects the individual to take the initiative in identifying and meeting his or her own professional needs.

RESEARCH AND PUBLICATION

Tennessee State University encourages its faculty members to engage in scholarly activities, including research and publication of their findings whenever possible. Faculty members are free to undertake any investigation in their areas of specialization. The University offers limited funds for research through Academic Affairs.

EXTRA-CURRICULAR DUTIES

Many faculty members serve on University committees, act as faculty sponsors and advisors to student organizations, and engage in other extracurricular functions. These activities are considered a vital contribution of the faculty member to the University community.

PATENT AND COPYRIGHT POLICY

The University has the right to demand a share of the proceeds from patents and copyrighted materials created by its employees who use institutional resources or who are supported by or through the institution. If, on the other hand, TSU employees have developed inventions, discoveries, or copyrightable materials solely through their own initiative, on their personal time, without significant use of institutional facilities or services (excluding libraries), title to that patent or copyright shall be vested in the employee.

Faculty members, other employees, and graduate students are to report to the President all inventions, discoveries, and copyrightable materials which were supported by or through TSU or which used significant institutional resources (defined as worth $1000 or more in 1989). An Advisory Committee on Patents and Copyrights made up of faculty shall advise the President about whether institutional support or resources have been used; if so, the Committee will advise about the share due to each party, based on the relative contributions of each party to the invention, discovery, or copyrightable materials.

COPYRIGHT AND THE CLASSROOM TEACHER

Educational use of copyrighted materials is closely regulated by law. The following policy addresses a very limited number of situations which relate to copyright law. Additional information about the use of material which is under copyright may be obtained from the office of the Dean or Director or the General Counsel's Office at the Tennessee Board of Regents. Photocopying materials for classroom use is permitted by section 107 of PL94-553 under these conditions. Students may receive only one copy each. Copy length is limited--poems must not exceed 250 words and two pages. Complete stories,

essays, or articles must have fewer than 2500 words. If the item given to students is an excerpt of a story, essay, or article, it may be no more than 1000 words or 10% of the total length of the piece. In addition, there must have been no time for gaining the author's permission, and there should be no more than nine instances of such copying per term. One should use only one item per author. Workbooks and standardized tests may not be copied (Holley 1977; 249). The materials should be for one cause only (Steinbach, Karp, Hoffman: 10).

Copying software for classroom use is similarly regulated. For a class of 30 students, the school must buy 30 copies of the software (for two classes, one after the other, of 30 students each, the school still needs only 30 copies). But, the teacher or school may not legally buy one copy and copy it for each of the 30 students (Helm).

Educational use of videotaped materials is also legally circumscribed. Off-the-air videotapes may be used in the classroom if done on behalf of a non-profit educational institution from free-to-the-public programming. The program may be used once only for educational purposes within ten consecutive school days after the taping. The tape must be used for education (not for entertainment) in a classroom, and it should be erased within 45 days. The program may only be recorded once, the recording must include the copyright notice, and it must be done at the request of the teacher using it (Tennessee Board of Regents Pamphlet).

PART-TIME FACULTY

Each part-time faculty member must be recommended by the department personnel committee and/or the department head and approved by the Dean and the Vice President for Academic Affairs. A part-time faculty member normally teaches not more than one course per semester. The personnel file for each instructor must be completed at the beginning of the semester to permit adequate administrative and payroll processing time. Each part-time faculty works directly with the appropriate academic department head or designate in determining course content, textbook selection, time and location of the class, availability for student assistance, and other University policies related to instruction.

COMPENSATION FOR PART-TIME FACULTY

Part-time contract instructors are paid on a scale determined by number of credit hours taught and by the highest recognized academic level assigned. Exceptions may occur related to length of the instructional session, the location, and other special course characteristics. The compensation schedule for credit courses is outlined below:

LEVEL	RANK	COMPENSATION
I	Instructor	$330.00 per credit hour
II	Assistant Professor	380.00 per credit hour
III	Associate Professor	445.00 per credit hour
IV	Professor	495.00 per credit hour

OUTSIDE EMPLOYMENT/CONSULTING

Tennessee State University recognizes the value to its students, personnel, the institution, and the citizens of the State arising from the many types of consulting and other external experiences in which members of the faculty and professional staff may engage. Such activities can contribute to the quality of instruction, enhance the professional competency of the individual, and bring credit to the institution. Those activities also provide valuable service to business, industry, professional groups, public and private organizations, local, state and federal governments as well as provide important links between the institution and the community.

As defined herein this policy, which applies to full-time faculty, administrators, and professional staff, does not apply: (a) to normal, short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation; (b) when the individual is not within the term of his or her contract period, or is on leave.

Prior to engaging in outside professional employment or continuing business activity, the faculty or professional staff member or administrator shall seek approval by submitting the appropriate form (See p. 90), which provides space to indicate the nature of the employment or business activity, the expected commitment of time, and related information. Outside employment, consulting or business activity must be preceded by approval from the department head and/or other immediate supervisor, the dean or director, and the Vice President for Academic Affairs. If approval is denied by any or all of these administrators, the faculty, staff member, or administrator may have the decision reviewed through the University's grievance procedures. Approval is not considered final until the Vice President for Academic Affairs has signed the required form.

When seeking approval, one should submit a separate form for each type of service or for any project requiring a major commitment of time. However, a similar service for several clients may be shown on a single form if each client requires only a minor commitment of time, as in many instances of professional counseling, private lessons, income tax preparation, etc. In no case, need the identity of the client(s) be revealed.

Supervisors may be required at any time to submit written reports on approved outside employment/consulting for business activity for their area of responsibility.

The University policy also includes the following:

> University property and facilities and services may NOT be used for outside employment or consultation activities unless arrangements have been made and approved by the President. This includes equipment, offices, telephones, computer services, personnel services, and all other facilities and services. If such arrangements are approved by the President, compensation to the University may be required at rates established by the University. University offices, titles, addresses, and telephone numbers may not be publicized for the purpose of furthering non-University interests.
>
> The University cannot assume responsibility for private consulting services rendered by members of its faculty/staff, and it must be made clear

to any employer or client that the work to be performed has no official connection to the University.

If the consulting services or employment involves other agencies, departments, or institutions of State Government, including State institutions of higher education, such employment is subject to prior approval of the President or his designee and the appropriate representative of the other agency, department or institution.

Outside employment, consulting, or business activity must not constitute a conflict of interest or compete with the education, research or public service programs of the institution.

Outside employment, consulting, or business activity must be scheduled so as not to interfere with teaching, research, public service, or University service assignments. If contemplated outside employment/ consulting or business activity conflicts with the faculty member's teaching schedule, specific arrangements for the classes must be made with and approved by the department head and the dean. Teaching, research, or service assignments should not be made for the convenience of faculty members or administrators wishing to engage in outside employment, consultation, or business activity.

Administrative staff, including department heads, shall neither employ through outside consulting or business activities, nor be employed by, a faculty or staff member over whom the administrative officer has direct supervision. Exceptions must be approved by the President.

The above University policy and procedures are inclusive of Tennessee Board of Regents Policy No. 5:01:05:00, and extra compensation if appropriate as established by TBR Policy No. 5:02:04:00.

