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

TABLE OF CONTENTS

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

JUNE 2009 – JULY 2011

- Initiative to update the ***2002-2003 Academic Affairs Handbook*** written by Former Vice President, Dr. Augustus Bankhead (approximately 40 procedures) and included as one of the 2010-2011 goals under former Interim Vice President Kathleen McEnerney and supported by Vice President Dennis Gendron and Interim Provost Millicent Lownes-Jackson

JULY 2011 – OCT 2011

- Conducted Monthly Support Staff training workshops
- Share problems, solutions, expertise
- Consider effects behaviors have on student retention
- Gain foundational knowledge-base

NOVEMBER 2011

- Collaboratively developed first draft Table of Contents and ***Revised Operational Procedures Manual***
- 96 partially written procedures
- No sections

DECEMBER 2011

- Myers-Briggs Type Indicator (MBTI®) Personality Assessment
- Pre-test Assessment (How easily accessible is information related to your job?)

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

SEPT 2012 APRIL 2013

- Academic Affairs Support Staff Personel and College Deans use the electron manual

MAY 2013

- Evaluate effectiveness of electronic manual through post-test assessment to academic affairs administrative assistants

AUGUST 2013

- University-wide distribution of electronic manual to TSU community

Phase IV

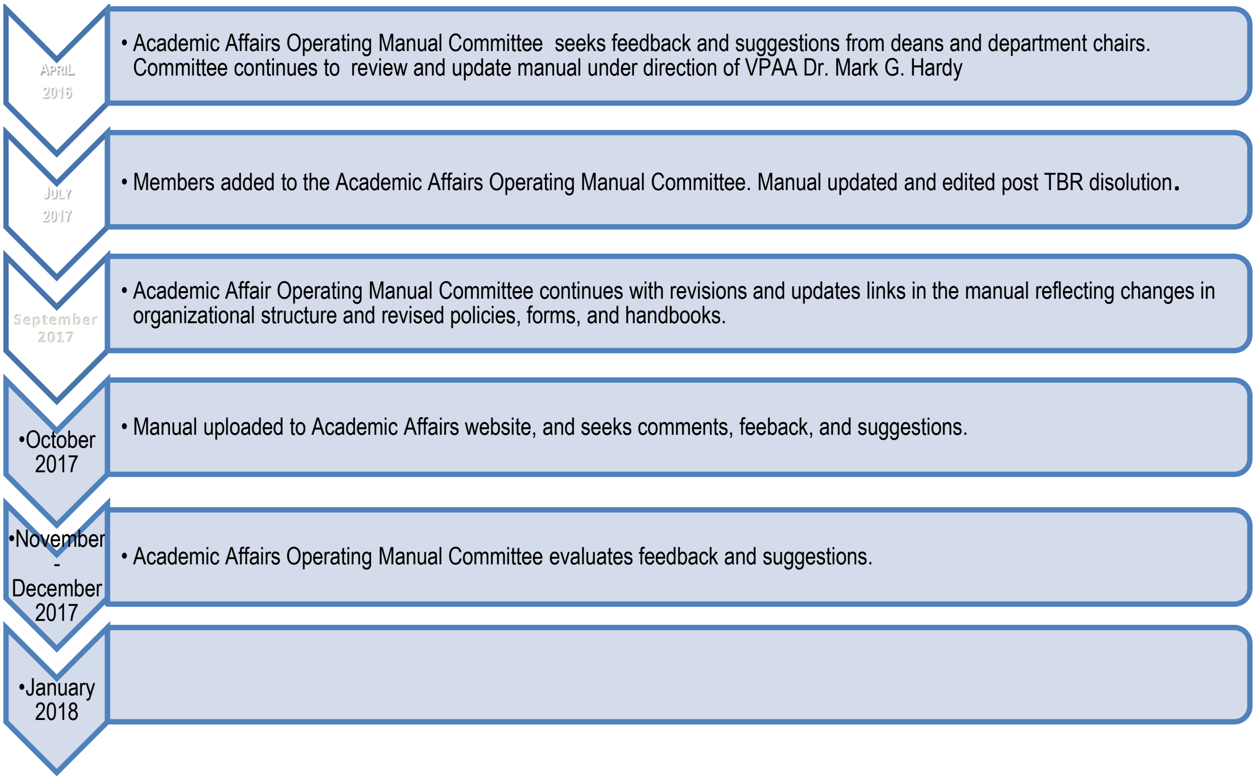
OCTOBER 2014

- Academic Affair Operating Manual Committee reviews and updates manual under direction of VPAA Dr. Mark G. Hardy

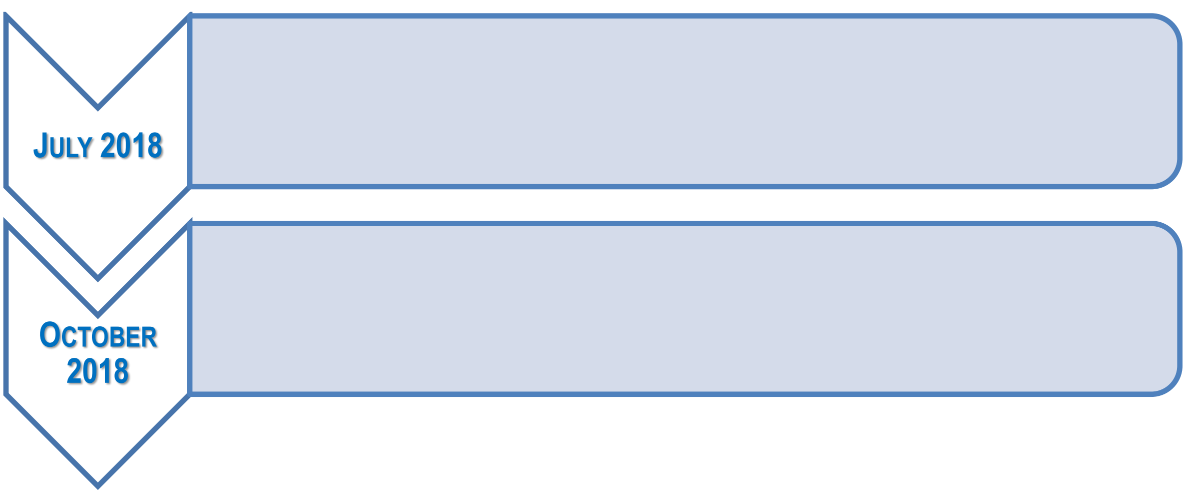
FEBRUARY 2015

- Academic Affair Operating Manual Committee continues with revisions and updates manual reflecting changes in organizational structure.

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.

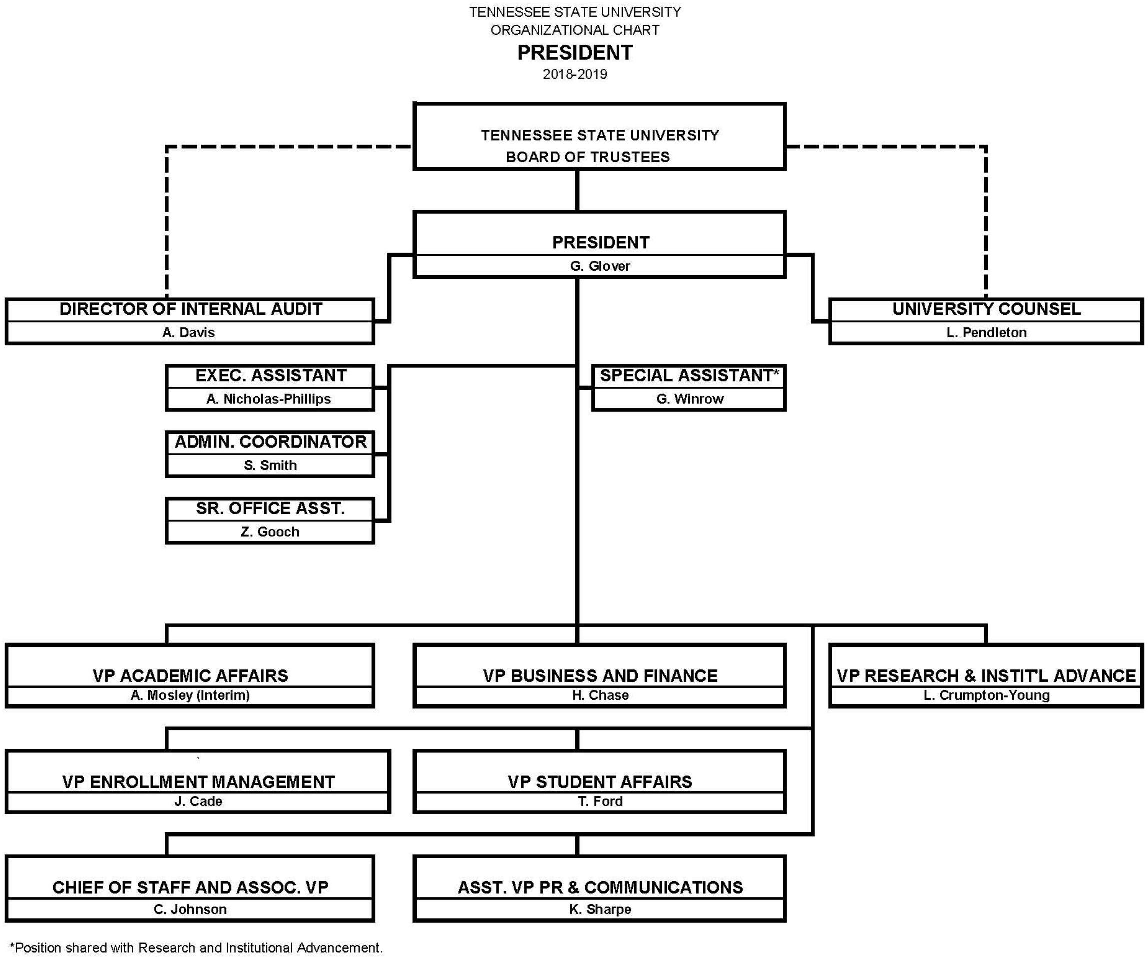
The members of the TSU Board of Trustees are as follows: Dr. Deborah A. Cole, Mr. Stephen Corbeil, Mr. Bill Freeman, Dr. Richard Lewis, Ms. Pam Martin, Mr. Obi McKenzie, Dr. Edith Peterson Mitchell, Dr. Joseph W. Walker, III, Dr. Ali Sekman – Faculty Trustee and Ms. Sydnie Davis - Student Trustee.

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.

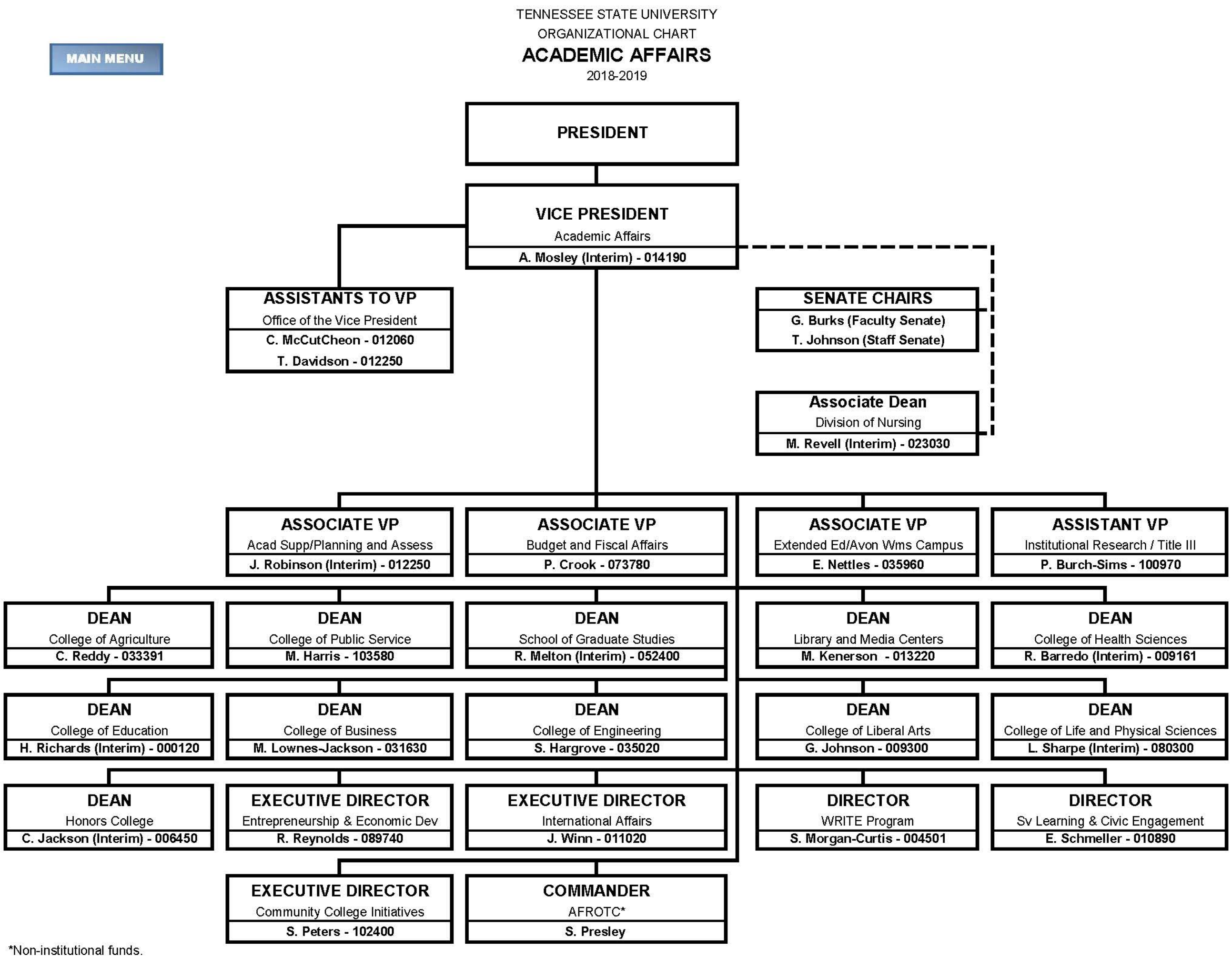
The organizational charts for the Office of the President and the Office of the Vice President for Academic Affairs (VPAA) are reflected on the next two pages. The President's chart reflects the direct reports inclusive of the following: Vice Presidents for Academic Affairs, Vice President for Administration, 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



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 Young-White	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

Summer School Salaries	Fund-Org-Acct-Prog	Non-Exempt (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

____
VENDOR PARTY

TENNESSEE STATE UNIVERSITY
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	**PROCURING PARTY**
By: _____________________________	By: _____________________________ Dr. Glenda Glover
Title: ___________________________	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____________________________ ____________

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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 ________________ *Annual Salary: ____________________
Last Name: ______________________ Previous ESP: ____________________
First Name: ______________________ Approved Amounts for Current Fiscal Year:
Middle: ______________________ $ ______________
Department ______________________ $ ______________
Present Job Title: ______________________ $ ______________

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)

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 <u>must be consistent</u> 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.

