

TSU Faculty Handbook

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FOREWARD

The Faculty Handbook has been prepared for faculty members of Tennessee State University and by a faculty committee appointed by the Vice President for Academic Affairs. Its purposes are to explain the duties and privileges of faculty members and to provide information about policies of the University, its governing body (The Tennessee Board of Regents), and its various accrediting agencies. It is subject to change through action of the Tennessee Board of Regents and the administration of the University.

The format of the Handbook is designed to permit easy updating at a minimum cost. When revisions are needed, new sheets will be issued by the Vice President for Academic Affairs; faculty members are responsible for keeping their copies up to date. Additions or substitutions made for insertion subsequent to the 1989 publication of this Handbook will be dated in the lower left-hand corner of the page. Requests for copies of the Handbook and suggestions for its revision should be sent to the Office of the Vice President for Academic Affairs.

Faculty members should also be familiar with those sections of University publications which are pertinent to their teaching, research, advising, and administrative assignments. The following publications are especially important.

Bulletins

The University bulletins are listed below. They are supplemented by the Schedule of Classes published for the fall semester, the spring semester, and the summer sessions. Because these publications, with the exception of the booklet of summer conditions, are designed for students and the general public, they do not contain much of the information which faculty members need and which this Handbook provides. Materials herein, however, in no way replace or supersede anything published in any section of the bulletins; in the event of an apparent or real contradiction, the bulletins take precedence.

TENNESSEE BOARD OF REGENTS POLICIES AND GUIDELINES
 THE UNDERGRADUATE CATALOG
 THE GRADUATE CATALOG
 FACULTY CONDITIONS FOR SUMMER SESSION
 STUDENT HANDBOOK
 CAMPUS-WIDE TRAVEL POLICIES AND PROCEDURES
 ORGANIZATIONAL CHARTS
 UNIVERSITY PERSONNEL MANUAL AND STAFF HANDBOOK
 ADVISEMENT HANDBOOK
 GUIDELINES FOR CONTRACTUAL SERVICES
 POLICIES AND PROCEDURES FOR CONDUCTING RESEARCH AND
 SPECIAL PROJECTS
 GRADUATE FACULTY HANDBOOK
 PART-TIME FACULTY HANDBOOK
 LIBRARY HANDBOOKS

History, Mission and University Goals

HISTORY

Tennessee State University was established by virtue of a 1909 act of the General Assembly and began serving students in 1912. It is one of Tennessee's two land-grant universities and is one of several universities in the State University and Community College System with a state-wide mission. Based in Nashville, it has a responsibility to the entire State, as specified in federal land-grant legislation. As a modern urban land-grant university, it not only offers a broad variety of residential academic programs but also has an extensive and growing commitment to the working adults of the midstate area, a commitment enhanced by its merger with The University of Tennessee at Nashville in 1979. TSU provides a full range of degree and non-degree programs, library services, laboratories, classrooms, and faculty at both its John A. Merritt Boulevard campus and at its Avon Williams Campus. Programs and classes offered in the evening at times convenient for working adults are emphasized at both campuses.

Tennessee State University has grown far beyond its original 1909 mission of providing teacher training and degree programs in agriculture, home economics, trades, and business. It now has a University College, offering Developmental Studies and the General Education core; extensive and growing offerings in the Division of Aerospace Studies; the School of Agriculture and Home Economics; the School of Allied Health Professions; the College of Arts and Sciences; the School of Business; the School of Education; the School of Engineering and Technology; the School of Nursing; the Division of Extension and Continuing Education; the Institute of Government; and the School of Graduate Studies and Research. Since the inception of its first graduate program in 1948, TSU has grown to serve the State through programs leading to some forty-four (44) Master's Degrees; two (2) Specialist Degrees; and four (4) Doctoral Degrees.

Tennessee State University's leadership in the State's university community is evident in the number of joint and cooperative programs with other universities, both public and private, including a speech pathology and audiology program with Vanderbilt; a criminal justice program with Middle Tennessee State University and Austin Peay State University; Allied Health Professions programs with Meharry Medical College; and agricultural extension programs with the University of Tennessee, Knoxville. In addition, the University is engaged with Howard University in a joint Pharmacy program.