OUTSIDE EMPLOYMENT/BUSINESS ACTIVITY

EACH FACULTY MEMBER SHALL SUBMIT THIS FORM PRIOR TO THE BEGINNING OF CLASSES EACH SEMESTER AND PRIOR TO ENGAGING IN OUTSIDE EMPLOYMENT/BUSINESS ACTIVITY

___Fall Semester 19___ ___Spring Semester 19___ ___Summer Session

---

Check the appropriate box:

_____ I do not have or anticipate outside employment during this period. (Sign form and submit to Department Head)

_____ A request is being made for outside employment.

_____ This request amends a prior report submitted for this period.

Name_____Rank_____

Department_____School_____

Brief description of proposed Outside Employment:

Projected time commitment_____(Dates & Times)

This Employment/Business Activity Constitutes:

_____Research _____Public Service _____Teaching _____Other (Indicate)

CONCURRENT TSU TEACHING ASSIGNMENTS

NOTE: Workload form may be attached if it includes all pertinent information.

Course No./Section	Credit Hours	Time	Dates

CONCURRENT RESEARCH AND UNIVERSITY SERVICE ASSIGNMENTS

To the best of my knowledge this employment or business activity does not constitute a conflict of interest or compete with my responsibilities at the University.

_____Date_____

APPROVALS:

Department Head_____Date_____

Dean/Director_____Date_____

Vice President_____Date_____

FACULTY RENUMERATION AND SECURING PAYCHECKS

The fiscal year at TSU runs from July 1 to June 30. Annual salaries for faculty on nine-month appointments are for nine month's work but paid in twelve equal installments on the last working day on each month, September through August inclusive.

Paychecks are normally secured from the designated person of each department or area on the last working day of each month.

Withholding Procedures

Salary payment, according to law, cannot be made until the recipient has submitted tax withholding authorizations for federal taxes. New members of the faculty must file this information with the Business Office. The required amounts are withheld from the monthly salary checks. Federal withholding taxes are computed in accordance with the federal percentage method, which considers the number of exemptions claimed on Form W-4 filed in the Business Office. There is no state income tax in Tennessee applicable to salaries and wages. Forms which reflect both federal and state withholdings are sent to individual faculty members by January 31. Details of regulations, including those relating to changes in the number of exemptions, are given on the back of the withholding certificate.

EXTRA COMPENSATION

Faculty may be involved in public service and continuing education activities sanctioned by the University. Typically these activities will be conducted by the faculty as their regular assignments; however, occasions will arise where these activities may be done as an extra assignment for additional compensation. (See TBR Policy No. 5:02:04:00)

SUMMER SCHOOL

While Tennessee State University does offer classes in the summer, not all full-time faculty who desire them may receive teaching contracts for the summer session. Due to budgetary constraints, the number of sections offered must be limited, and the number of students in each section must be higher than during fall or spring semesters. Final paychecks for teaching summer school courses are distributed after the teacher has submited the grades for the students in his or her course(s).

COMPENSATION FOR SUMMER SCHOOL

Regular academic year faculty personnel who serve the institution as teaching faculty during summer sessions shall be compensated at the rate of 1/32 (one-thirty second) of their academic year salary per semester hour of teaching load. The maximum summer pay may not exceed 25% of the preceding academic year salary.

GRANT PROPOSALS

Appropriately prepared proposals to be submitted to prospective funding agencies must be officially approved by the President after prior approval by the Department Head, School Dean, Office of Sponsored Research, appropriate Vice President, and the Office of Business Affairs. Contractual agreements must also receive prior approval from the President.

THE COMMITTEE FOR THE PROTECTION OF RIGHTS AND WELFARE OF HUMAN SUBJECTS INVOLVED IN RESEARCH

This Committee is charged with the responsibilities of establishing procedures and serving as the Institutional Review Board (IRB) in compliance with HHS regulations for protection of Human Research Subjects. It is the policy of Tennessee State University that all research involving human subjects must be reviewed for adherence to the guidelines.

Research investigators (including faculty and students) should obtain appropriate documents available in the Office of Sponsored Research and prepare a complete description of the proposed human research, including provision for the adequate protection of rights and welfare of prospective research subjects. Protocols shall be submitted by the Department Head to the Office of Sponsored Research, which will make the determination whether the protocol is exempt or non-exempt. All non-exempt research protocols will be forwarded to the IRB, which has the authority to approve, require modification in, or disapprove all research activities involving human subjects.

RESEARCH

Two important documents are available to faculty who engage in research at the University. They are (1) Policies and Procedures for Conducting Research and Special Projects; and (2) Guidelines for Contractual Services. These documents are available to the Faculty from the Office of Sponsored Research (LRC - 151).

FACULTY RELEASE TIME FOR RESEARCH

Release time for full-time faculty whose research is sponsored by an outside agency is generally limited to 50% of academic year effort. However, the researcher may negotiate a higher percent of release time. During the summer, 100% may be devoted to research provided money is budgeted in the project for such an effort. The University commits to approved release time; however, in no instance shall the normal faculty work load exceed 100%.

GENERAL TRAVEL POLICIES AND PROCEDURES

The following Travel Policies and Procedures of the Tennessee Board of Regents shall be applicable to all employees, including the Tennessee Board of Regents staff and all employees of the institutions and area vocational-technical schools under the governance and control of the Board. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at the University's expense. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy manual and any approved exceptions hereto.

A. General Provisions

No authorization for travel by any employee or group shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance in accordance with Section III (B), below.

Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

Travel which is necessary for the proper execution of official University business, or in justifiable pursuant of an institution's educational and research objectives; or,

Travel to meetings and conferences of a professional nature which will increase the attending employee's usefulness to the University, provided that travel to such a meeting or conference shall be limited to one trip per fiscal year, unless the employee is invited to deliver papers at more than one meeting, or unless the employee is an association officer whose attendance is required at more than one meeting.

Individual travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g. office headquarters, campus, or designated location of an employee established in the field.

The limitation on individuals for travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Employees are expected to be as conservative as possible in incurring travel expenses, and expenses should normally amount to less than the maximum limitations.

Reimbursement for an individual's travel expenses shall be allowed only for actual expenses incurred, subjected to the maximum limitations contained herein.

B. Authorization of Travel

In-State Travel - All employees must obtain prior authorization for in-state travel by the employee's appropriate approving authority. Written authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of the circumstances necessitating the travel, and such travel is approved orally by the appropriate approving authority. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

Out-of-State Travel - All employees must obtain prior written authorization for out-of-state travel, which must be approved by the President. The authorization must show the purpose of the trip, destination, date of departure and return, mode of transportation, and estimated expenses.

Overseas Travel - Authorization for travel by an employee outside the limits of the continental United States shall be subject to recommendation by the President of the University and approval by the Chancellor.

Approving Authority - The President or his designee shall have authority to approve travel by employees.

C. Transportation

General - All travel must be by the most direct route possible, and any employee who travels by an indirect route must bear any extra expense occasioned thereby.

Mode of Transportation - Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expenses. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip.

Common Carrier Travel - When travel is to be common carrier, the fare must not exceed the regular tourist fare charged the general public, and advantage must be taken of round trip rates when available. The employee's copy of the ticket must be submitted for reimbursement of common carrier expenses.

Automobile Travel - When travel by automobile is appropriate, the employee must use state-owned automobiles whenever available and feasible.

State-Owned Automobiles - When transportation is by a state-owned automobile, all necessary repairs, bills, tolls, parking, gasoline and storage expenses are allowable. When using state motor pool automobiles, employees will be furnished with courtesy cards for purchase of gasoline, oil, and other automobile services, and such expenses will not be claimed by employees as travel expenses.