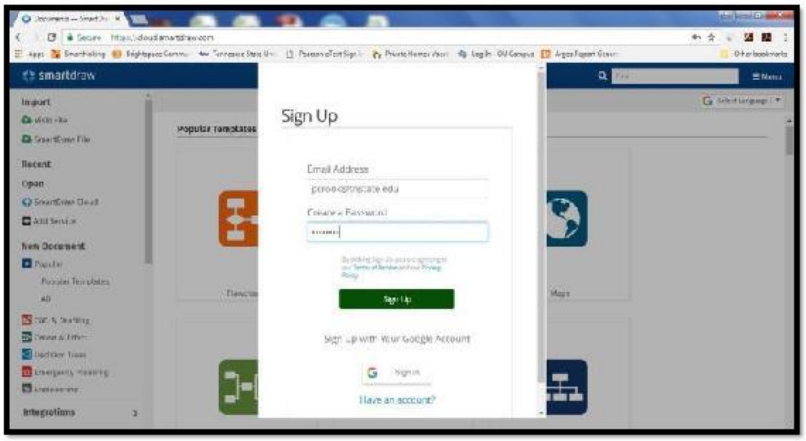
10. If you are the dean's office designated representative, see the instructions on accessing the SmartDraw software and updating the organization charts below:

Instructions For Accessing SmartDraw Software & Updating AA Org Charts

Tennessee State University
Office of the Vice President of Academic Affairs

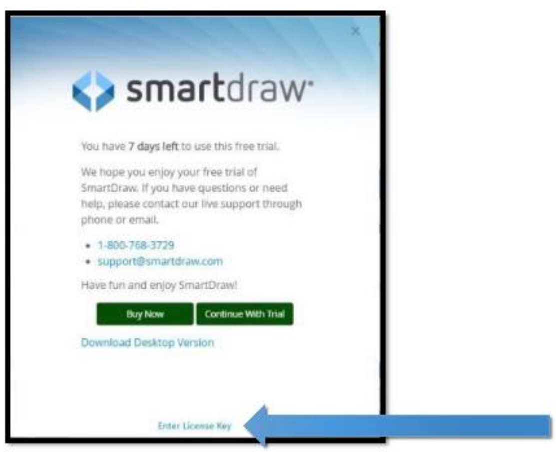
Instructions for Accessing SmartDraw Software

- 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

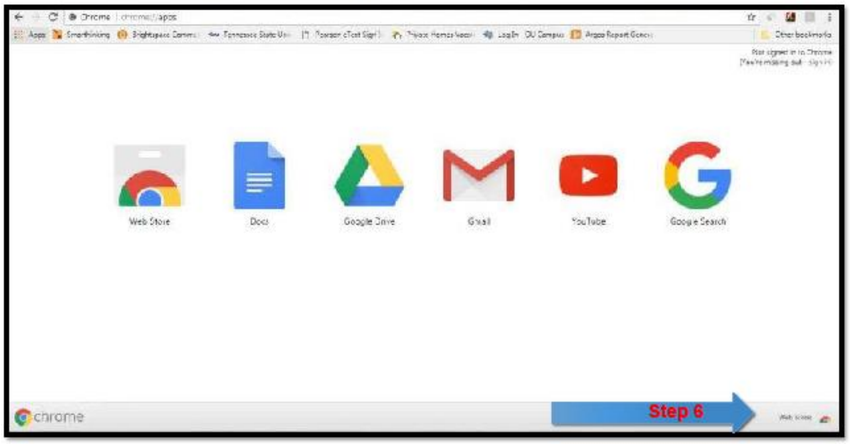
- Step 4: ***Enter the License Key***

Instructions for Accessing SmartDraw Software

- Step 5: Open Google Chrome App from Google (www.google.com)

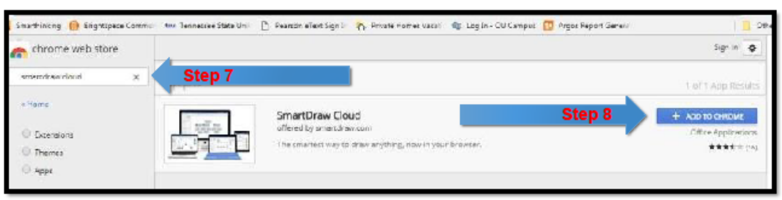
Instructions for Accessing SmartDraw Software

- 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

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.

Phone: (615) 963-5230
E-Mail

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

<u>Which contract should I use?</u>

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.

<u>Academic Master Plan (AMP) Steering Committee</u>: 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

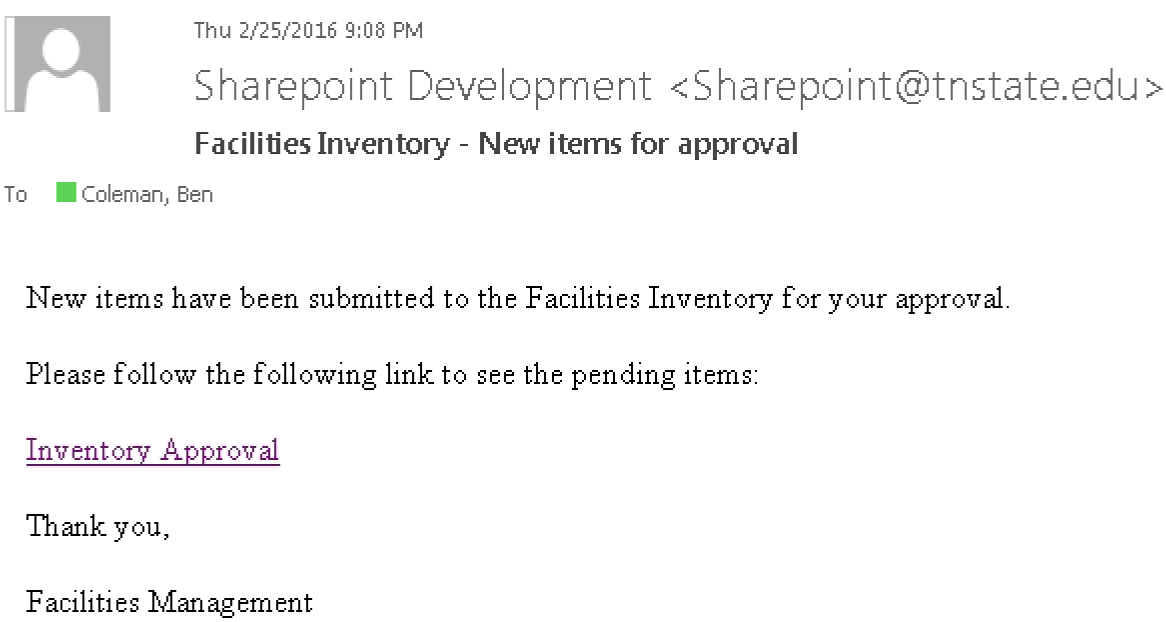
STEPS:

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.

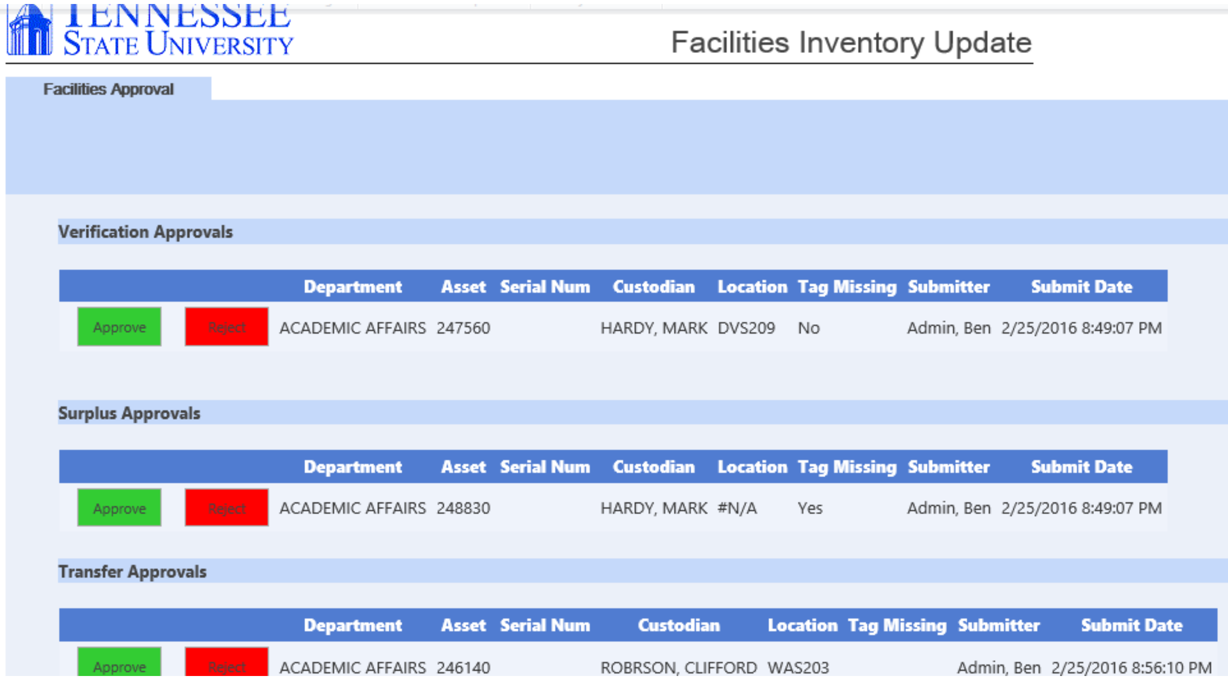
Please follow the following link to see the pending items:

Inventory Approval

Thank you,

Facilities Management

IV. After clicking the link, you will be redirected to your department's pending inventory approval items:

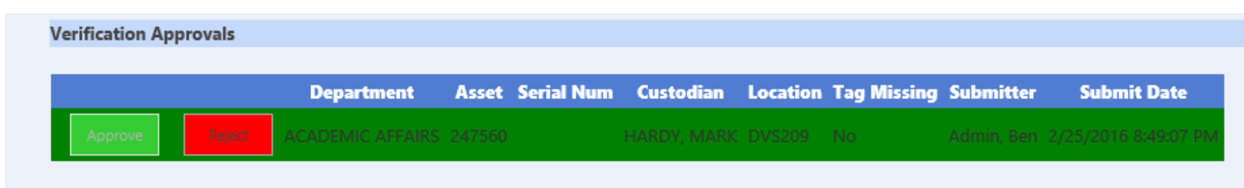


V. The Inventory Approval application handles three types of approvals:

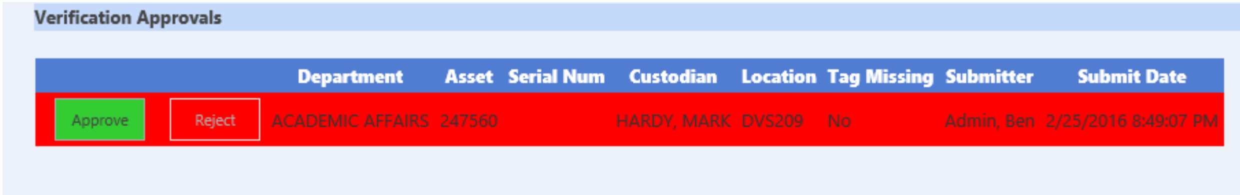
1. Verification Approvals – for items that are currently in use
2. Surplus Approvals – for items to be removed from the inventory
3. Transfer Approvals – for items that have been provisionally transferred to your department

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:

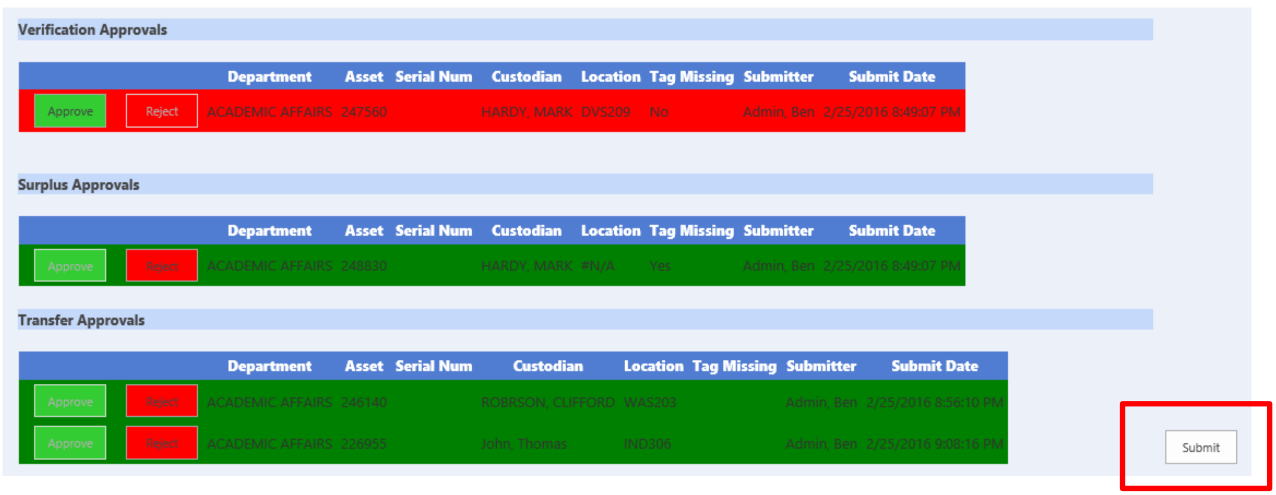


An approved item will turn green to indicate approval, while a rejected item will turn red:

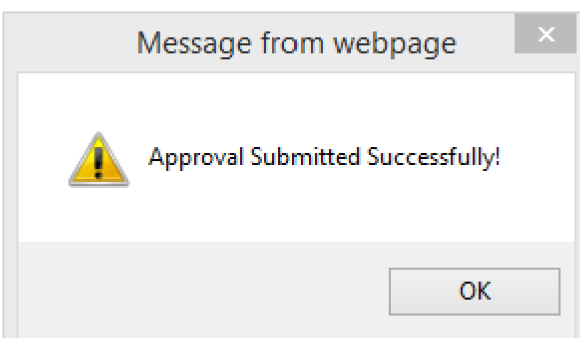


Notice that the green Approve button is still active. If you accidentally reject an item that you meant to approve (and vice versa), simply click the correct button. You are able to make corrections until you submit your approvals.