Tennessee State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Baccalaureate, Masters, Education Specialist and Doctoral degrees. Its programs in Architectural Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Nursing, Home Economics, Social Work, Music, Dental Hygiene, Respiratory Therapy, Medical Technology, Medical Records Administration, Health Care Administration and Planning, Speech Pathology and Audiology, and Teacher Education have been accredited by the appropriate professional organizations. All other professional academic programs are now seeking full accreditation by the appropriate agencies.

MISSION STATEMENT

Tennessee State University is a comprehensive 1890 land-grant and major urban institution. The University has as its mandates instruction, research, public service, and the offering of degrees at the associate, baccalaureate, master's, specialist, and doctoral levels. The University's primary service is focused in Nashville and Middle Tennessee--with statewide, national, and international reach.

Recognizing demographic trends and higher education demands of the region, the University services traditional college-age students while broadening its appeal to non-traditional, commuter, residential, full and part-time undergraduate and graduate students of all races. The University imbues its clientele with the desire to acquire basic knowledge and skills that will enable them to succeed in an ever-changing world; it further develops the leadership needed by its clientele for the advancement and application of that knowledge toward the improvement of the quality of life for citizens of the state and the nation.

The University aims:

1. To maintain high standards of instruction in general education, continuing education, and in the curricula and fields of specialization through which degree programs are offered;
2. To foster the continuation of faculty and student involvement in research which advances knowledge in the areas concerned;
3. To continue expanding its role as a public servant and leader of the citizens of the State by disseminating knowledge and providing a broad variety of educational and technical services;
4. To provide agricultural extension services and other rural and urban programs consistent with the University's 1890 land-grant status;
5. To identify and develop the talents of all students who have the potential for college work, including those whose educational, socio-economic, and cultural disadvantages have prevented their being prepared fully to pursue college work without special assistance;
6. To provide degree programs and services especially tailored to the needs and convenience of college students of all ages, including working adults of the corporate and industrial communities in the mid-state area; and
7. To provide an atmosphere that will enhance the emotional, educational, cultural, social, and recreational growth of the total University community.

Tennessee State University projects itself to the students, faculty, alumni and the citizens of the State through the motto: "Think, Work, Serve."

UNIVERSITY INSTITUTIONAL GOALS (1988-90)

- I. Strengthen enrollment management to effectuate increased matriculation from the Middle Tennessee area. (Institutional Five-Year Plan; Characteristics of Students and Other Constituencies, Goals I & II.)**

 - A. Plan and implement a comprehensive University-wide recruitment effort aimed at increasing enrollment of adults from Davidson and neighboring counties.**
 - B. Plan and implement a comprehensive University-wide recruitment effort aimed at increasing enrollment of academically talented high school students.**
 - C. Plan and implement a comprehensive University-wide recruitment effort aimed at increasing enrollment of Black graduate students.**
 - D. Establish a University Recruitment Action Committee to assist with the implementation of recruitment activities.**
 - E. Increase the number of students served on and off campus through non-conventional modes of instruction.**
 - F. Reduce significantly the amount of time required for a student to complete the registration process.**
 - G. Improve the admissions process to complement an increase in enrollment.**
- II. Increase the effectiveness of academic programs. (Institutional Five-Year Plan; Educational Program, Goals I, II, & III)**

 - A. Establish and implement procedures for evaluating and modifying existing academic programs.**
 - B. Establish and implement procedures for planning, developing, and evaluating new academic programs.**
 - C. Strengthen students' ability to demonstrate competency in core curriculum and major fields.**
- III. Increase retention rate by five (5) percent. (Institutional Five-Year Plan; Student Achievement, Goals I, II, & III.)**

 - A. Develop and implement a tracking system which monitors students' progress and identifies academic problems early.**
 - B. Implement and evaluate benchmarks required for increased progression and graduation rates.**