Personally-Owned Automobiles - When a state-owned automobile is not available, and necessity or economy requires travel by automobile, use of an employee's personal car is authorized, or when use is required in the daily performance of an employee's duties, employee shall be reimbursed at a rate of twenty-one cents (.21) per mile (1989), or any rate subsequently approved by the Tennessee Board of Regents.

The travel claim must indicate the employee's itinerary and must show the official business mileage by odometer reading. Vicinity mileage must be identified separately. If an indirect route is used, business mileage as indicated by the Rand McNally mileage table or the official State Map will be regarded as official.

Necessary charges for hotel and airport parking will be allowed provided that airport parking fees do not exceed normal taxi fares to and from the airport. Receipts must be furnished on airport and hotel parking.

Limousine and Taxi Service - When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation or if it is the only practical means of transportation.

Car Rental at Destination - Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation.

D. Lodging

In-State Lodging - Lodging expenses incurred within the state while on authorized travel will be reimbursable to a maximum of thirty-three dollars ($33.00) per day.

Out-Of-State Lodging - Lodging expenses incurred out-of-state while on authorized travel will be reimbursable to a maximum of fifty-five dollars ($55.00) per day; provided that expenses incurred in Chicago, Los Angeles, New York, San Francisco and Washington, D.C. will be allowed up to seventy-five dollars ($75.00) per day. In-route lodging will be allowed for only one day each way on trips of long duration.

Additional Lodging Expenses - Sales taxes on lodging cost will be reimbursable. A check-in expense up to three dollars ($3.00) will be reimbursable on out-of-state travel. When an employee stays at an officially designated hotel and motel for a convention or meeting, any additional expense may be reimbursable provided the employee requests the lowest priced accommodations available, and that written request is made in advance to the appropriate approving authority.

Shared Lodging - When a room is shared with other than a university employee on authorized travel, the total cost of the room will be allowed, subject to the maximum set forth above. The receipt for the entire amount for those named in the authorized travel should be submitted with the claim for reimbursement.

E. Meals

In-State Meals - While on authorized travel within the State, actual expenses not to exceed nineteen dollars ($19.00) per day will be allowed for meals. For fractional portions of a day in travel status, the above limit will be prorated as follows: four dollars ($4.00) for breakfast, six dollars ($6.00) for lunch, and nine dollars ($9.00) for dinner.

Out-Of-State Meals - While on authorized travel out-of-state, authorized expenses not to exceed twenty-eight dollars ($28.00) per day will be allowed for meals. For fractional portions of a day in travel status, the above limit will be prorated as follows: six dollars ($6.00) for breakfast, eight dollars ($8.00) for lunch, and fourteen dollars ($14.00) for dinner.

Official Banquets - When the expenses for an official banquet of a meeting or conference are in excess of the above, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

Time Schedule - The following time schedule for departure from and return to an employee's official station shall determine eligibility for reimbursement for meals:

	Departure Before	Return After
Breakfast	7:00 a.m.	8:00 a.m.
Lunch	11:00 a.m.	1:30 p.m.
Dinner	5:00 p.m.	6:30 p.m.

Reimbursement for lunch expenses will not be allowed unless overnight travel is involved.

F. Miscellaneous Expenses

Personal Expenses - Expenses for entertainment, laundry, valet service, tips and gratuities, etc. are personal expenses and will not be allowed for reimbursement purposes.

Telephone and Telegraph Expenses - Charges for long distance telephone calls and/or telegrams on official business will be allowed provided a statement is furnished showing the date, the name and location called, and the nature of the business. Charges for necessary local calls on official business will be allowed.

Registration Fees - Registration fees for approved conferences, conventions, seminars, or meetings will be allowed for reimbursement purposes, if authorized in advance and provided receipts are submitted with the travel claim.

G. Claims

The standard form for Claims for Travel Expenses approved by the President shall be used for reimbursement of expenses. The form must show movement and detail of expenses on a daily basis, be signed in ink by the employee, and be approved by the appropriate authority prior to reimbursement. Receipts for appropriate expenses must be attached to the form. Expenses for books, supplies, postage and other items that do not constitute actual traveling expenses should not be included in the claim form. Claim for reimbursement for travel expenses should be submitted no later than seven (7) days after completion of the travel. Claims submitted after the period must provide written explanation for the delay.

FACULTY GRIEVANCE PROCEDURE*

This process is designed to resolve disputes between faculty members and between faculty and the Tennessee State University administration. However, some grievances are covered by specific appeal processes. These include appeals of tenure and promotion decisions, allegations of discrimination on the basis of sex, race, national origin (etc.), contract renewal, and accusations of sexual harassment. (See the policy manuals in the Equal Employment Opportunity Office for the methods for handling discrimination and sexual harassment grievances. See the appropriate sections of this Handbook for tenure/promotion appeals and contract renewal appeals). This grievance procedure was designed to settle other disputes.

A. Step One: Department Head or Immediate Supervisor

Before a faculty member brings a formal grievance, he/she must attempt to resolve the matter informally and must be able to present proof of such an effort. Such proof, ideally, would be a short statement signed by both (all) parties stating that they have met and have failed to resolve the problem. If the faculty member has been unable to resolve the matter informally, he/she may, within six (6) weeks after becoming aware of the grievable event(s), enter a formal grievance with his/her department head or immediate supervisor. Here, the grievant shall state, in writing, the exact nature of the grievance and the remedy sought.

B. Step Two, Dean of the College

If the grievant is not satisfied with the disposition of his/her grievance at step one, or if no decision has been rendered within seven (7) work days after presentation of the grievance, he/she may file the grievance in writing with the Dean of his/her college or school. Again, the grievant should include the exact nature of the grievance and the remedy sought.

C. Step Three: The Mediation Committee

If the grievant is not satisfied with the disposition of his/her grievance at step two, or if no decision has been rendered within seven (7) work days after presentation of the grievance, the grievant may file the grievance in writing with the Faculty Senate Chairperson, and the TSU Academic Vice President, and the TSU President. As above, the grievant must state the exact nature of the grievance and the remedy sought. Upon this notice, the Faculty Senate Chair shall refer the grievance to the Chairperson of the Senate Faculty Welfare and Relations Committee. He/she shall request from the Vice President of Academic Affairs and the President the nomination of five (5) faculty members for positions on the Grievance Mediation Committee. The Faculty Welfare and Relations Chair shall also nominate five (5) faculty individuals who are not normally involved with the grievant or with his/her department. The grievant shall also nominate to the Faculty Welfare and Relations Committee Chair three (3) members for the Mediation Committee. The Welfare and Relations Chair shall allow the grievant and the TSU administration (in the persons of the President and Vice President for Academic Affairs or their designees) to strike three (3) names each. The remaining seven (7) people shall hear and attempt to settle the dispute. In addition, the Chairperson of the Faculty Senate Welfare and Relations Committee shall serve as an ex-officio, non-voting member of the Mediation Committee. If he/she has a

**To be revised to meet pending TBR revisions.*

conflict of interest, the Chairperson of the Welfare and Relations Committee shall designate a replacement from the members of that committee.