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: ____________________

Prepared by:

Print or Type Name	Signature	Date	Tel. Ext.

Reviewed and Approved by:

Print or Type Name	Signature	Date	Tel. Ext.

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

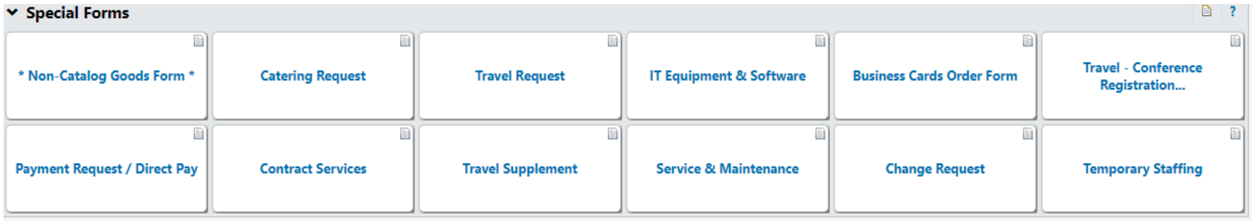
Prior to initiating a Tiger$hoppe transaction perform the following actions:

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.

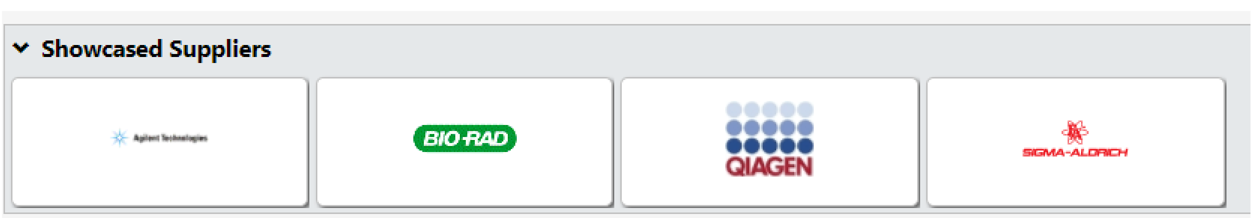
8. **Temporary Staffing** – Use this form to hire personnel from a temporary agency. Temporary Staffing must be approved by Human Resources.

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

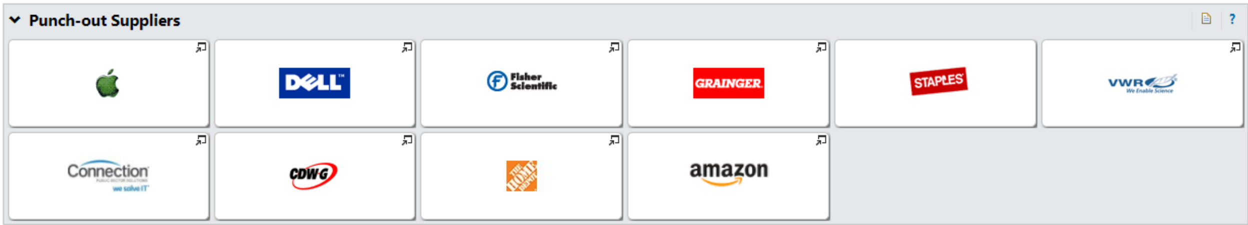


Punch-out Suppliers

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- <u>Operating Account 74XXX</u>

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.

P- 130 Exhibit 1

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

P-130 Exhibit 2

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.	3. Attach completed form to PARF action.
2. Begin new PARF action in PeopleAdmin	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: -

EXTENSION DATE
VICE PRESIDENT
EXTENSION DATE
PRESIDENT ***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.	

Prepared by:

Print or Type Name	Signature	Date	Tel. Ext.

Reviewed & Approved by:

Print or Type Name	Signature	Date	Tel. Ext.

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.

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.

Account No. ______________________________

Department ______________________________

Date ______________________________

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**

Reviewed & Approved by:

Print or Type Name	Signature	Date	Tel. Ext.

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

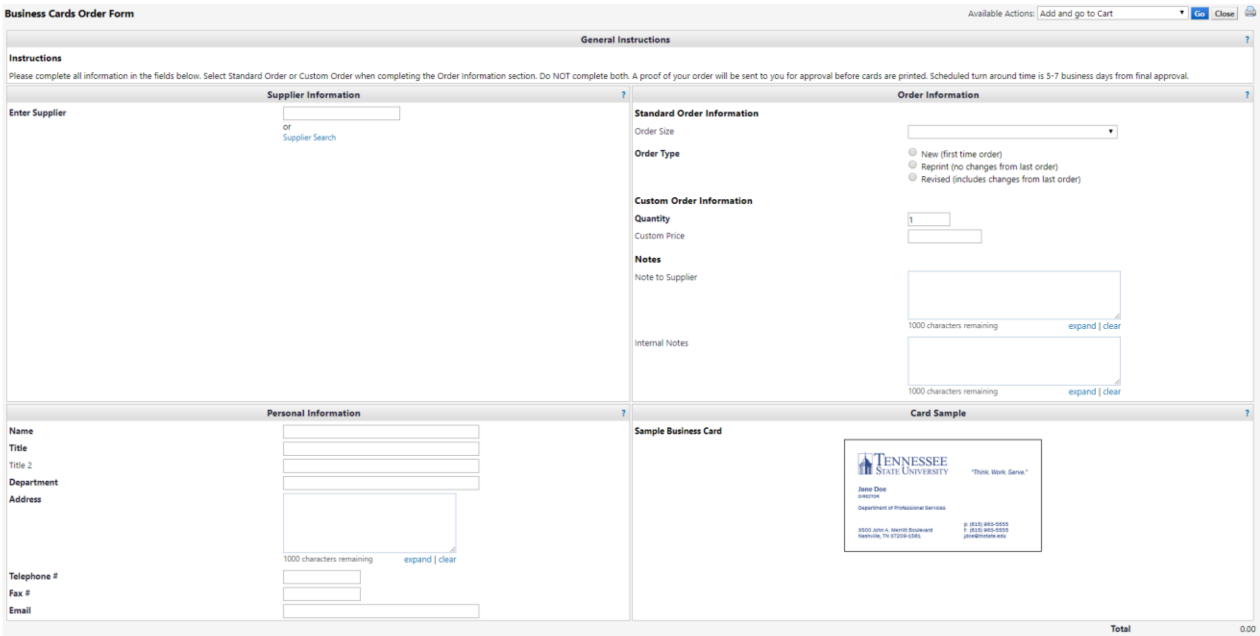
Personal calls take up valuable time that should be devoted to completing job assignments in a timely manner, take your mind off your work, tie up University telephone lines needed for business use, and add unfairly to University cost. If you must make occasional local personal calls, please limit them.

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.


Business Cards Order Form

Available Actions: Add and go to Cart | Go | Close

General Instructions

Instructions

Please complete all information in the fields below. Select Standard Order or Custom Order when completing the Order Information section. Do NOT complete both. A proof of your order will be sent to you for approval before cards are printed. Scheduled turn around time is 5-7 business days from final approval.

Supplier Information

Enter Supplier

or

Supplier Search

Order Information

Standard Order Information

Order Size

Order Type

New (first time order)

Reprint (no changes from last order)

Revised (includes changes from last order)

Custom Order Information

Quantity 1

Custom Price

Notes

Note to Supplier

1000 characters remaining expand | clear

Internal Notes

1000 characters remaining expand | clear

Personal Information

Name

Title

Title 2

Department

Address

1000 characters remaining expand | clear

Telephone #

Fax #

Email

Card Sample

Sample Business Card

Total 0.00

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

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	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

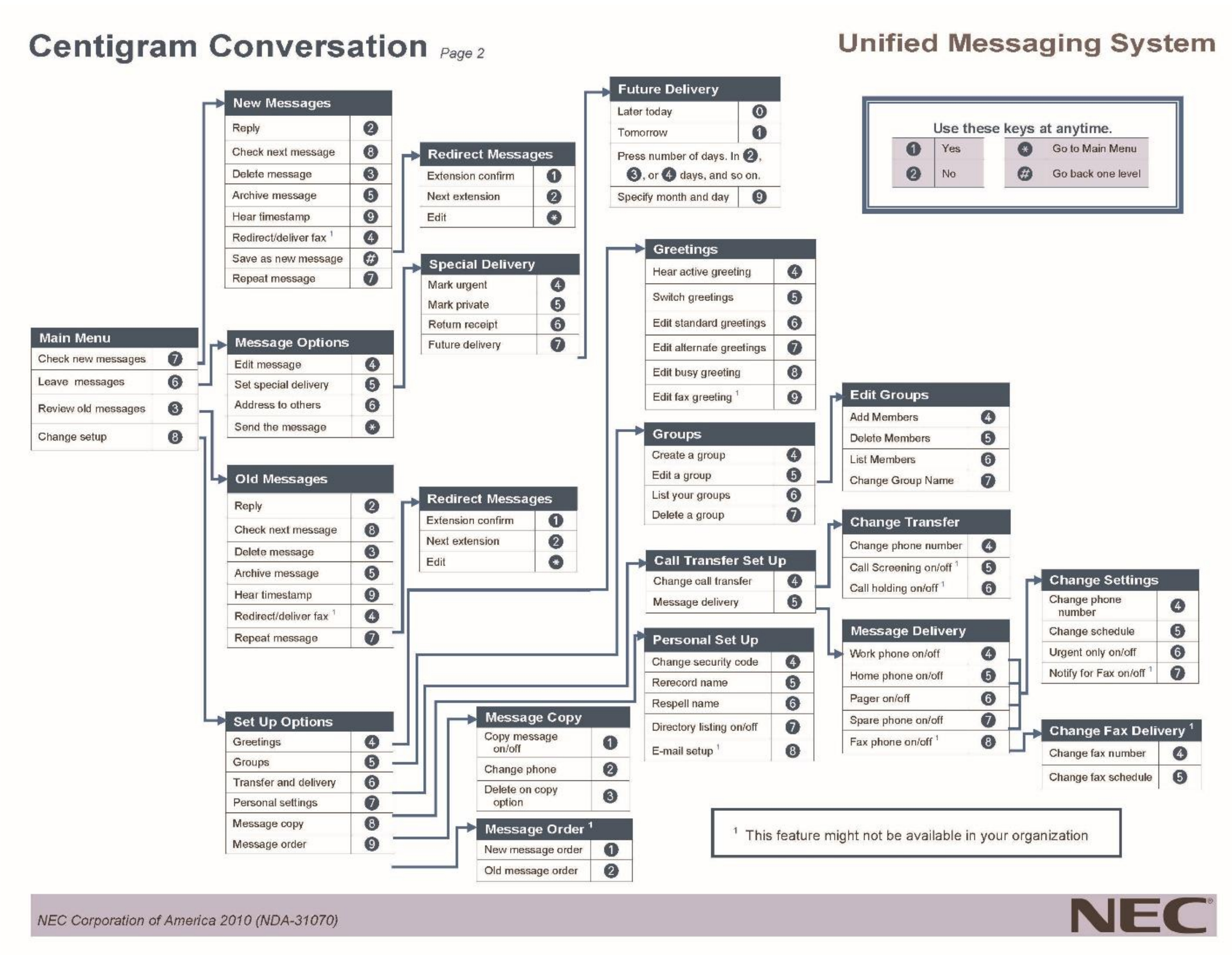
Task	Shortcut
Repeat the message	3 7
Save message as new (new messages only)	3 #
Check the next message	3 8
Delete the message	3 3
Archive the message	3 5
Hear when the message was sent	3 9
Redirect the message	3 4
Exit Quickly (touchtone phones only)	*

Use These Keys Anytime

Task	Shortcut
Respond Yes	1
Respond No	2
Return to the Main Menu	*
Go back one level	4

NEC®

NEC Corporation of America


Centigram Conversation Page 2
Unified Messaging System
Use these keys at anytime.
1 Yes
2 No
* Go to Main Menu
# Go back one level
Main Menu
Check new messages 7
Leave messages 6
Review old messages 3
Change setup 8
New Messages
Reply 2
Check next message 8
Delete message 3
Archive message 5
Hear timestamp 9
Redirect/deliver fax 1 4
Save as new message #
Repeat message 7
Redirect Messages
Extension confirm 1
Next extension 2
Edit *
Future Delivery
Later today 0
Tomorrow 1
Press number of days. In 2, 3, or 4 days, and so on.
Specify month and day 9
Special Delivery
Mark urgent 4
Mark private 5
Return receipt 6
Future delivery 7
Message Options
Edit message 4
Set special delivery 5
Address to others 6
Send the message *
Greetings
Hear active greeting 4
Switch greetings 5
Edit standard greetings 6
Edit alternate greetings 7
Edit busy greeting 8
Edit fax greeting 1 9
Groups
Create a group 4
Edit a group 5
List your groups 6
Delete a group 7
Edit Groups
Add Members 4
Delete Members 5
List Members 6
Change Group Name 7
Old Messages
Reply 2
Check next message 8
Delete message 3
Archive message 5
Hear timestamp 9
Redirect/deliver fax 1 4
Repeat message 7
Redirect Messages
Extension confirm 1
Next extension 2
Edit *
Call Transfer Set Up
Change call transfer 4
Message delivery 5
Change Transfer
Change phone number 4
Call Screening on/off 1 5
Call holding on/off 1 6
Change Settings
Change phone number 4
Change schedule 5
Urgent only on/off 6
Notify for Fax on/off 1 7
Personal Set Up
Change security code 4
Rerecord name 5
Respell name 6
Directory listing on/off 7
E-mail setup 1 8
Message Delivery
Work phone on/off 4
Home phone on/off 5
Pager on/off 6
Spare phone on/off 7
Fax phone on/off 1 8
Change Fax Delivery 1
Change fax number 4
Change fax schedule 5
Set Up Options
Greetings 4
Groups 5
Transfer and delivery 6
Personal settings 7
Message copy 8
Message order 9
Message Copy
Copy message on/off 1
Change phone 2
Delete on copy option 3
Message Order 1
New message order 1
Old message order 2
1 This feature might not be available in your organization
NEC Corporation of America 2010 (NDA-31070)
NEC

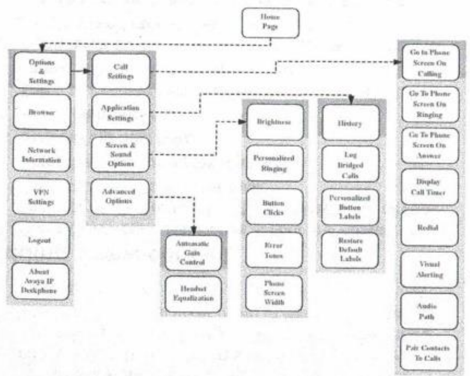
AVAYA

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**.