- C. Improve academic advisement.
 - D. Identify and address causes of student attrition at the University.
- IV. Improve the quality of student performance level on standardized tests. (Institutional Five-Year Plan; Student Achievement, Goals I & II.)
- A. Identify test-taking skills needed by students.
 - B. Develop and enhance faculty technical expertise in testing.
 - C. Devise and implement University-wide activities to increase students' test-taking skills.
- V. Enhance the positive visibility of the University's instruction, research, and public service. (Institutional Five-Year Plan; Other, Goal I.)
- A. Market (publicize) University programs and activities through Public Relations.
 - B. Publicize the accomplishments of faculty, staff, students and alumni.
 - C. Initiate activities to bring new constituencies to the University.
- VI. Increase faculty productivity in research. (Institutional Five-Year Plan; Other, Goal I.)
- A. Increase the number of faculty involved in research (as measured by professional publications, presentations, and grants) by five (5) percent.
 - B. Establish a research bureau which focuses on investigations in Davidson and neighboring counties.
- VII. Broaden the University's public service activities. (Institutional Five-Year Plan; Other, Goal I.)
- A. Continue to extend the availability of University physical and human resources in order to enhance the quality of life in Davidson and neighboring counties.
 - B. Expand the availability of non-credit and public service continuing education activities in Davidson and neighboring counties.
- VIII. Strengthen institutional development activities in support of the University. (Institutional Five-Year Plan; Financial Resources, Goals I & II.)
- A. Coordinate the activities of the Foundation and the Office of Development to support the University.

- B. Increase corporate and private giving in support of the University.
 - C. Increase the support of academic scholarships.
 - D. Increase the support of chairs of excellence.
 - E. Develop and implement solicitation policies and procedures for support of the University.
 - F. Develop an annual fund-raising campaign with broad alumni participation.
- IX. Provide appropriate physical resources.
(Institutional Five-Year Plan; Financial Resources, Goals I, II, & III.)
- A. Continue efforts to acquire funding for capital improvement of existing and new facilities.
 - B. Continue efforts to improve the maintenance and preservation of existing facilities.
 - C. Develop and implement plans for the utilization of existing land holdings to enhance the University's land-grant mission.

**University Organization and Governance
Administration**

ADMINISTRATIVE STRUCTURE

The Tennessee Higher Education Commission (THEC)

The Tennessee Higher Education Commission, created in 1967 by act of the General Assembly, has the responsibility of coordinating and planning for all of higher education in the State system. It has no operating responsibilities but must approve new academic programs and new centers of campuses; review budgets; perform long-range planning; and generally ensure that a comprehensive system of higher education is developed to meet the needs of the citizens.

The Tennessee Board of Regents (TBR)

The Board of Regents was created by the General Assembly in 1972 to govern the newly established State University and Community College System, composed of six universities and ten community colleges. The universities include Austin Peay State University, East Tennessee State University, Memphis State University, Middle Tennessee State University, Tennessee State University, and Tennessee Technological University. The community colleges include Cleveland State, Columbia State, Dyersburg State, Jackson State, Motlow State, Roane State, Shelby State, Volunteer State, and Walters State. Chattanooga State Technical Institute became Chattanooga State Technical Community College by legislative act in 1973 and became part of the State University and Community College System. The Board now provides governance for technical schools and area vocational schools as well.

The Board of Regents includes twelve (12) members appointed by the Governor; four (4) ex-officio members--the Governor, Commissioner of Education, Commissioner of Agriculture, Executive Director of the Tennessee Higher Education Commission (non-voting member), and immediate past Commissioner of Education. The Board meets at least quarterly.

Eight (8) appointed members are from each congressional district, and three (3) are approved at large from different geographical areas of the State. After the initial staggered terms, the succeeding members are appointed to nine-year terms. The leading two (2) political parties are represented by at least three (3) appointed members; at least four (4) appointed members are alumni of institutions; at least one (1) appointed member is a woman; and at least one (1) appointed member is under thirty years of age. The student regent is appointed from among the System institutions for a one-year term.

The chief executive officer, known as the chancellor, is appointed by the Board, which also defines his duties and fixes his compensation. Other major duties of the Board include selection and employment of chief executive officers of the institutions upon recommendation of the Chancellor; confirmation of appointment of administrative personnel, faculty and other employees of each institution, and fixing their salaries and terms of office; prescribing curricula and requirements for diplomas and degrees; approving operating and capital budgets for each institution; establishing policies and regulations regarding campus life at the institutions; receiving donations of money, securities and property on behalf of institutions; and purchasing, holding, and disposing of property.