Within seven (7) days of the establishment of the Mediation Committee, it shall meet and elect a chairperson, and it shall set about resolving the dispute. This may include meetings with each party separately, and/or it may involve meetings with the adversaries together. To fully present their cases, the parties may suggest witnesses to the Mediation Committee Chairperson. Both (all) parties to the grievance are allowed to bring one (1) person each with them into Committee meetings. This advisor may be an attorney. However, the advisor may not speak generally to the Mediation Committee unless he/she is invited to do so by its Chairperson. The advisor's function is to guide the grievant and his/her opponent(s).

While a successful mediation may take as long as a year, it may be that the Mediation Committee will decide that it cannot arbitrate the dispute effectively. If a majority of the committee so vote, the grievant may move to step four after receiving written clearance from the Mediation Committee Chairperson.

If the Mediation Committee decides that it cannot handle the grievance, or if it works out an agreement satisfactory to all parties in the grievance, the Mediation Committee shall make a detailed report to the Faculty Senate Chairperson outlining each side's case, the efforts made to resolve the dispute, the dispute's resolution, if any, or the reasons agreement could not be reached. Upon receipt of this report, the Faculty Senate Chair shall, within five (5) work days, forward a copy of the report to the grievant, to other parties to the grievance, to the Vice President for Academic Affairs, and to the President.

D. Step Four: The Vice President for Academic Affairs

If the grievant is not satisfied with the disposition of his/her grievance in step three, or if the Mediation Committee votes to step out of the process, the grievant may, within seven (7) work days after being so notified by the Faculty Senate Chairperson, demand a meeting with the Vice President for Academic Affairs and the Mediation Committee Chair for the purpose of resolving the grievance. If the Mediation Committee Chair feels it advisable, he/she may request the attendance of the party(s) whose action occasioned the grievance. Each party to this meeting may bring one (1) advisor. This meeting shall occur within fourteen (14) work days after the grievant requests it. The Vice President for Academic Affairs shall render his/her written decision within seven (7) work days after the meeting, and shall provide all parties to the meeting with a copy.

E. Step Five: The University President

If the grievant finds the disposition of his/her grievance unsatisfactory at step four, the grievant may, within seven (7) work days of receipt of the Vice President's decision, demand a meeting with the President of the University and the Chairperson of the Mediation Committee to resolve the grievance. The President may invite the party(s) whose actions occasioned the grievance. This meeting shall occur within fourteen (14) work days after the grievant requests it. The President shall deliver a written decision within seven (7) work days of the meeting and shall provide the parties to the meeting with a copy.

F. Step Six: The Chancellor of the Tennessee Board of Regents

If the grievant is dissatisfied with the President's decision and if the grievance meets TBR Policy 1:02:11:00, the grievant shall send to the Chancellor, within twenty (20) days following the date of the written decision by the President, a written appeal (with supporting documents) stating that the decision is being appealed, the law or policy which is alleged to have been violated, and the redress desired. The Chancellor may request the grievant to appear and present arguments in support of an appeal.

G. Step Seven: The Tennessee Board of Regents

If the grievant is not satisfied by the Chancellor's decision, the grievant may petition the Board of Regents. See TBR Policy 1:02:11:00 for further information about this step.

Faculty Benefits

SUMMARY OF FACULTY BENEFITS

Benefits for faculty at Tennessee State University are established by legislative action and by Tennessee Board of Regents policy. The following Summary of Faculty Benefits does not attempt to present all of the details of the various benefits; rather, it presents a brief description of each benefit and the various options. Specific details are explained to each faculty member at the time of initial employment. Changes in benefits are explained, as they occur, in announcements enclosed with the monthly paycheck. Periodically, the Personnel Office sponsors presentations to review current benefits or to explain forthcoming changes in benefits. For further information concerning any of the benefits described below, the faculty member is encouraged to contact the Personnel Office.

Unless specified otherwise, the benefits described below apply to faculty with academic-year (nine-month) appointments and to faculty with fiscal-year (twelve-month) appointments.

HEALTH INSURANCE

Four health insurance options are available to faculty and may include the faculty member's spouse and eligible dependents. If enrollment takes place within the first 30 days of employment, the faculty member does not have to prove insurability. The four insurance plans are as follow: 1. State Group Plan, administered by Blue Cross/Blue Shield; 2. Alternate Blue Cross/Blue Shield plan; 3. Prucare of Nashville (HMO): and 4. Healthmaster (HMO). The amount of the employee's monthly contribution to the insurance premium is based upon 1) insurance option selected; 2) type of coverage (single or family); and 3) the employee's annual base salary. Employees may transfer from one insurance plan to another during announced designated transfer periods.

LIFE INSURANCE

Term life insurance is included in the State Group Insurance Plan and is approximately one and one-half times the employee's annual salary (maximum life is $50,000 under the basic insurance plan). Optional term and/or whole life insurance plans are available at an additional cost to the employee, as well as optional special accident coverage.

DISABILITY INSURANCE

Two Long Term Disability plans are currently available for employees during the first 30 days of employment without proving insurability. The employee may select either TIAA Long Term Disability or Provident Long Term Disability.

DENTAL INSURANCE

The State-approved dental program offers two types of dental plans for employees, their spouses and eligible dependent children; Plan-I is the Pre-Paid Plan and Plan-II is the

Reimbursement Plan. Upon enrolling in either plan, the employee is required to participate in the program for a twelve (12) month period.

COBRA

The Federal Law, Consolidated Omnibus Budget Reconciliation Act (COBRA), affords employees and dependents whose medical insurance would otherwise terminate the opportunity to continue the same medical coverage for specified periods (18 or 36 months) under certain conditions.

It is the responsibility of the employee to notify the Personnel Office in the event a dependent becomes ineligible to continue under the regular state plan and continued coverage through COBRA is necessary for a specified period.

RETIREMENT

Two retirement plans are available to faculty: The Tennessee Consolidated Retirement System (TCRS) is non-contributory, non-refundable and vesting occurs upon attaining ten (10) years as a member. The optional retirement system, Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), may be selected upon waiving the right to participate in TCRS. Faculty members electing TIAA/CREF may incur monthly contributions in addition to those contributed by the State of Tennessee. TIAA/CREF provides a fixed annuity, investment privileges, non-refundable contributions, immediate vesting and portability.

Employees may transfer from TCRS to TIAA/CREF during announced designated transfer periods, however they are not permitted to transfer back into TCRS.

ANNUAL LEAVE

Only twelve-month faculty appointments are entitled to accrue annual leave. For details concerning the accrual rate and the use of annual leave, please contact the Personnel Office or the Office of Academic Affairs.

SICK LEAVE

Faculty members accrue sick leave at the rate of 7.5 hours for each month of actual service.

Twelve-month faculty may earn a maximum of 90 hours (12 days) per fiscal year. Nine-month faculty may earn a maximum of 67.5 hours (9 days) for the academic year and an additional 22.5 hours (3 days) for full-time employment during the summer sessions (June through August). Sick leave continues to accumulate, without a ceiling, and may be creditable toward retirement (TCRS only).

Sick leave is generally applicable for absences due to illness or injury, including illness or incapacity to work due to pregnancy, medical examinations and dental appointments. Absences due to illness in the immediate family may be granted as sick

leave by the department head or immediate supervisor. (For the purposes of this provision, "immediate family" includes spouse, children, parents, foster parents, parents-in-law and other members of the family residing within the home of the employee.)