1

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:		Approval ❐	By:
Disapproval ❐	Department Head		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

TENNESSEE STATE UNIVERSITY

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 ________	Black and White ____	Color Copy ____
Collated	**SIZE**	**PAPER / STOCK**
Non - Collated	8.5 x 11	White
Single Sided (1:1) (2:1)	8.5 x 14	Color ______________
Double Sided (1:2) (2:2)	11 x 17	3 - Hole
Copy As Is	Reduce / Enlarge _____%	Transparency
PROOF SIGNATURE ______________		Card Stock ______________
		Tabs

FINISHING: (Please Circle)

Stapling	Booklets
On Line Tape Binding: Black / Blue / Red / White	Padding # _______ of ________ea.
GBC Spiral Binding: Black / Blue	Cutting _________ x _________
Folding	Front Cover ______________
Lamination	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:		Address Line 1:	
Department:		Address Line 2:	
E-mail: *(proof will be e-mailed to this address)*		City:	
Telephone Number:		State:	
Fax Number:		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	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:

APPROVAI

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-Org-Account-Program

110001-12345-74000-200

EXAMPLE 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	61200	200	012345	($100.00)
TSU	110001	10000	61200	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

Summer School Salaries	Fund-Org-Acct-Prog	Temp Help Non-Exempt (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
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 & ACCOUNTI NG	PROCURE BUSINESS SVS	BUDGET/ TRAVEL	FACILITI ES 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 (INVO ICE 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 & ACCOUNTI NG	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		
PAYMENTS 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

THEC

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

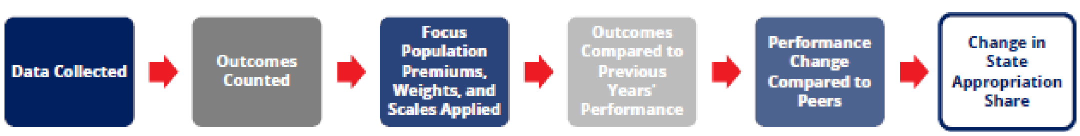
Community Colleges	Universities
Students Accumulating 12 hrs.	Students Accumulating 30 hrs.
Students Accumulating 24 hrs.	Students Accumulating 60 hrs.
Students Accumulating 36 hrs.	Students Accumulating 90 hrs.
Dual Enrollment	Bachelor's and Associate Degrees
Associate Degrees	Masters/Ed. Specialist 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. ____________________

Phone No. / ACCOUNT NAME		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

TENNESSEE STATE UNIVERSITY

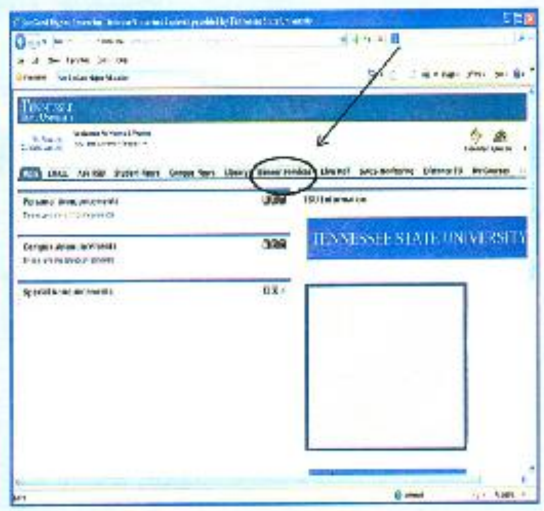
BUDGET OFFICE

USING SELF SERVICE BANNER FINANCE

Getting to Self Service Banner

From TSU's homepage, click on *Access*, then ***MyTSU***

Getting to Self Service Banner

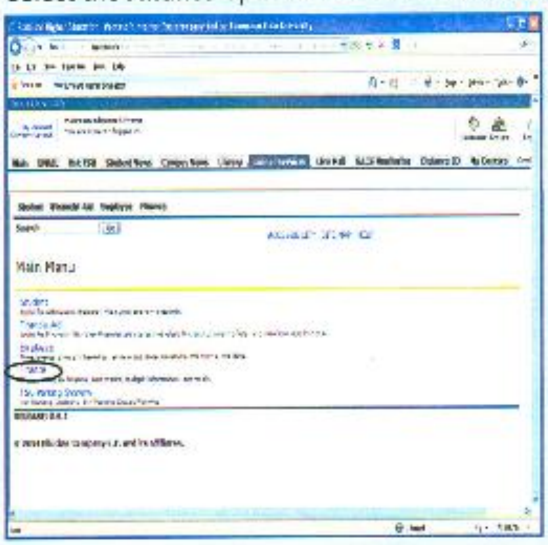


- After clicking MyTSU, this will be the next screen
- Login here with assigned User Name and Password

- After logging in, select the ***Banner Services*** tab

Using Self Service Banner Finance

Select the ***Finance*** option from the Main Menu

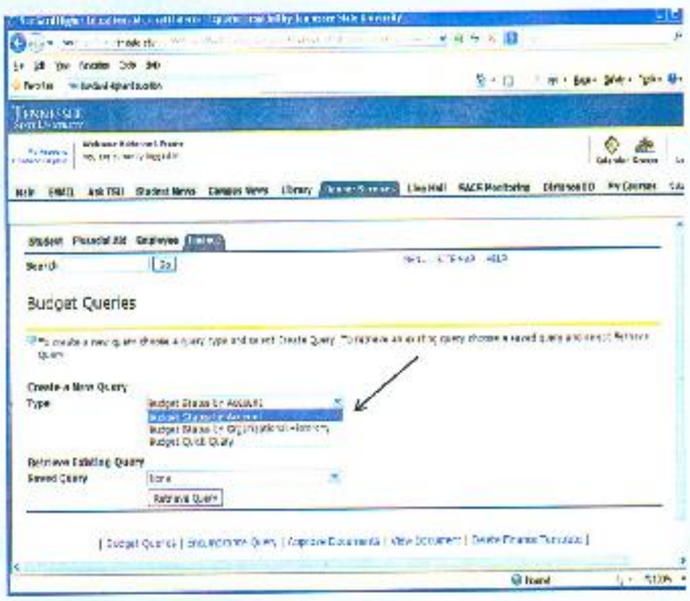


Then, select ***Budget Queries*** from the Finance Menu

Using Self Service Banner Finance

The next menu is **Budget Queries**

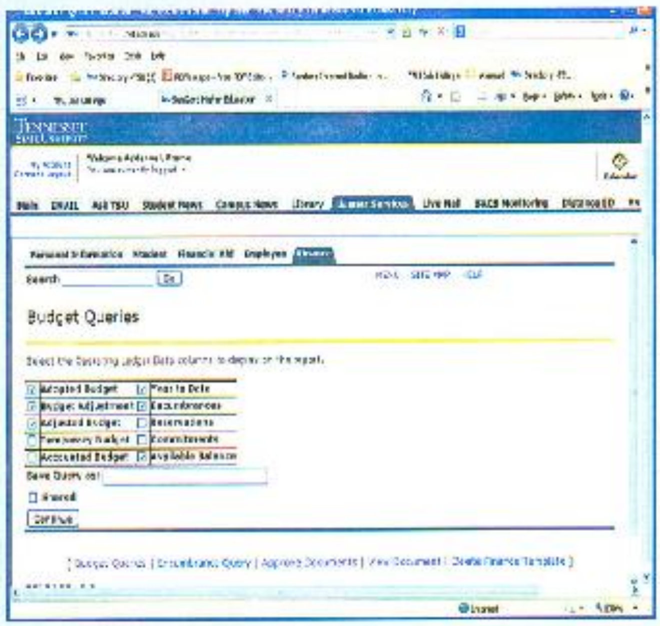
- Click the drop-down box
- Select ***Budget Status by Account***
- Click ***Create Query***

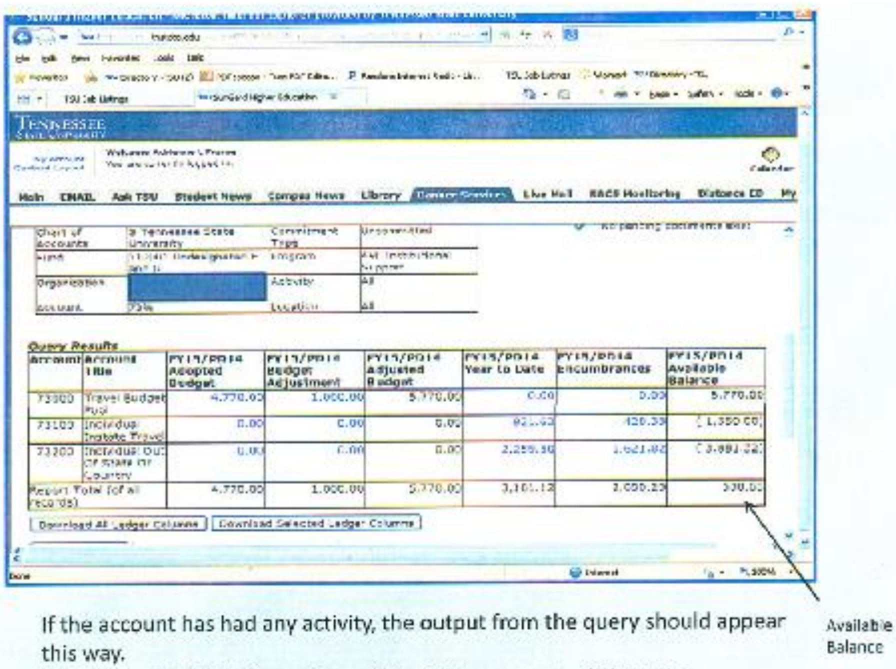


Using Self Service Banner Finance

- 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





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***

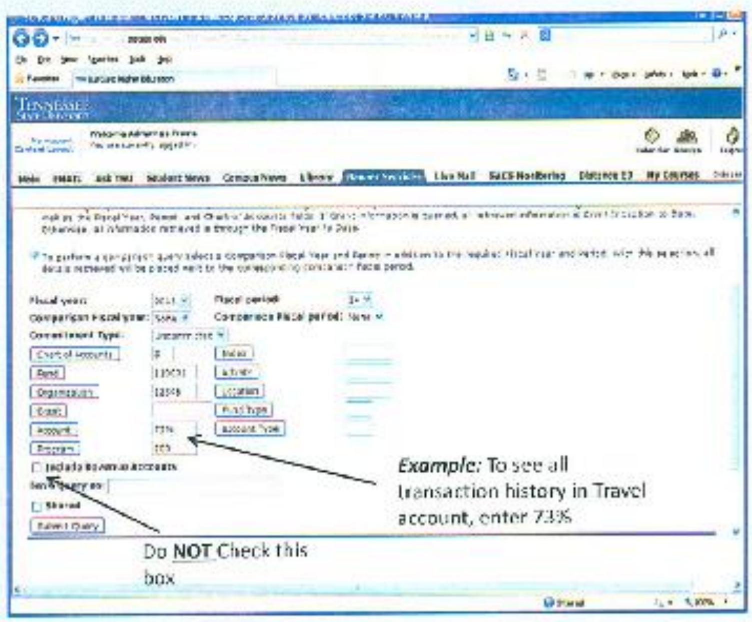
- Enter FOAP (Fund, Org, Account, Program)

- ***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



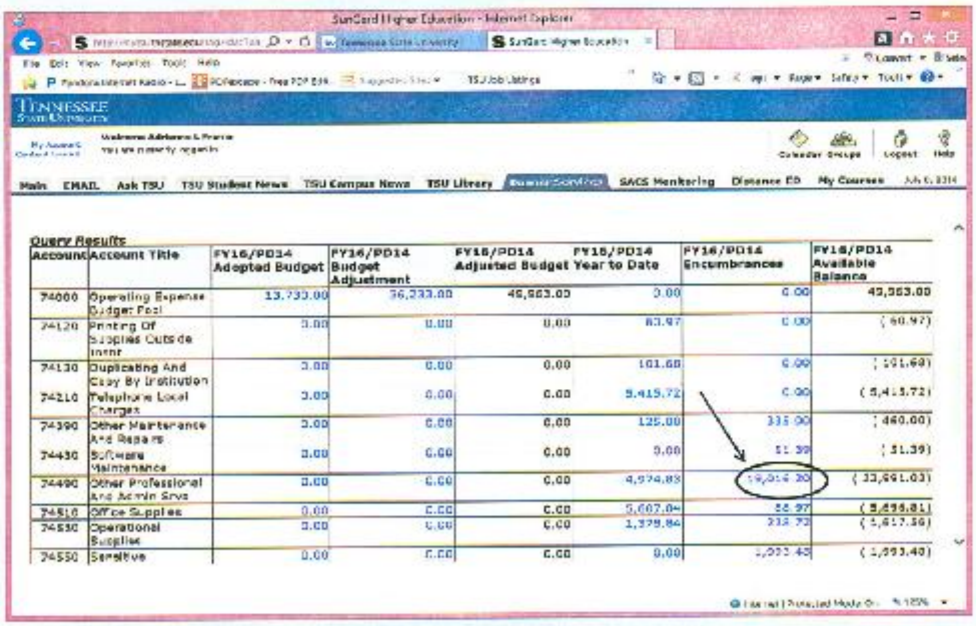
This screen gives the detail on each budget revision completed for the account
For this example, detail will be given for the operating account

Chart of Accounts:	S Tennessee State University	Commitment Type:	Uncommitted
Fund:	110001 Undesignated E 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 15, 2016	Feb 15, 2016	J0032237	Incr operating for Fin Serv & Acctg	16,200.00	BD04
Report Total (of all records):				36,233.00	