Tennessee State University

The administration of the University is divided into four (4) basic areas of responsibility: Academic Affairs, Administration, Business and Financial Affairs, and Student Affairs.

A. The President

The President of Tennessee State University is appointed by the Tennessee Board of Regents as the chief administrative officer of the University. Within the policies and regulations established by the Board, this officer is empowered to exercise such supervision and direction as will promote the effective operation of the institution. This officer is responsible to the Board for maintaining an educational program consistent with the desires of the Board of Regents and the stated purposes of the University. The President serves as the direct line of communication between the Board of Regents and the faculty, staff, and students of the University. In the absence of the President, the Vice President for Academic Affairs serves as the senior administrative officer of the University.

B. Academic Affairs

1. Vice President for Academic Affairs is responsible for the leadership, management, development and productivity of the educational program of the University. He or she serves as the chief academic officer and as advisor to the President on academic affairs matters and as spokesperson for academic personnel. Overall responsibilities include academic and strategic planning, development of curriculum, academic personnel, administration, self-study, and instructional and support budgets. Specifically, this Vice President (1) provides effective strategies for developing sound educational policies focusing on teaching, research and public service; (2) administers the educational policies in accordance with guidelines established by the Tennessee Board of Regents; (3) assures that undergraduate and graduate programs evidence accreditation standards; and (4) provides information, services and resources, counsel, and general supervision which enables deans and directors to develop and administer effectively the programs to which they have primary leadership.

2. Associate Vice President for Academic Affairs for Extended Education

The Associate Vice President for Academic Affairs for Extended Education is a staff position in direct line under the Vice President for Academic Affairs. Major functions involve implementation of the Tennessee Board of Regents and University policies and guidelines as they relate to instruction, evaluation, budget, and undergraduate catalog production; review of faculty-generated research/proposals; facilitating satellite campus' evening programs; and weekend college and preparation of various University reports. In addition, he or she oversees the offices of Planning, Management, Evaluation and Institutional Research, and the Title III Program. This Associate Vice President acts as trouble-shooter and assumes other

responsibilities and assignments as designated by the Vice President and the President.

3. Associate Vice President for Academic Affairs for Personnel Management and Strategic Planning

Associate Vice President for Academic Affairs for Personnel Management and Strategic Planning is a staff position in direct line under the Vice President for Academic Affairs. Major functions involve implementation of the Tennessee Board of Regents and University policies and guidelines as they relate to faculty/staff personnel issues, strategic planning, academic programs and calendar, admission standards, Centers of Excellence and professional and staff development. He or she assumes other assignments and responsibilities as designated by the Vice President.

4. The Deans and Director of Libraries and Media Resources

The Deans of the Schools and Colleges are responsible for the efficient and effective operation of the total educational program as it relates to their administrative units. They serve as leaders in particular areas of the instructional, research and service programs contained within their school or college and as channels of communication between the department heads and faculty within their units and the Vice President for Academic Affairs.

5. The Dean of the School of Graduate Studies and Research

The Dean of the School of Graduate Studies and Research is directly responsible to the Vice President for Academic Affairs. The dean has institutional-wide responsibilities to foster and facilitate intercollegiate graduate programs and research activities. Primary responsibilities involve the advancement of learning through scholarly research and instruction, and concurrently assuring that graduate programs and faculty fulfill the professional standards necessary for accreditation and quality graduate education. He or she performs other duties and responsibilities as deemed necessary by the Vice President for Academic Affairs.

6. The Dean of Admissions and Records

The Dean of Admissions and Records is responsible for the administration of the multiple activities assigned to this office, including the recruitment of students, the processing of applications, the preparation of schedules, the supervision of registration, and the compilation and maintenance of student records.

7. The Director of Libraries and Media Services

The Director of Libraries and Media Resources is responsible to the Vice President for Academic Affairs for assembling, organizing and making accessible, materials and resources needed by the University, its faculty, and student body. The Director is also responsible for personnel management and for carrying out the mission and objectives of the University and of the Library.

C. Business and Financial Affairs

The Vice President for Business and Financial Affairs reports directly to the President and has responsibility for overseeing the direction and coordination of activities of finance and accounting, business and administrative services, and operations' areas of the University; conducting and reporting the business and financial operations of the University; and assisting the President in formulating and administering organizational policies and developing long and short-range plans. He or she reviews activities, plans, costs, operations and budget projections as developed by staff; serves in special capacities as designated by the President, and acts as liaison to the Board of Regents for Business and Financial Affairs. He or she performs other related duties or special assignments as determined by the President.