In the case of the death of a spouse, child, step-child, parent, step-parent, foster parent, parent-in-law, or sibling, faculty may be granted a maximum of 22.5 hours (3 days) bereavement leave and 15 hours (2 days) sick leave. A maximum of 22.5 hours (3 days) sick leave may be granted for the death of one of the following relatives: grandparents, grandchildren, sons and daughters-in-law, brothers and sisters-in-law, foster brothers and sisters, and other members of the family who reside in the home.

A faculty member may be required to present evidence in the form of personal affidavits, physician's certificates or other testimonials in support of the reason for sick leave.

Sick leave may not be advanced. For additional information concerning sick leave, the faculty member is advised to refer to appropriate policy manuals of the Tennessee Board of Regents and Tennessee State University (available in the Personnel Office, the Office of Academic Affairs, and the Library).

EDUCATIONAL BENEFITS

Educational assistance, in the form of fee waivers for faculty and/or fee discounts for a spouse and eligible dependents of employees, is available. For more details, faculty members are encouraged to consult the Personnel Office.

GRANT-IN-AID

The University attempts to operate a Grant-in-Aid program to assist faculty in pursuing formal study related to faculty assignments or terminal degrees. Appropriations for such are contingent upon the Legislature and allocation on recommendations from the Tennessee Higher Education Commission and the Tennessee Board of Regents. Grant-in-Aid application announcements are forwarded to faculty through the deans and department heads.

LEAVE-OF-ABSENCE

A leave-of absence may be granted in compliance with policy guidelines as set-forth by the Tennessee Board of Regents, University policies, and applicable laws governing State of Tennessee employees. Faculty requesting a leave-of-absence should commence the process by consulting with his/her department head or immediate supervisor and by submitting a written request at least 90 days in advance of the expected date of leave. The faculty member is also advised to consult the appropriate policy manuals of the Tennessee Board of Regents and the University (available in the Office of Academic Affairs, Personnel Office, and Library).

Faculty granted a specified leave-of-absence and who desire an extension of said leave must submit a formal request to his or her department head or immediate supervisor not later than 90 days prior to the initial expected date of return to service. Leaves of absence of one year or less may be approved by the President; leaves of more than one year (including extensions) must be approved by the Chancellor after approval by the President.

HOLIDAYS

The University observes six (6) official holidays each calendar year as follow:

New Year's Day

Martin Luther King Jr.'s Birthday

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Other authorized time-off, as approved by the President and the Chancellor of the Tennessee Board of Regents, are: the day after Thanksgiving Day and four (4) days following Christmas Day.

When a holiday falls outside the nine-month contractual period or normal work schedule, the faculty member is not entitled to additional compensation.

PAYROLL DEDUCTIONS

The following payroll deductions are available for employees:

U.S. Savings Bonds

United Way

TSU Foundation

University approved SRA's and Tax Sheltered Annuities

Credit Unions (TSU Federal Credit Union and Educators Credit Union)

Academic and Associated Services and Facilities

UNIVERSITY LIBRARY

On April 21, 1978, a modern library was dedicated. This structure preserves the names of Martha M. Brown, the first librarian and a member of the first faculty, and Lois H. Daniel, who followed and served as librarian for 31 years. The Daniel -Brown Library is a fitting tribute to both of these pioneer librarians.

Library Hours:

Monday - Thursday	-	7:30 a.m. - 12:00 Midnight
Friday - Saturday	-	8:00 a.m. - 4:30 p.m.
Sunday	-	2:00 p.m. - 12:00 Midnight

The library is open 24 hours during the week of examinations.

Loan Periods:

Circulation - Books circulate on a two-week loan period. Faculty may request a semester loan, subject to recall policies.

MATERIALS THAT DO NOT CIRCULATE

All periodicals
Reference Books
Special Collections and Archives

Renewals:

Books must be returned for renewal; telephone renewals are not conducted.

Placing Materials on Reserve:

Requests for materials to be placed on reserve that are on hand should be submitted to the Circulation Librarian several days prior to use date. A special form for this may be obtained from the Reserve area. Faculty should request books to be ordered through the Acquisition Librarian or Director, allowing from six to eight weeks for them to be secured.

Items placed on Reserve by faculty are automatically returned to the stacks if TSU property; individuals are requested to retrieve their personal property at the end of each semester.

Copyright laws are enforced.

OVERDUE CHARGES:

Two-week Books	10 cents per day
Reserve Books	25 cents for the first hour, 10 cents for each additional hour or $1.00 maximum per day

Lost Books	List price of books plus a processing fee of $5.00 is charged for books-in-print. For books out-of-print, a $10.00 processing fee is charged.

Faculty Loans:

Faculty loans are due on the first Monday following spring and/or summer commencement. Books borrowed at the beginning of or during the fall semester should be returned on or before the first work day in January.

Interim Borrowing:

Graduate students and seniors who are writing senior projects **MAY NOT** take out books during the period between semesters. The Library remains open during all interims in order to accommodate thesis and project writers.

SPECIAL SERVICES

Graduate Study Rooms:

Group study rooms are located on the third floor of the Main Campus Library and may be used on a first-come, first-served basis. Individual study rooms are located on the second floor and are also on a first-come, first-served basis. Room reservations may be made at the Reference Desk.

Faculty Studies:

Faculty Studies are located on the third floor of the Main Campus Library and may be assigned to faculty on a semester basis. The assignments may be made by writing directly to the Director of Libraries. Persons must be engaged in serious study (i.e. completing a thesis or dissertation, writing a book or other comparable research project). In some instances two persons may be asked to share a Study.

DIALOG:

DIALOG is a computer search service available to all administrators, faculty and students of Tennessee State University. On or off-line print outs are available. Data bases that may be accessed include ERIC, AGRICOLA, Dissertation Abstracts, Psychological Abstracts and others. The average cost per search is $10.00. The service is located at the Main Campus Library.

Interlibrary Loan:

Materials not held by this library may be borrowed from another library subject to the Interlibrary Loan Code of the American Library Association. This service is generally accorded to administrators, faculty, and graduate students. Persons requesting this service should be prepared to assume any charges made by the lending library. Information about the service and application forms are available at the Reference Desks at both campuses.

Special Collections:

Located on the third floor of the Main Campus Library, Special Collections contain materials which require special handling. These materials include artifacts, documents, yearbooks, and memorabilia related to the history of Tennessee State University; faculty publications; graduate theses; and rare books on Black Americana. Recent additions have been the Poag Black Theatre Collection, which includes personal papers of the former Tennessee State University drama professor who spearheaded the Black college theatre movement; and the Walter Caldwell Robinson Collection, which includes the extensive private papers of the former Editor of The Chattanooga Observer. **ALL MATERIALS IN THIS DEPARTMENT ARE FOR ROOM USE ONLY.**

Bibliographic Instruction:

Professional librarians are available to provide bibliographic instruction for class groups at all times. A classroom is available for this purpose, but librarians may visit classrooms if requested. All instruction should be scheduled through the Reference Department.

CHILD CARE SERVICES CENTER FOR EVENING STUDENTS

The Child Care Service Center is designed to serve the children of faculty, students, and staff of the Avon Williams Campus community. About 98% of those served are children of the student population. The Center is open from 4:00 p.m. to 10:15 p.m., Monday through Thursday, and is housed in a large open room (40' x 60') on the second floor of the Avon Williams Building. The Center staff consists of a full-time director and two part-time assistants.

Children who attend must be at least three years of age and provide official health records. Although no food is served by the Center, parents may send lunches or purchase food from the school cafeteria.