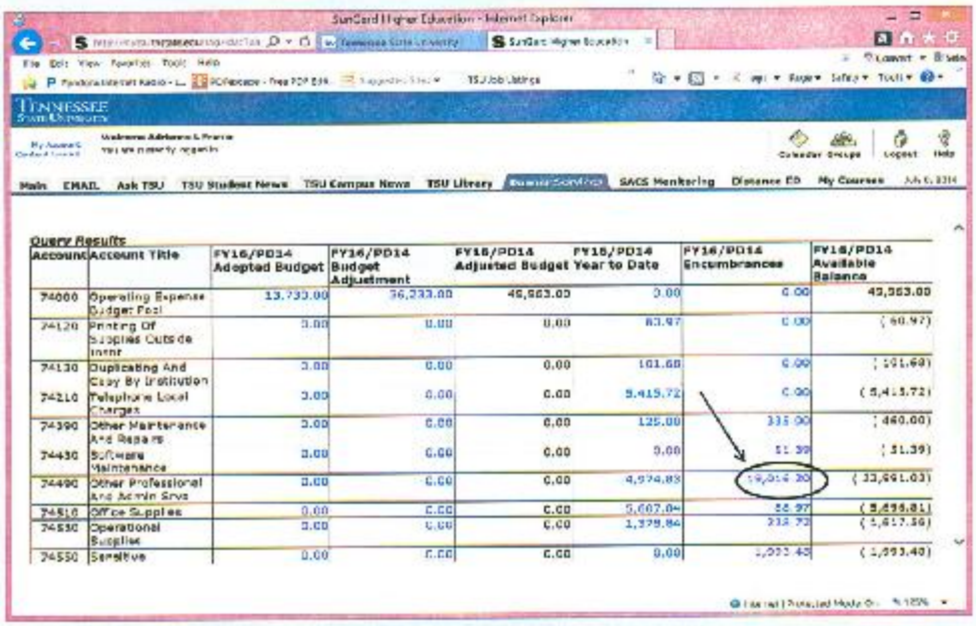
Selecting document J0033462 as an example, the detail of the accounts involved in the budget revision transaction are shown below



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	13,733.00	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	60.97	0.00	(60.97)
74130	Duplicating And Copy By Institution	0.00	0.00	0.00	101.60	0.00	(101.60)
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	19,016.20	(23,991.03)
74510	Office Supplies	0.00	0.00	0.00	5,607.04	88.97	(5,696.01)
74530	Operational Supplies	0.00	0.00	0.00	1,379.84	233.72	(1,613.56)
74550	Sensitive	0.00	0.00	0.00	0.00	1,993.40	(1,993.40)

- 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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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	13,733.00	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	101.60	0.00	(101.60)
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	19,016.20	(23,991.03)
74510	Office Supplies	0.00	0.00	0.00	5,607.04	88.97	(5,696.01)
74530	Operational Supplies	0.00	0.00	0.00	1,379.84	233.72	(1,613.56)
74550	Sensitive	0.00	0.00	0.00	0.00	1,993.40	(1,993.40)

- 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

Chart of Accounts:	S Tennessee State University	Commitment Type:	Uncommitted
Fund:	110001 Undesignated E and G	Program:	650 Institutional Support
Organization:	[redacted]	Activity:	All
Account:	74490 Other Professional And Admin Srvs	Location:	All

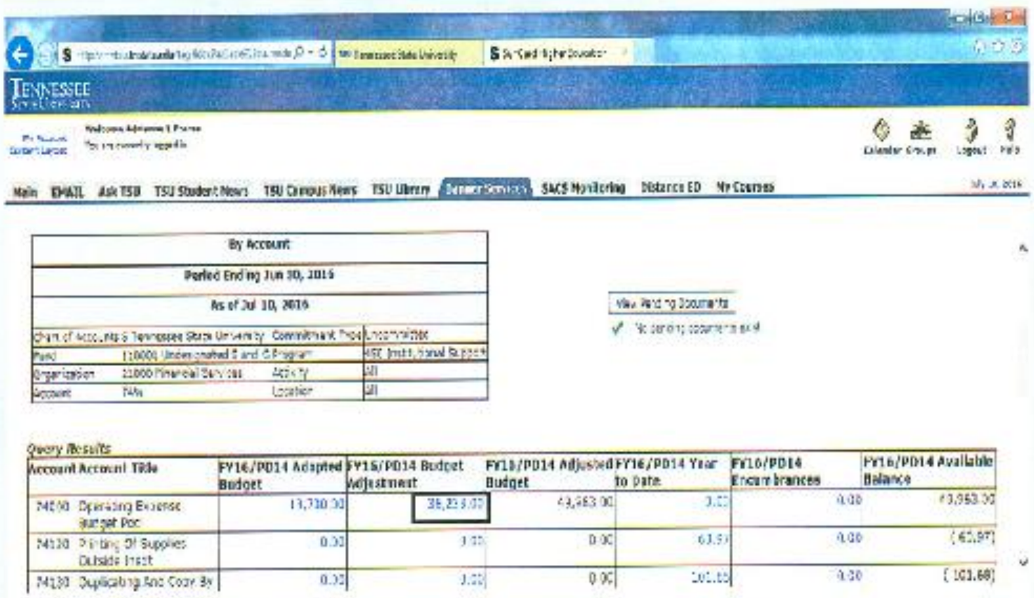
Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 16, 2015	May 16, 2015	[illegible]	Kelly Services Inc	14,795.00	PORD
Dec 17, 2015	Dec 17, 2015	P0090932	Kelly Services Inc	2,884.80	PORD
Dec 17, 2015	Dec 17, 2015	[illegible]	Kelly Services Inc	5,760.00	PORD
Aug 20, 2015	Aug 20, 2015	P0086782	Kelly Services Inc	844.23	PORD
Jun 30, 2016	Jun 30, 2016	I0192302	Kelly Services Inc	(305.61)	ENE
Jun 30, 2016	Jun 30, 2016	I0192302	Kelly Services Inc	(330.52)	ENE
Jun 30, 2016	Jun 30, 2016	I0192294	Kelly Services Inc	(558.22)	ENE
Jun 30, 2016	Jun 30, 2016	I0192294	Kelly Services Inc	(526.19)	ENE
Apr 08, 2016	Apr 08, 2016	I0187069	Kelly Services Inc	(252.42)	ENE
Feb 12, 2016	Feb 12, 2016	I0181788	Kelly Services Inc	(1,077.30)	ENE
Feb 08, 2016	Feb 08, 2016	I0183301	Kelly Services Inc	(579.96)	ENE
Feb 02, 2016	Feb 02, 2016	I0183036	Kelly Services Inc	(1,257.60)	ENE
Jan 29, 2016	Jan 29, 2016	I0182925	Kelly Services Inc	(1,297.60)	ENE
Jan 29, 2016	Jan 29, 2016	I0182925	Kelly Services Inc	1,297.60	[illegible]

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

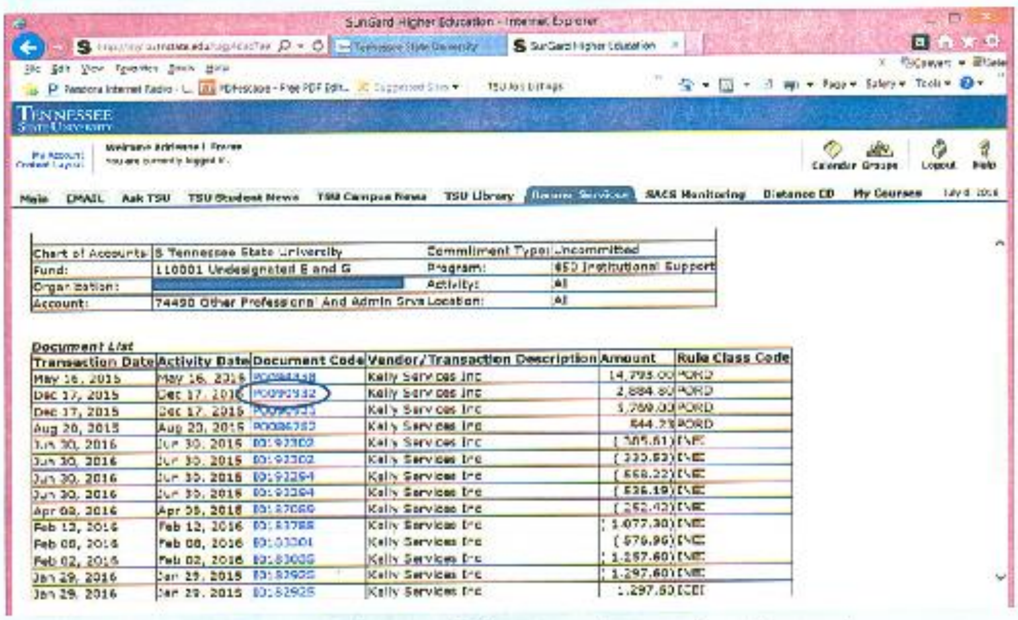


Chart of Accounts:	S Tennessee State University	Commitment Type:	Uncommitted
Fund:	110001 Undesignated E and G	Program:	650 Institutional Support
Organization:	[redacted]	Activity:	All
Account:	74490 Other Professional And Admin Srvs	Location:	All

Document List

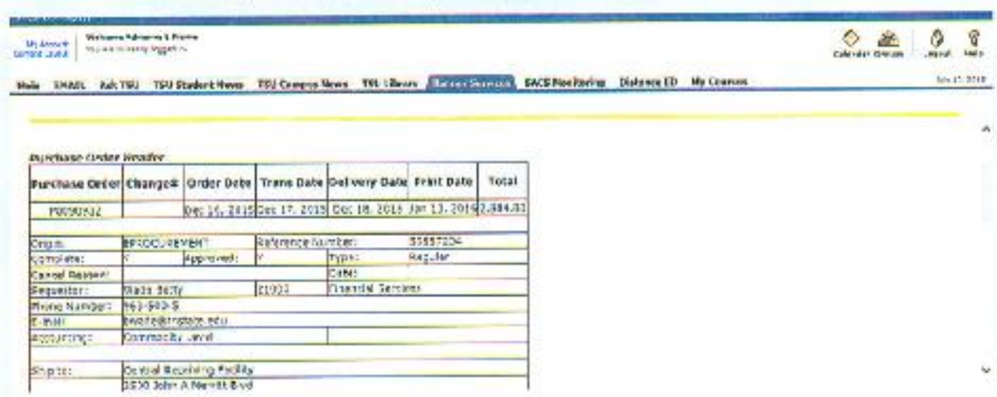
Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 16, 2015	May 16, 2015	P0084438	Kelly Services Inc	14,795.00	PORD
Dec 17, 2015	Dec 17, 2015	P0090932	Kelly Services Inc	2,884.80	PORD
Dec 17, 2015	Dec 17, 2015	[illegible]	Kelly Services Inc	5,760.00	PORD
Aug 20, 2015	Aug 20, 2015	P0086782	Kelly Services Inc	544.73	PORD
Jun 30, 2016	Jun 30, 2016	I0192302	Kelly Services Inc	(305.61)	INEI
Jun 30, 2016	Jun 30, 2016	I0192302	Kelly Services Inc	(333.53)	INEI
Jun 30, 2016	Jun 30, 2016	I0192294	Kelly Services Inc	(668.22)	INEI
Jun 30, 2016	Jun 30, 2016	I0192294	Kelly Services Inc	(536.19)	INEI
Apr 08, 2016	Apr 08, 2016	I0187069	Kelly Services Inc	(252.42)	INEI
Feb 12, 2016	Feb 12, 2016	I0181788	Kelly Services Inc	(1,077.30)	INEI
Feb 08, 2016	Feb 08, 2016	I0183301	Kelly Services Inc	(579.96)	INEI
Feb 02, 2016	Feb 02, 2016	I0183005	Kelly Services Inc	(1,257.60)	INEI
Jan 29, 2016	Jan 29, 2016	I0182925	Kelly Services Inc	(1,297.60)	INEI
Jan 29, 2016	Jan 29, 2016	I0182925	Kelly Services Inc	1,297.60	ICEI

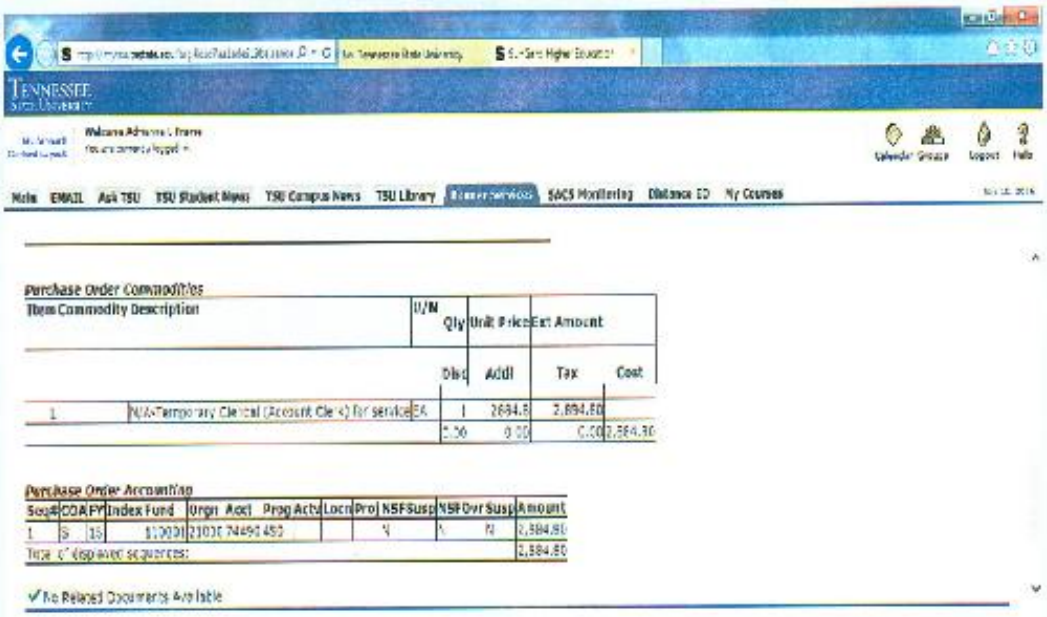
This shows the transaction history of the encumbrances / purchase orders

You may go further into detail by continuing to click on the blue hyperlinks

PO# P0090932 will be used as an example

The next screen, as shown below, will show the PO header information





TENNESSEE STATE UNIVERSITY

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Purchase Order Commodities

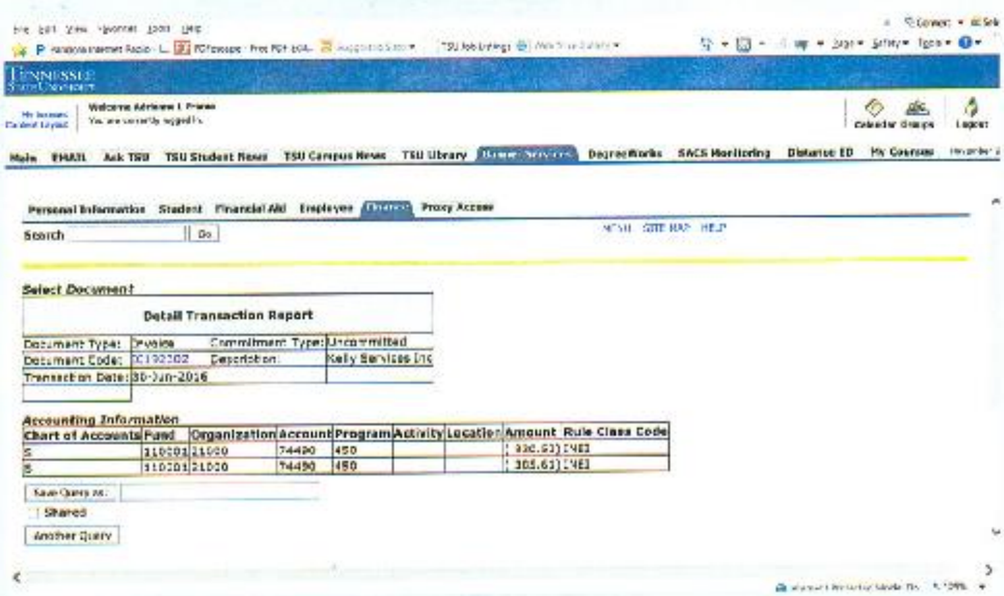
Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	
			Disc	Addl	Tax	Cost
1	N/A-Temporary Clerical (Account Clerk) for service	EA	1	2684.8	2,894.80	
			0.00	0.00	0.00	2,884.80