D. Student Affairs

The Vice President for Student Affairs is the administrative officer directly responsible to the President for the general welfare of all students enrolled in the University. This officer has administrative responsibility for coordinating the functions performed by staff officers within the Division of Student Services.

E. Equal Employment Opportunity and Affirmative Action

The Coordinator for Equal Employment Opportunity and Affirmative Action reports directly to the President. This officer assists in the maintenance of a program of equal employment opportunity and a plan of affirmative action for promoting and assuring compliance with all applicable laws and regulations governing employment-related programs and activities and education programs and activities of the institution.

F. Administration

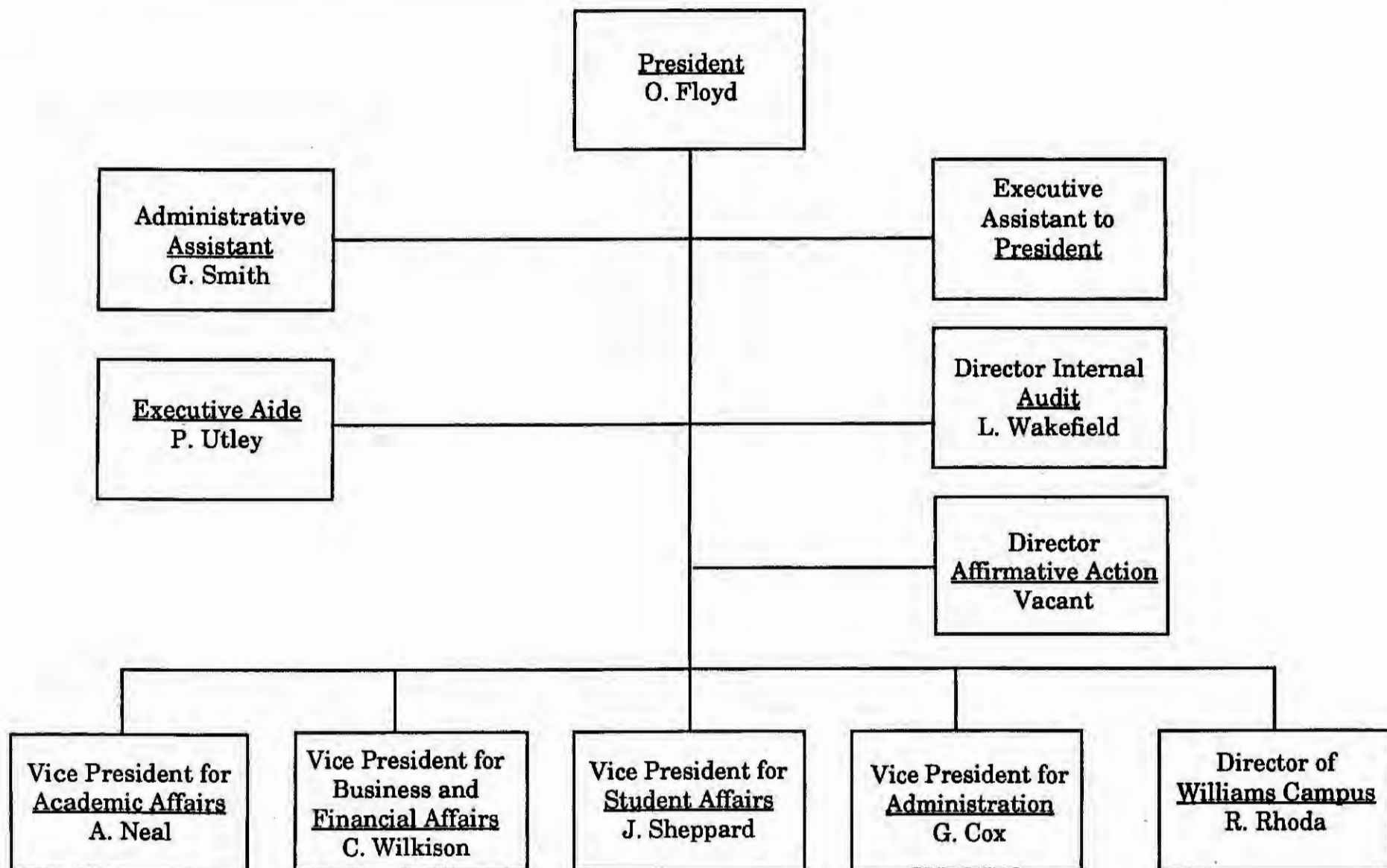
The Vice President for Administration reports directly to the President. This officer is responsible for the development, coordination, and implementation of administrative decision-making. The position of Vice President for Administration has the responsibility for the Departments of Athletics, Alumni Affairs, Development, Personnel, Public Relations, Safety and Security, and Facilities Planning.