COUNSELING CENTER

The University Counseling Center has a diversified staff of professionals who provide individual or group counseling as indicated or requested. Counseling Services are available to each student regarding vocational, educational and personal concerns, issues or crises. Professional counselors meet with students in confidential sessions. Counseling services for handicapped students are designed to assist them in functioning within the university setting and to enable them to participate fully in all TSU academic, cultural, and social activities. A Vocational Rehabilitation Counselor is available to provide individualized services in the areas of orientation, mobility, admissions, registration, parking, housing and campus activities. Faculty may refer students by contacting the Counseling Center.

TESTING CENTER

Comprehensive testing services are offered to TSU students, staff and faculty and to the general public. The testing staff administers and scores a wide range of standardized tests related to counseling, advanced placement, undergraduate and graduate admissions, proficiency testing, high school equivalency examination, and college credit by examination. Faculty members can request assistance in testing and scoring by contacting the Testing Center.

UNIVERSITY BOOKSTORES

Books and Supplies: The University Bookstores operated by College Stores Associates have books and supplies available at reasonable prices. Bookstore operating hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday, at the Main Campus and from 10:00 a.m. to 7:00 p.m. at the Avon Williams Campus.

During registration periods, the operating hours are extended; the dates and hours will be posted.

UNIVERSITY POST OFFICE

The University Post Office is a U.S. Government branch office. It is located on the Main Campus in Room 102 of the Student Union Building.

Post Office Hours:

Monday through Friday	8:30 a.m.	-	4:30 p.m.
Money Order Business (Issued and Cashed)	8:30 a.m.	-	2:00 p.m.

FUNDRAISING

It is the policy of the University to coordinate all fundraising with the Development Office or the Tennessee State University Foundation. The TSU Foundation was established in 1974 to manage all private contributions to the University. It works with the Development Office in planning, coordinating, implementing and evaluating all fundraising of private gifts from alumni, faculty, friends, foundations and corporations.

POLITICAL MEETINGS ON CAMPUS

Organizations affiliated with the University may invite political candidates to speak on campus if the meeting is limited to members of the campus community, is closed to the general public, and follows the rules given in TBR Policy 3:02:02:00, and if reasonably equal speaking opportunities are available to all other candidates for the same political office. (See also TBR Policy 3:01:10:00.)

PUBLICITY FOR FACULTY ACTIVITIES

The Public Relations department is very helpful in publicizing coming events of interest to the University or to the general community. The Publications division produces two internal publications. Accent is a monthly publication and the Monday Express appears weekly. To announce an event in Accent, Public Relations needs to have the item at least a month in advance; for Monday Express, the lead-time is at least a week.

Public Relations will also publicize University events in community media if given at least two weeks' notice for announcements targeting the print and broadcast media.

The student newspaper, the Meter, publishes items of interest to the student body. To have announcements or articles about coming events printed there, the Meter staff needs the information by Monday. The item will appear in the next week's newspaper.

PHYSICAL & MENTAL HEALTH PROGRAMS FOR STATE EMPLOYEES

The Health Promotion section of the State Health and Environment Department offers a number of free services to state employees. The Employee Health Service has an acute care clinic which is open 8:00 a.m. to 3:00 p.m., Monday through Friday, except for State holidays. It treats acute problems, gives estrogen and allergy injections (bring your own medicine), and provides immunizations, as well as takes blood pressure readings free of charge. It is staffed by a nurse practitioner and a physician's assistant, an internist (two days per week), a dietician, and a clinical psychologist. Employees with alcohol or drug abuse problems can get free assessment and referral services through this office.

The Multiphasic Screening section gives free urinalysis, blood screening and health risk assessments. These are available quarterly, and an employee may get such analysis once every three years. Telephone (8:00 a.m. to 3:00 p.m.) to make an appointment.

RECREATIONAL FACILITIES AVAILABLE TO FACULTY AT TSU

Faculty may use TSU's recreational facilities. These include indoor and outdoor tracks, outdoor tennis, indoor racquetball courts, table tennis games, and swimming pool. Call the Department of Health, Physical Education and Recreation for the times they are available for your use.

Appendices

Faculty Senate Constitution

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THE FACULTY SENATE CONSTITUTION

ARTICLE I

The University Faculty

Section 1. Responsibilities - The University Faculty shall have the following responsibilities:

a. Elect representatives to the Faculty Senate, voting by and within all academic units.

b. Consider actions of the Faculty Senate that may be submitted to it by that body.

c. Pass on proposed amendments to the Faculty Senate Constitution.

d. Present to the Faculty Senate any areas that it may deem pertinent to the welfare of the faculty and well-being of the University.

Section 2. Membership - The University Faculty shall consist of all full-time faculty members holding academic appointment with the rank of instructor, assistant professor, associate professor or professor, whose primary duties are teaching, research, library service or department administration.

Section 3. Officers - The officers of the University Faculty shall be as follows:

a. Chairperson. The President of the University or his/her designee shall be the permanent Chairperson the University Faculty, and shall preside at all meetings of the University Faculty.

b. Secretary - The Secretary of the University Faculty shall be a member of the faculty and shall be elected by the faculty for a period of two years. He/she shall record and distribute the minutes, serve as the custodian of all official records and reports of the University, and perform such other duties that are common practice to this office.

Section 4. Meetings.

a. Regular meetings and special meetings. The regular meeting of the University Faculty shall be held each semester of the academic year.

Special meetings of the University Faculty shall be held at such times as the President may designate. A petition setting forth a proposed agenda and requesting that a special faculty meeting be called, if signed by not less than one-third of the members of the faculty who are privileged to vote or by the majority of the Faculty Senate, shall be honored by the President and a faculty meeting called at an appropriate time within a thirty-day period after the receipt of the petition. Also, the chairperson of the Faculty Senate, acting on vote by the Senate, can request that the President have a called meeting of the faculty.

For special meetings, the faculty should be notified not less than seven days prior to the meeting. In case of emergency, this notification requirement may be waived.

c. Fifty percent of the members of the faculty who are privileged to vote shall constitute a quorum.

d. The Agenda. The agenda for faculty meetings shall be prepared and distributed one week prior to the meeting by the President, or by an individual or committee designated by him/her and shall include the following:

1. President's Business

2. Senate Business

3. Committee Reports

Section 5. Representation

a. Academic Units. "Academic Units" shall mean Agriculture and Home Economics, Allied Health, Arts and Sciences, Business, Education, Engineering and Technology, Library, Institute of Government, and Nursing.

b. Parliamentary Procedures. The parliamentary procedures shall be according to Roberts' Rules of Order.

ARTICLE II

The Academic Senate

Section 1. Preamble - In order to foster mutual trust and respect between the faculty and administrative officers of the University, and to effect cooperative efforts which enhance the stature of the University and its progress, it is necessary that the lines of communication between all constituencies of the University are kept open. To allow for full discussion of issues in the governance and development of the University and for adequate reaction from one constituency to another regarding these matters, formal and systematic lines of communication are needed. These can be provided best through the Faculty Senate as proposed in this document.

It is a premise of this document that the University faculty has the right and obligation, with the attendant responsibilities, to participate fully and actively in the determination of those policies pertaining to academic matters, to the welfare of the faculty, and to the well being of the University. The Faculty Senate, herein described, provides for meaningful and systematic participation by the faculty in the determination of policies in these areas of faculty concern.

Section 2. Purposes - The purposes of the Faculty Senate of Tennessee State University shall be as follows:

A. To serve as the primary instrument for the effective participation of the faculty in the governance and development of the University.