Purchase Order Accounting

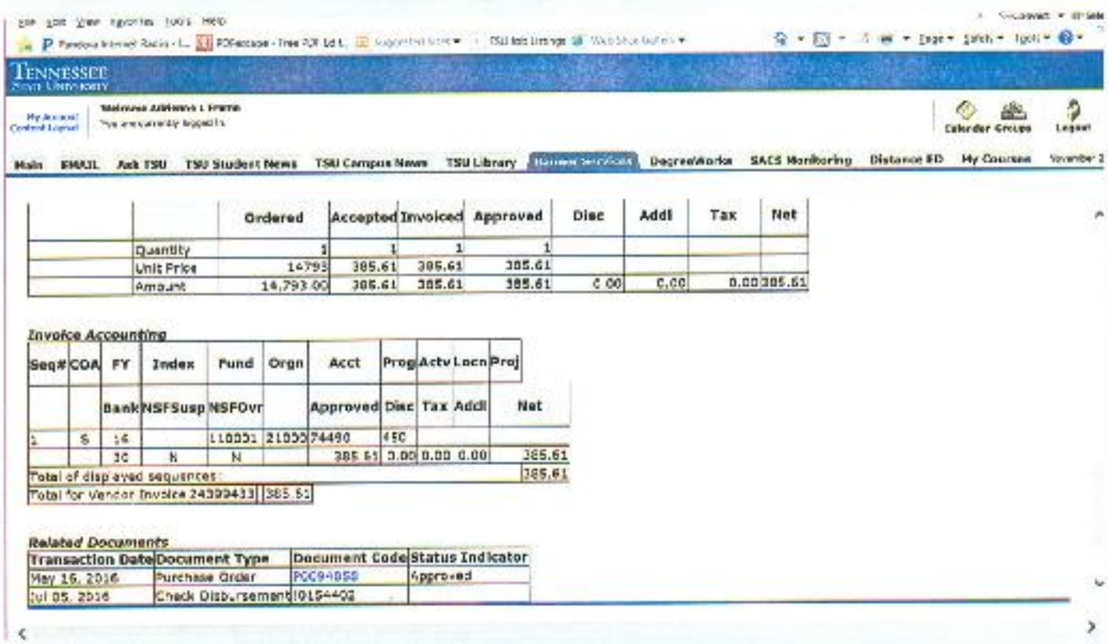
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Susp	NSF Ovr	Susp	Amount
1	S	15		110001	21030	74490	450				N	N	N	2,884.80
Total of displayed sequences:														2,884.80

✓ 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

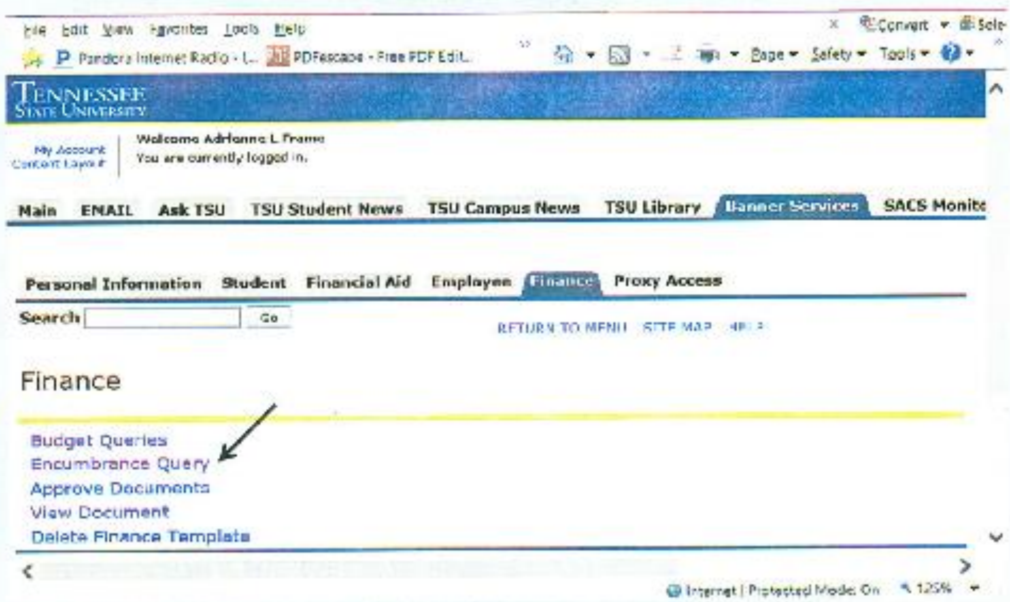
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	S	16		110001	21000	74490	450			
		30	N	N		385.61	0.00	0.00	0.00	385.61
Total of displayed sequences:										385.61
Total for Vendor Invoice 24399433	385.61									

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 16, 2016	Purchase Order	P0094058	Approved
Jul 05, 2016	Check Disbursement	I0154402	

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

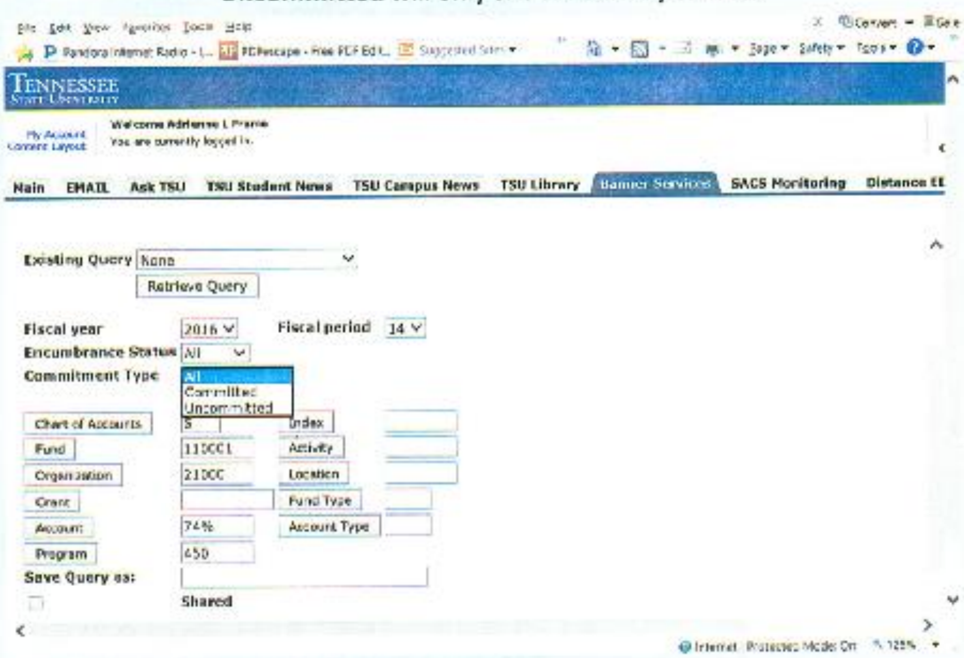
If you want to review all purchase orders created for your account, you can create an encumbrance query



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

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	110001 Undesignated E and G	Program Code	450 Institutional Support
Orgn Code	21000 Financial Services	Activity Code	All
Account Code	74%	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
74120	P0093944	Print Authority Corp	60.97	0.00	(60.97)	60.97	0.00	100.00	Uncommitted
74300	P0096630	Lowe's Home Centers Inc	335.00	0.00	0.00	0.00	335.00	0.00	Committed
74430	P0098431	GovConnection Inc	51.39	0.00	0.00	0.00	51.39	0.00	Committed
74450	P0086782	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.

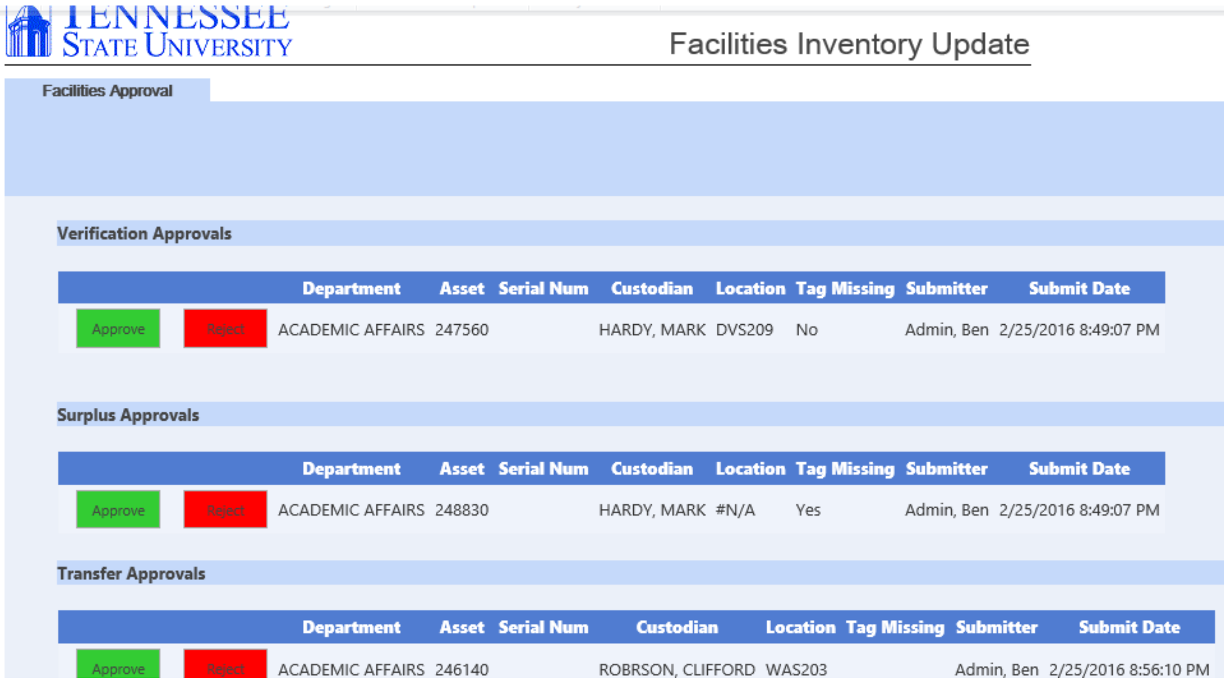
   Please follow the following link to see the pending items:

   Inventory Approval

   Thank you,

   Facilities Management

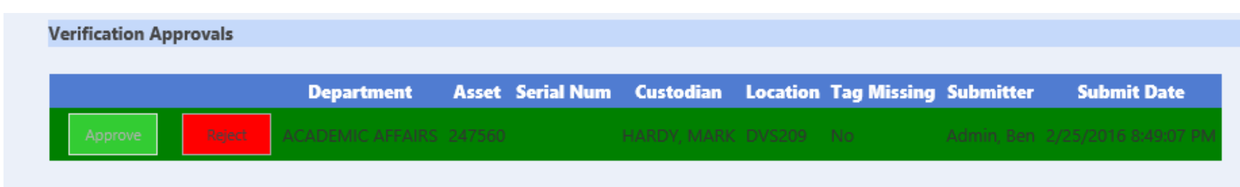
2. After clicking the link, you will be redirected to your department's pending inventory approval items:



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.

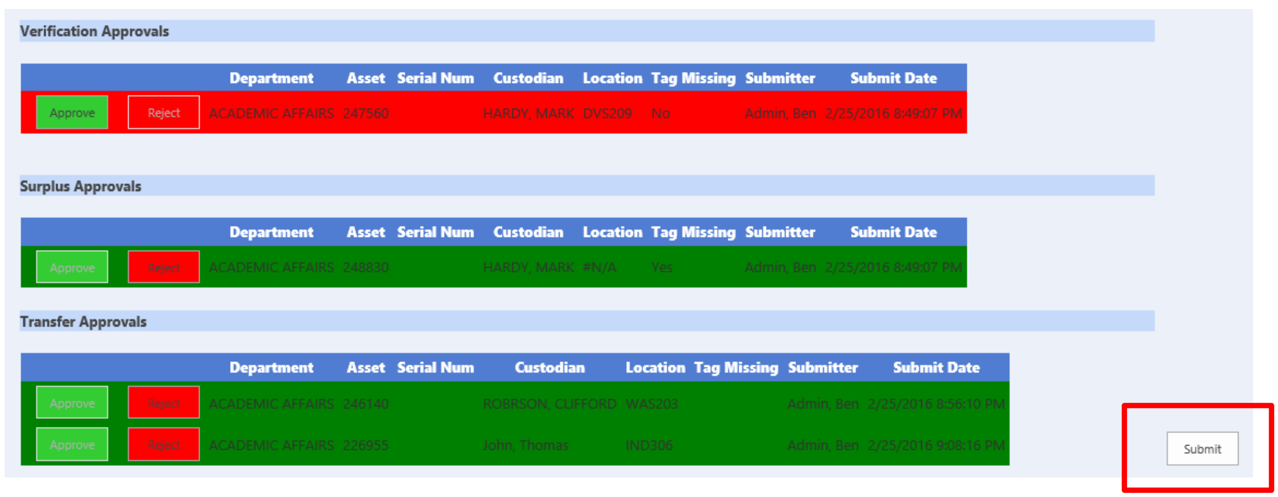
4. Inspect the first item and decide if it is approved or rejected. Approved items are submitted for review and reconciliation by Facilities, while Rejected items are sent to a special queue for individual processing by Facilities. Click either APPROVE or REJECT:



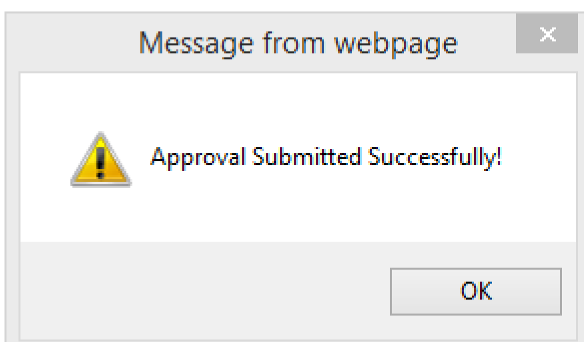
An approved item will turn green to indicate approval, while a rejected item will turn red:

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
Indicate IDC % Rate and Base				
	TOTAL PROJECT COST	$0.00	$0.00	$0.00

(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 ☐ Student Services ☐ Operation and Maintenance
☐ Applied Research Field

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

Banner Security Request Form

Communications and Information Technologies(CIT)

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.