Organizational Charts

Tennessee State University

Organization Chart

President

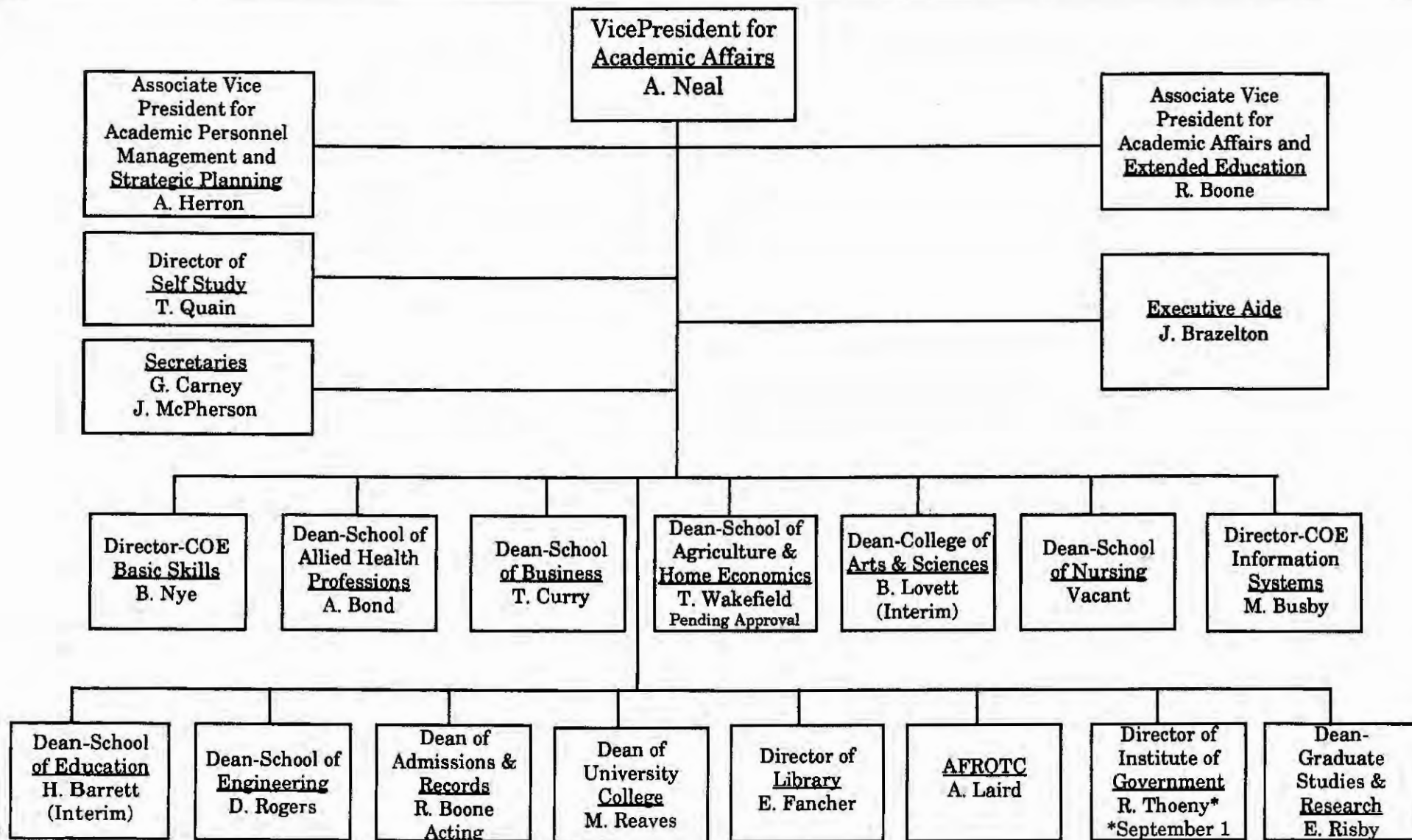