B. To serve as the representative governing body for the faculty through its elected membership from all academic units.

C. To serve as the means by which the faculty established reciprocal communication with all segments of the University regarding University programs, policies, and procedures.

D. To serve as a setting for the initiation, formulation, discussion, and recommendation of academic and related policies affecting more than one academic unit of the University.

E. To assume the responsibility to study, report, advise, and make recommendations to the President of the University and through him to the Tennessee Board of Regents, on matters of University policy and procedure in areas of primary concern.

The Faculty Senate shall expect to receive prompt notice of impending actions or decisions of the President or of other administrative officers of the University, which could result in changes in University policy about which the faculty could be expected to have reasonable concern. The Senate shall discuss such actions or decisions and make recommendations thereon before these are put into effect. Similarly, the Senate shall expect to receive prompt notice of actions taken by the President of the University to implement the Senate's recommendations, as well as explanations by the President of any such recommendations not so implemented.

Section 3. Membership - The Faculty Senate shall consist of thirty (30) elected members plus non-voting ex-officio members.

a. Elected members:

1. Eligibility: The voting membership of the Senate shall consist of elected faculty members. Any member of the faculty shall be eligible for election to membership in the Senate, provided the following criteria are met at the time of election:

   (a) Holds a full-time appointment with the rank of instructor, assistant professor, associate professor, or professor.

   (b) Has a minimum of one complete year of service as a member of the University faculty.

   (c) Represents one of the academic units of the University as enumerated in Section 3a, 3 below.

   (d) Hold primary responsibility in instruction and/or research.

2. Term of Office: The term of office for an elected member of the Senate shall be three (3) years, except that Senators chosen in the first election shall be divided into three classes of one-, two-, or three-year terms. The classification of Senators shall be done by lot for each academic unit as set forth in Section 3a, 3 below, so that each academic unit shall be divided as nearly as possible into three equal classes.

   (a) Members of the Senate shall not succeed themselves to the Senate until they have been out of office for at least one (1) year--except those who are elected to complete unexpired terms of less than one year (effective Spring, 1981).

   (b) Senators who take official leave-of-absence from the University are eligible for re-election upon their return provided they have been off the Senate for at least one year.

3. Representation: Senators shall be elected from among the following academic units of the University and from any other independent academic units as may be established, according to Section 3a below:

College of Arts and Sciences
Institute of Government
School of Agriculture and Home Economics
School of Allied Health Professions
School of Business
School of Education
School of Engineering and Technology
Library
School of Nursing
University College

(a) Academic units are entitled to the number of Senators in the same proportion to 30 as the academic unit faculty is to the total University faculty. That is, each academic unit is entitled to:

$$\frac{\text{the number of unit faculty} \times 30}{\text{the total University faculty}}$$

(b) In no event may two or more Senators be elected from the same department within an academic unit until every department in that unit is represented.

(c) Reapportionment shall take place for every election, except that no Senator shall be required to abandon his/her seat before the term has expired.

(d) Any independent academic unit organized after the adoption of this Constitution shall attain Senate representation in the first Senate election following the organization of such a unit.

4. Elections:

A Elections of Senators by units shall be held as soon as possible in the Spring Semester, during March so that the results can be submitted by each Unit Head to the Senate Chairperson prior to the April Senate meeting.

B Vacancies which occur in the Senate shall be filled for the unexpired term by a special election in the unit in which the vacancy occurs.

a. Ex-Officio Members:

1. Eligibility: Those holding the following administrative positions are members of the Faculty Senate ex-officio:

(a) The President of the University

(b) The Vice President for Academic Affairs

(c) The immediate past Chairperson of the Senate

(d) Other administrative officers the Senate may invite

2. Eligibility: Other administrative officers and/or faculty the Senate may invite.

3. Voting: Ex-officio members may participate in Senate deliberations, but they have no vote.

4. Term of Office: An ex-officio member shall serve in the Senate as long as he/she holds the office which confers membership.

Section 4. Officers. The officers of the Faculty Senate shall be elected annually at the last meeting of the Spring Semester by the members of the new Senate, and shall serve for 12 months.

A. The officers for the Faculty Senate shall be

Chairperson	Secretary-elect
Chairperson-elect	Parliamentarian
Secretary	Parliamentarian-elect
	Two members at large

B. At the April meeting the Senate shall elect a Chairperson-elect, a Secretary-elect, and a Parliamentarian-elect from among the elected members who at the time have two years to serve in the Senate. These three shall assume their office of Chairperson, Secretary and Parliamentarian respectively, at the April meeting of the Senate in the following year.

The two members-at-large shall be elected at the April meeting and shall assume their office immediately.

C. In the event that an officer shall resign or become unable or ineligible to serve, the appropriate officer-elect shall serve the unexpired portion of the term of such office. In case the Chairperson or the Chairperson-elect cannot serve, the Parliamentarian may convene the Senate.

D. Chairperson: The chairperson shall be the presiding officer of the Senate, chairperson of the Executive Committee, and an ex-officio member of all other Senate committees.

E. Chairperson-elect : The chairperson-elect acts as the vice-chairperson and shall substitute for the chairperson when necessary. This officer is vice-chairperson of the Executive Committee.

F. Secretary: The secretary shall perform the usual functions of such office; shall serve as secretary to the Executive Committee; shall publish monthly the minutes of the previous Senate session; shall maintain a permanent and public collection of all records of the Senate and its committees; the site of this collection shall be determined by the Senate.

G. Secretary-elect: The secretary-elect acts as the vice-secretary and shall substitute for the secretary whenever necessary, and shall assist the secretary.

H. Parliamentarian: The parliamentarian shall perform the usual functions of such office.

I. Parliamentarian-elect: The parliamentarian-elect shall act as the Vice-parliamentarian and shall substitute for the parliamentarian whenever necessary.

ARTICLE III

Committees, The Senate

Section 1. Standing Commttees. All committees report to the Senate and minutes are sent to committee members and Ex-officio members.

The standing committees shall be:

a. Executive Committee

b. Academic Committees

c. Basic Skills Committee

d. Budget and Finance Committee

e. Committee on Committees (Senators only)

f. Constitution and By-laws Committee

g. Curriculum and Instruction Committee

h. Faculty Welfare/Relations Committee

i. Library Committee

j. Nominating Committee (Senators only)

k. Research Committee

1. Student Affairs Committee

Section 2. Membership of Standing Committees. Each standing committee except the Academic Committee shall consist of a chairperson elected by the Senate from its own voting membership, and one representative from each academic unit, to be elected by the faculty of that academic unit. The chairperson of each of the two sub-committees of the Academic Committee shall be elected by the Senate from its voting membership; and one representative to each of the two sub-committees from each academic unit of the University shall be elected by the faculty of that academic unit.

The members of all committees shall hold office for one year from the time of their election unless otherwise specified. The President of Tennessee State University, the Vice President for Academic Affairs, and the Chairperson of the Senate are members ex-officio of all standing committees.

a. Executive Committee: The Executive Committee shall consist of the Senate officers plus two members elected from the Senate as members-at-large, and the immediate past chairperson of the Senate as an ex-officio member. The Executive Committee shall serve as an advisory group to the President and to the Vice-President for Academic Affairs for developing objectives for the University; it shall also act on behalf of the Senate, where appropriate, as directed by the Senate. The Executive Committee shall convene during the summer and act on all matters of the Senate that are appropriate during that time.