Type System

Account Status All

User ID

Last Name

First Name

Middle Name

Email

Roles

AA - Accounts Administrator

Roles below

- **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 Date

*Vice President for Research and Institutional Advancement 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

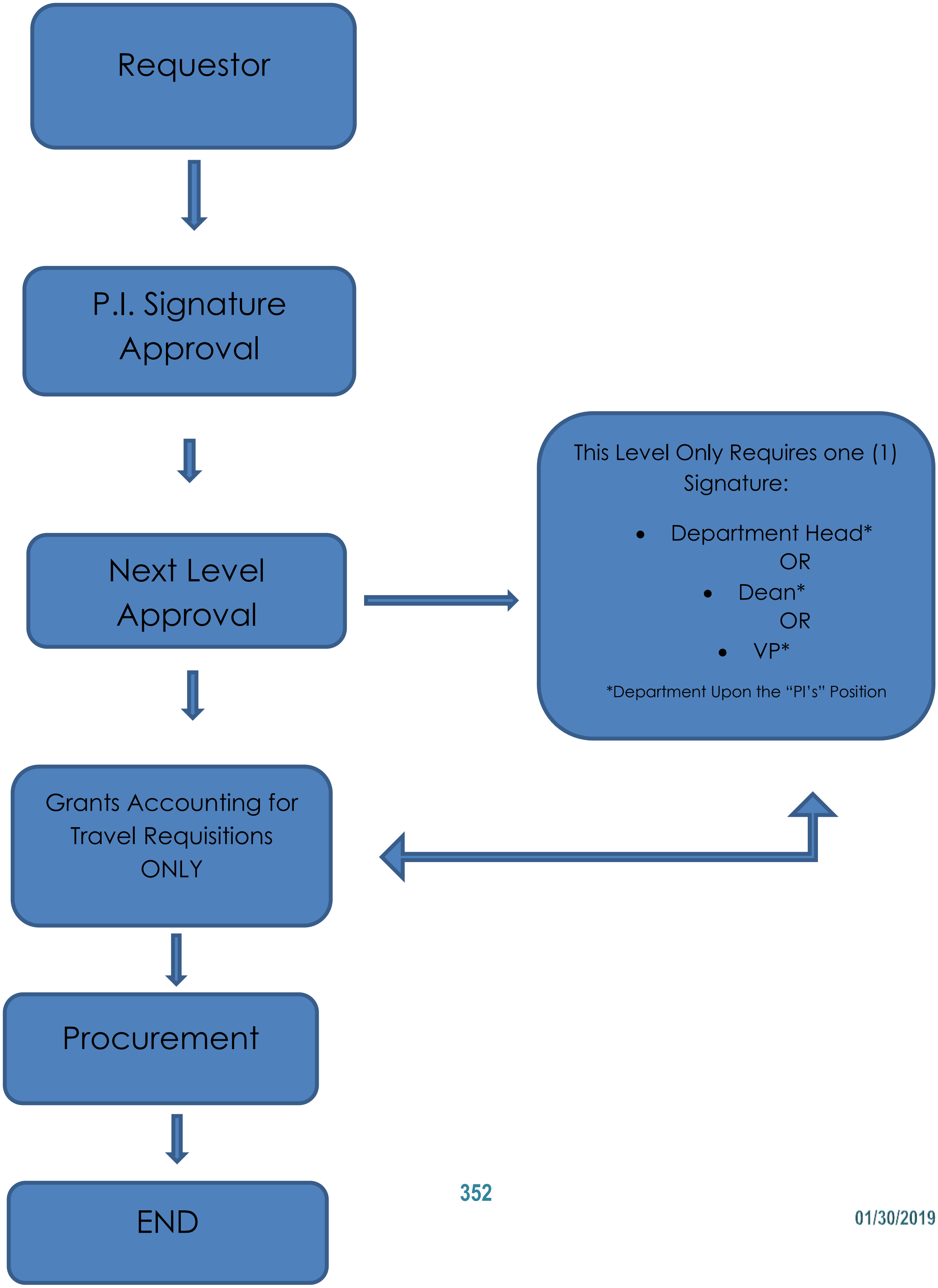
Signature____Date______________________
Supervisor

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.

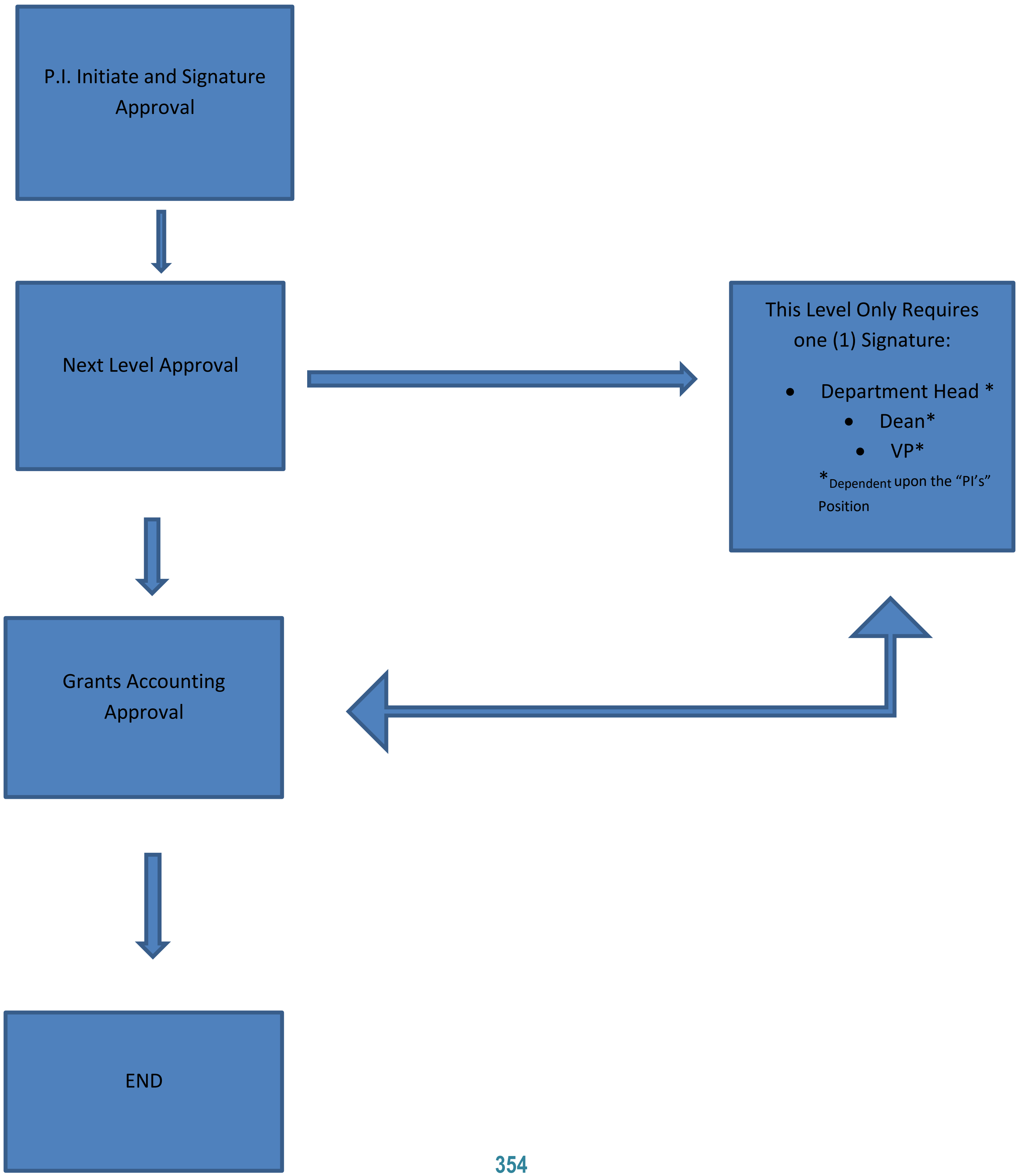
(4) Put parentheses around amounts to be DECREASED. All increases and decreases must net to $0.

(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



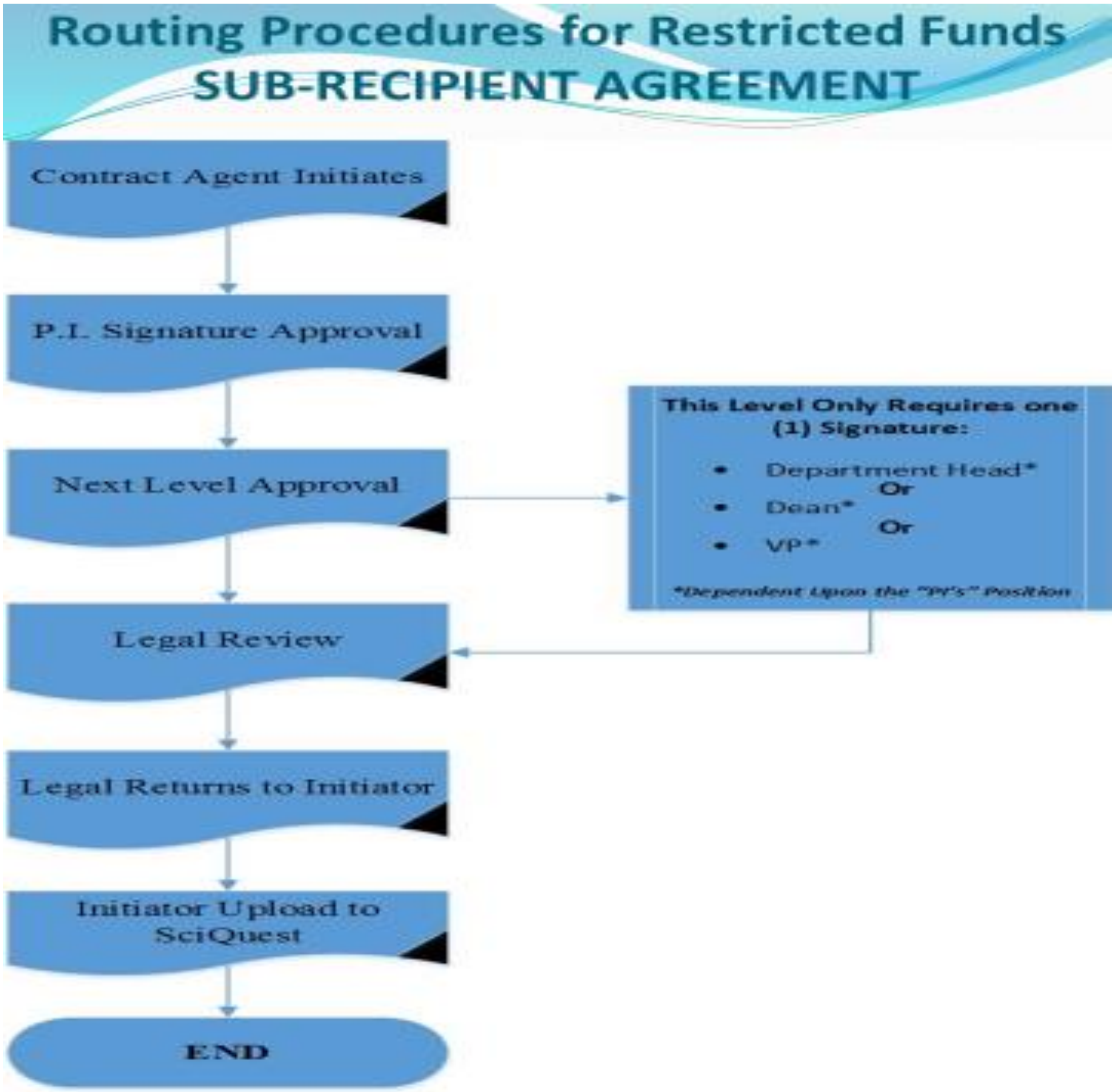
Procedure V-12.0: Submitting a Proposal

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

Fund Name	Principal Investigator		January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
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**

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 ____________ **Address 1** ____________
Last Name: ____________ **Address 2** ____________
First Name: ____________ **City** ____________
Middle: ____________ **State** ______ **Zip** ______
Phone: ____________ **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 ________________ **Address 1** ____________________________
Last Name: ____________________________ **Address 2** ____________________________
First Name: ____________________________ **City** ____________________________
Middle: ____________________________ **State** _____ **Zip** ________
Phone: ________________ **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**

TENNESSEE STATE UNIVERSITY

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.

____

Affirmative Action Officer (signature) **Date**

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

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

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%	

III. 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 ________________________________
ist Name: ________________________________
irst Name: ________________________________
iddle: ________________________________
____

urrent Position:

tle: ____
ate 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: ____
ate 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:

ame 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.

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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.

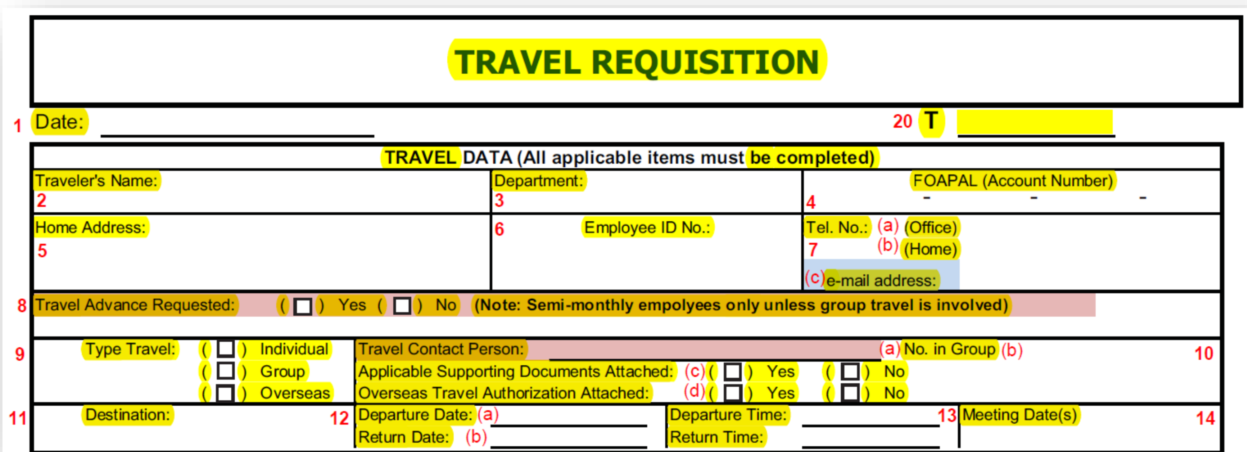
8. Original, signed Travel Requisition (with Tiger$hoppe Req # and support documentation attached) will be physically delivered to the Travel Office on the 2nd floor of the Administration Building on Main campus.