Tennessee State University

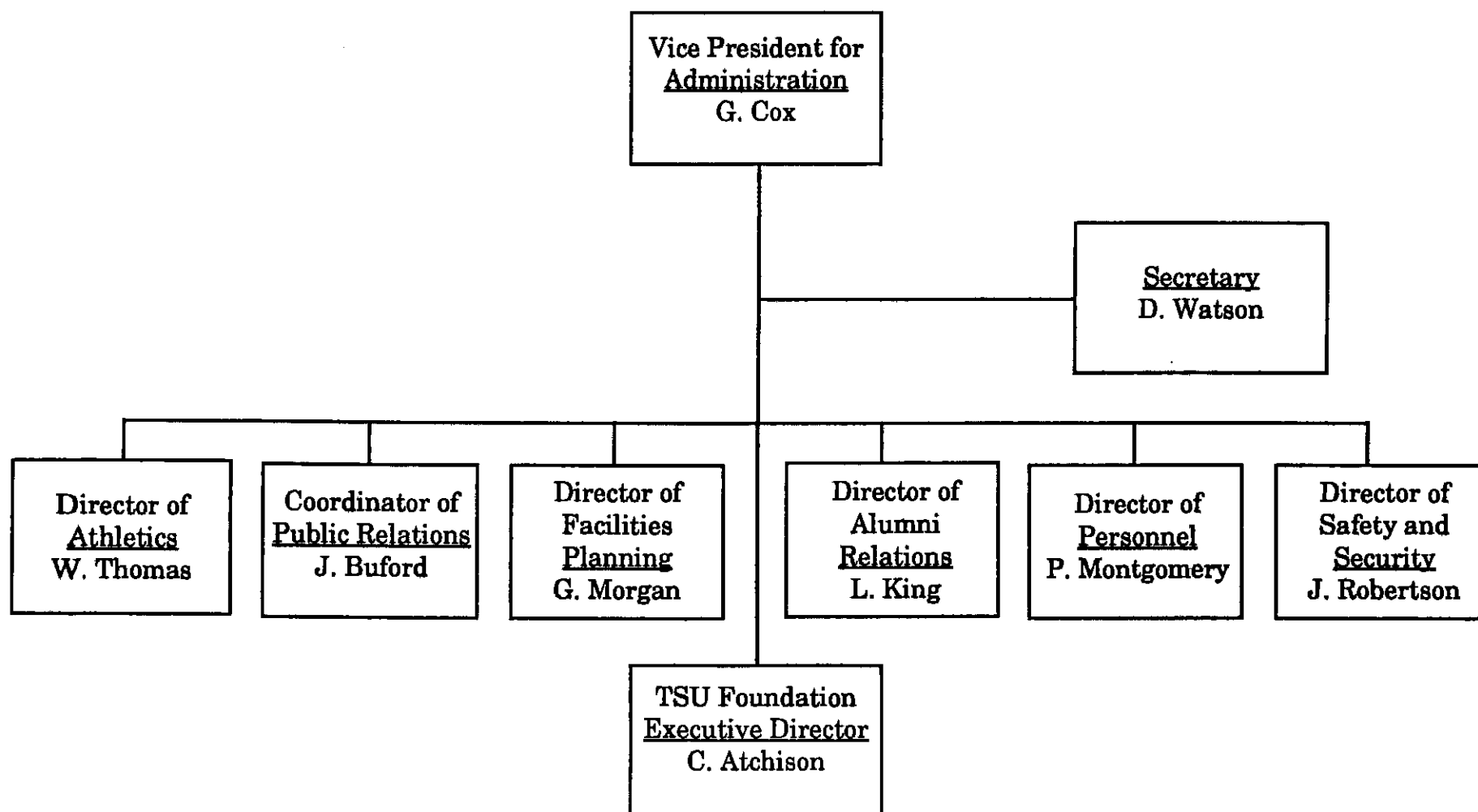
Organization Chart