ARTICLE IV

Standing Committees

Section 1. Academic Committee.

Functions: To provide the University faculty the opportunity to counsel and be heard on matters of administrative and academic affairs, including curricula: measures for improvement of instruction, admissions, guidance of students, and other academic and non-academic administrative matters which affect the quality and effectiveness of the educational program.

The Committee is concerned with the manner in which academic policy is administered in the several categories set forth above, after policy has been enacted by the faculty.

Matters may be referred to the Committee for study by the faculty, the Faculty Senate, the President, or his designee, to some issues. The Committee may hear individuals of the faculty or student body who wish to express themselves on related issues important to them.

Further, the Committee may discover practices giving concern and advise with officers involved so as to preclude undesirable development. It should also offer helpful suggestions toward needed improvements, taking into account opinions of individual members of the faculty and student body. The membership of the Academic Committee is divided into three subcommittees, with specific responsibilities.

a. Subcommittee I of the Academic Committee shall review academic regulations and procedures of the University specifically relating to the faculty and teaching. It shall recommend policy and policy changes that directly affect the faculty and teaching. Ex-Officio members shall be the Chairperson of the Senate, Vice President for Academic Affairs and President of the University.

b. Subcommittee II on Admissions, Readmission and Retention shall address problems specifically relating to students. It shall recommend policy and policy changes and review appeals from students regarding policy and decisions made. Ex-Officio members shall be the Chairperson of the Senate, Assistant Vice President for Academic Affairs, a representative from the Office of Admissions and Records, a representative from the Office of Student Affairs and President of the University.

c. Subcommittee III on Related Matters shall address problems relating to both faculty and students. It shall recommend policy and policy changes on such matters as academic standards, registration procedures and policies, and attendance procedures and policies. Ex-Officio members shall be chairperson of the Senate, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, representative from the Office of Admissions and Records, a representative from the Office of Student Affairs, and the President of the University.

Section 2. Basic Skills Committee.

Functions: The Basic Skills Committee shall regularly review the University's provision for meeting the academic needs of all students and especially any student who may be deficient in the basic skills of readings, writing, and mathematics. The review shall include but not be limited to studies of current offerings in developmental studies, of procedures for testing and referring students to basic skills courses, as well as studies of the effectiveness of the current program and the need for revising the program and procedures. The Committee's findings shall be reported both to the Faculty Senate and the appropriate academic units of the University. Ex-Officio members shall be the Vice President for Academic Affairs, the Chairperson of the Senate, and the President of the University.

Section 3. Curriculum and Instruction Committee.

Functions:

a. To make recommendations of approval or disapproval to Senate, then to the Vice President for Academic Affairs on proposed new courses, and other additions, curricular changes, deletions, modifications which may be requested by the various departments.

b. To recommend approval or disapproval of proposed new programs.

c. To review recommendations on instruction and instructional methods, resources and materials, to the Senate and to the Vice President of Academic Affairs. Ex-Officio members shall be the Chairperson of the Senate, Vice President for Academic Affairs, Head of the Learning Resources Center, Director of Institutional Research and President of the University.

Section 4. Budget and Finance Committee.

Functions: The Budget and Finance Committee shall serve as a liaison between faculty and administrative staff on budget priorities, appropriation prospects,and resource allocations. The duties of the Committee shall include:

a. Examining budget proposals and all relevant financial information so as to review, advise upon, and make recommendations to the administration, prior to the development of budget priorities, and the implementation of program changes and salary, wage, and fringe benefit policies.

b. Reviewing cases of financial exigency in which termination to tenured and tenure track faculty has been proposed, and participating in all decisions regarding such matters prior to termination.

c. Reviewing, making recommendations, and participating in decisions which affect the financial well-being of the faculty and the University.

d. Reviewing prospects for state appropriations and other revenues and the likely impact on campus programs.

e. Implementing a program to assure continuing public and legislative support for the University.

Ex-Officio members will be Chairperson of Senate, Vice President for Business Affairs and President of the University.

Section 5. Faculty Welfare/Relations Committee.

Functions:

a. The Committee will make all decisions, rulings, recommendations, etc. in accordance with university policy, TBR policy, or with other relevant policy.

b. All grievances should be addressed (in writing) to the chairperson of the Faculty Senate or the Executive Committee and then assigned to the Faculty Welfare/Relations Committee. Members of the committee will assist any faculty member in this process but will not entertain individual grievances.

c. The committee as a body will not hear a grievance unless a quorum of six (6) is present.

Ex-Officio members shall be Chairperson of the Senate, Vice President for Academic Affairs and President of the University.

Section 6. Library Committee.

Functions: The Library Committee shall advise the librarian as to the development of the book collection, interpret the library and its efforts to the faculty, interpret the objectives and requirements of the faculty to the library, discover ways in which the library may serve more effectively the instructional and research programs, and assist the librarian in the allocation of book funds. The librarian or designee is an ex-officio member of the Committee.

Section 7. Student Affairs Committee.

Functions: To address all matters concerning student activities that are brought to the Senate and make recommendations to resolve said matters. Ex-Officio members are the Vice President for Student Affairs, two student representatives from the University, Chairperson of the Senate, and President of the University.

ARTICLE V

Rules and Procedures

Section 1. The Senate shall hold regular meetings once per month during the academic year, with the dates for such meetings to be adopted at the first meeting held in the fall semester. Special meetings may be called at any time by the President of the University, the Vice President for Academic Affairs, the Chairperson of the Senate, or upon written request of any ten elected members of the Senate.

Section 2. A quorum shall consist of a majority of the voting membership.

Section 3. The Senate shall have the power to adopt its own rules of procedure, except that no bill may be voted on which has not been before the Senate (in any manner prescribed by the rules of the Senate) for at least two weeks unless two-thirds of the Senators present (and a majority of the Senate membership) shall vote to waive this rule. The right of any member of the faculty to present a bill to the Senate or its standing committees shall be provided for in the Bylaws of the Senate.

Section 4. The Senate shall be responsible for a digest of its proceedings which will be distributed at regular intervals to the University Faculty and Administrative officers.

Section 5. Senate meetings shall be open to all members of the faculty, except by a vote of two-thirds of those present (and a majority of the total membership), may hold special executive sessions when matters of a confidential nature are being considered. Only members of the Senate shall be accorded privilege of the floor except that a two-thirds vote of those present shall be sufficient to permit a non-member to speak.

Section 6. Upon request by a majority vote of the Senate, the President of the University shall call a meeting of the University Faculty to present matters which concern the welfare of the faculty and/or the University community. The Senate is further empowered to take whatever steps it deems appropriate in carrying out its duty to provide for discussion and communication concerning the educational policies and practices of the University.

ARTICLE VI

Amendments

Section 1. An amendment to this constitution may be proposed by the Senate provided that two-thirds of those present concur, or by the petition of one-fourth of the members of the faculty of the University.

Section 2. The proposed amendment shall lay before the faculty for thirty (30) days before action thereon.

Section 3. The amendment shall be adopted either at a meeting of the full faculty, provided that three-fourths of those present concur, or by mail ballot of the full faculty, provided that two-thirds of those responding (and a majority of the full faculty) concur; the body proposing the amendemnt shall designate which procedure will be utilized in ratification.

Section 4. The amendment becomes effective upon approval by the President of the University and the Tennessee Board of Regents.