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.: 7 (a) (Office) (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) ____ Return Date: (b) ____ | Departure Time: ____ Return Time: ____ | 13 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 [☐]   (b) In State [☐]
Single Trip Authorization [☐]   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

TENNESSEE STATE UNIVERSITY — 4-day Travel Expense Report — **For Example purposes only!**

1. Department Name ______________________

2. **Travel Purchase Order Number -** Enter the Tiger$hoppe Requisition Number in this field.

2. Travel Purchase Order Number ______________

3. **FOAPL -** Enter the same FOAP (Fund-Organization-Account-Program) number that was used on the "Paper" Travel Requisition & in Tiger$hoppe.

	Fund	Org	Account	Program
3. FOAPAL	000000	00000	00000	000

4. **Banner Vendor ID Number –** Enter the Traveler's TSU T-Number (w/o the "T")

4. Banner Vendor ID Number ______________

5. **Claimant –** Enter the Traveler's Name here

5. Claimant ______________________

CON'T PROCEDURE VII-1.0: 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. Lodging
a. Miles	Total			
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

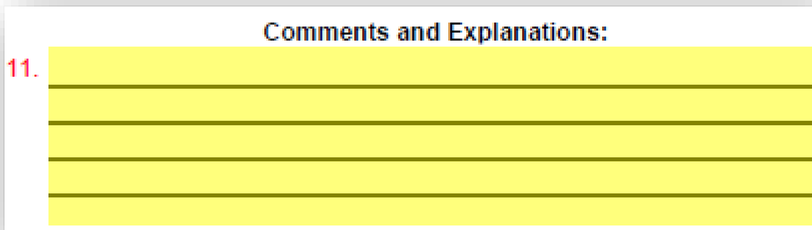
10.	Other Expenses	
Parking	Other	Explanation
$ -	$ -	

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***

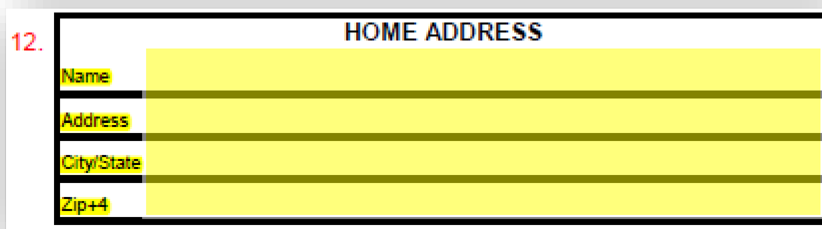
c) Enter brief explanation of expense encumbrance, or type "See below" and enter explanation in "comments section

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.

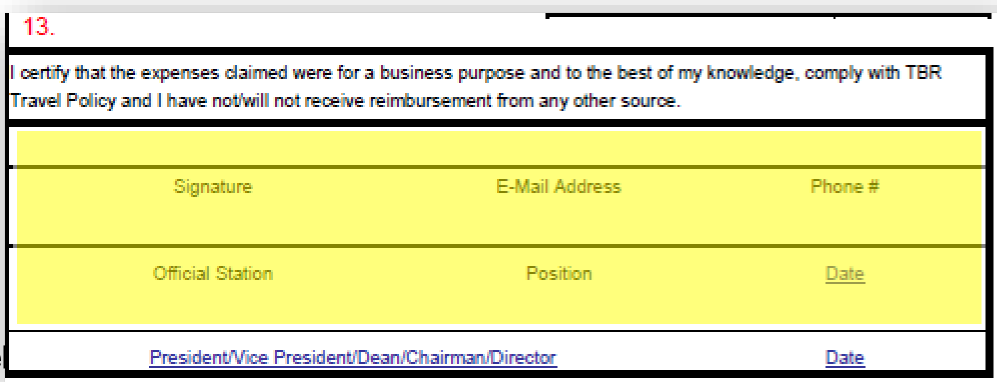


12. Traveler's Home Address – Enter Traveler's COMPLETE home address.



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		
Bacculareate 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

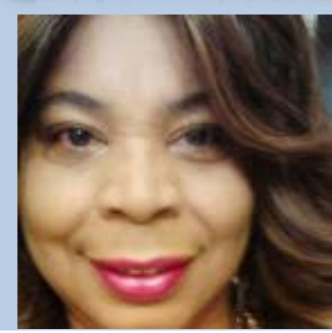
Telephone: x**5305**
E-mail: tdavidson5@tnstate.edu
FAX: x5597
Position: Assistant to the VP of Academic Affairs
Supervisor: Dr. Alisa L. Mosley

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

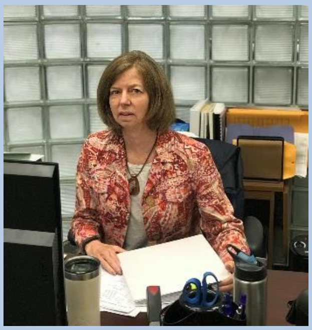


FISHER, DOROTHY
College/Unit: Health Sciences
Department: Physical Therapy
Location: Clement Hall, 366
Campus: Main

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

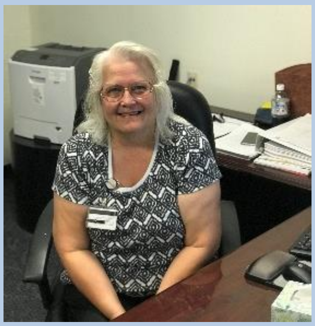
Telephone: **x7667**
E-mail: bhill36@tnstate.edu
FAX: x7672
Position: Administrative Assistant IV
Supervisor: Dr. Delores Butler

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

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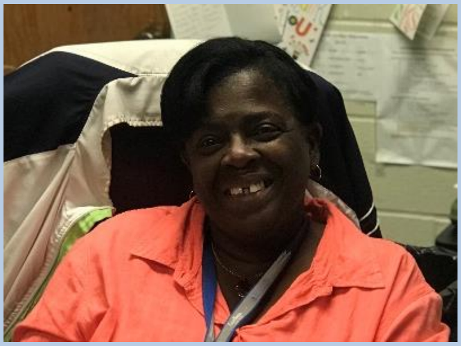

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AFFAIRS SUPPORT STAFF: REVISING THE ACADEMIC AFFAIRS OPERATING MANUAL

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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: • Joyfully embracing the novel and untried • Supplying energy to initiate a new course of action	**May irritate team members by:** • Encouraging change for change's sake • Failing to appreciate the merits of tradition and past experience	**May be irritated by team members who:** • Are overly cautious or resistant to change • Cling to established routines when adaptation is required	**Can maximize effectiveness by:** • Understanding that change is not always desirable or necessary • Recognizing that the past can offer direction for the future
ENTPs			
Contribute by: • Being quick to recognize the value of change • Forming and clarifying ideas with creative new insights	**May irritate team members by:** • Launching too many changes at once • Giving up too easily if things become routine	**May be irritated by team members who:** • Refuse to look at new possibilities • Are unwilling to take risks, even when supported by logic	**Can maximize effectiveness by:** • Tempering their enthusiasm for change with a dose of practicality • Recognizing that a change worth making may require grunt work
ESFPs			
Contribute by: • Being energetic, spontaneous, adaptable, and able to take advantage of the moment • Joyfully embracing novelty and variety	**May irritate team members by:** • Appearing fickle • Not respecting agendas and timelines; wanting to "fly by the seat of their pants"	**May be irritated by team members who:** • Seem stuck in a settled routine • Push abstract models of the change process	**Can maximize effectiveness by:** • 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: • Taking responsibility for locating resources, removing obstacles, and resolving difficulties • Being responsive, pragmatic, and able to roll with the punches	**May irritate team members by:** • Plunging in too quickly, assuming they can improvise no matter what • Focusing on concrete details without recognizing the wider implications for people	**May be irritated by team members who:** • 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	**Can maximize effectiveness by:** • 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.

KIRKPATRICK MODEL FOR EVALUATING EFFECTIVENESS OF TRAINING PROGRAMS

Level	*Description*	*Information Sources*
LEVEL 1 - *Reaction*	How did participants react to the program?	• completed participant feedback questionnaire • informal comments from participants
LEVEL 2 - *Learning*	To what extent did participants improve knowledge and skills and change attitudes as a result of training?	• pre- and post-test scores • on-the-job assessments • superior reports
LEVEL 3 - *Behavior*	To what extent did participants change their behavior back in the workplace as a result of the training?	• completed self-assessment questionnaire • on-the-job observation
LEVEL 4 - *Results*	*What organizational benefits resulted from the training?*	• financial reports • quality inspections • interviews with manager

***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

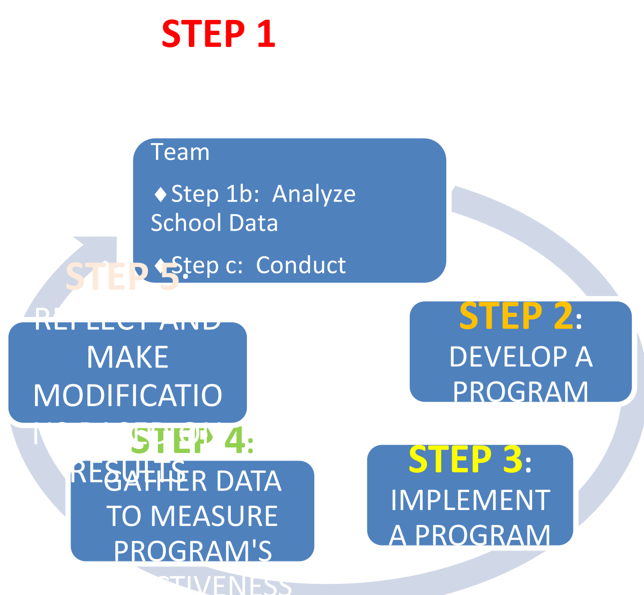
Research Design

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.

STEPS IN CONDUCTING ORGANIZATIONAL LEVEL ACTION RESEARCH



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.

<u>Workshop/Training #2</u>. 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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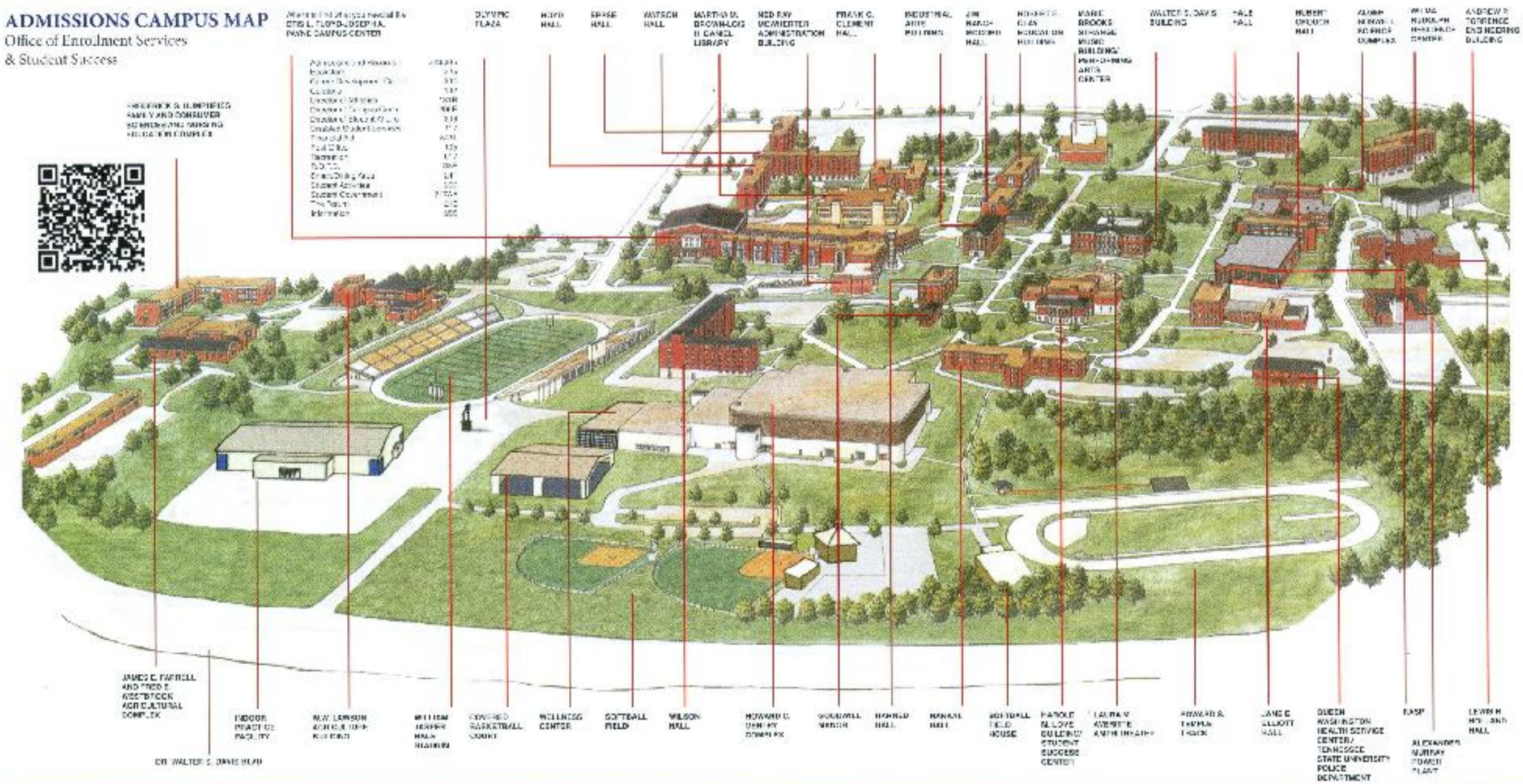

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Welcome to the campus of Tennessee State University. We hope you have a great time during your visit.

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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