Vice President for Academic Affairs

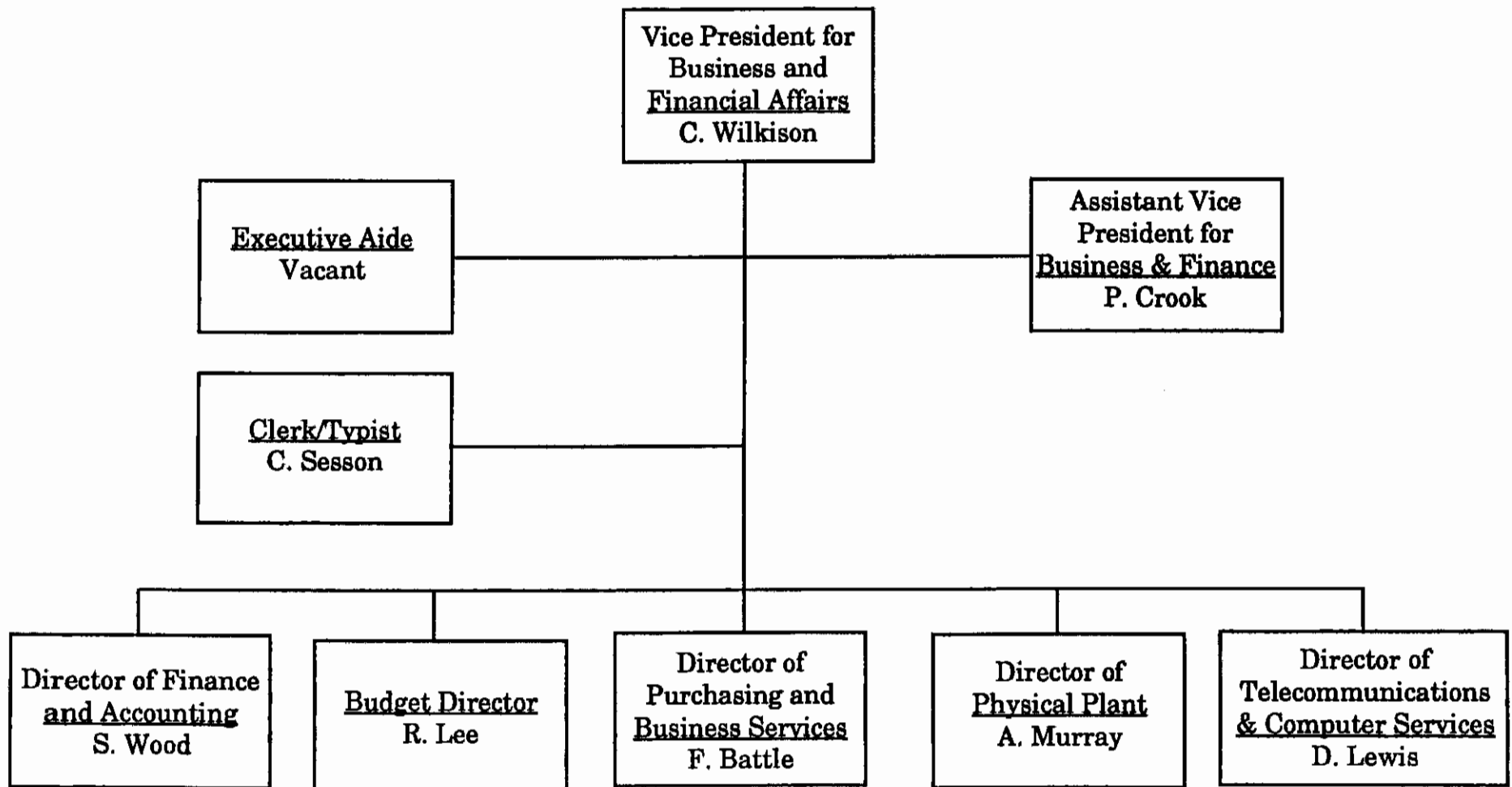
Office of the Vice President



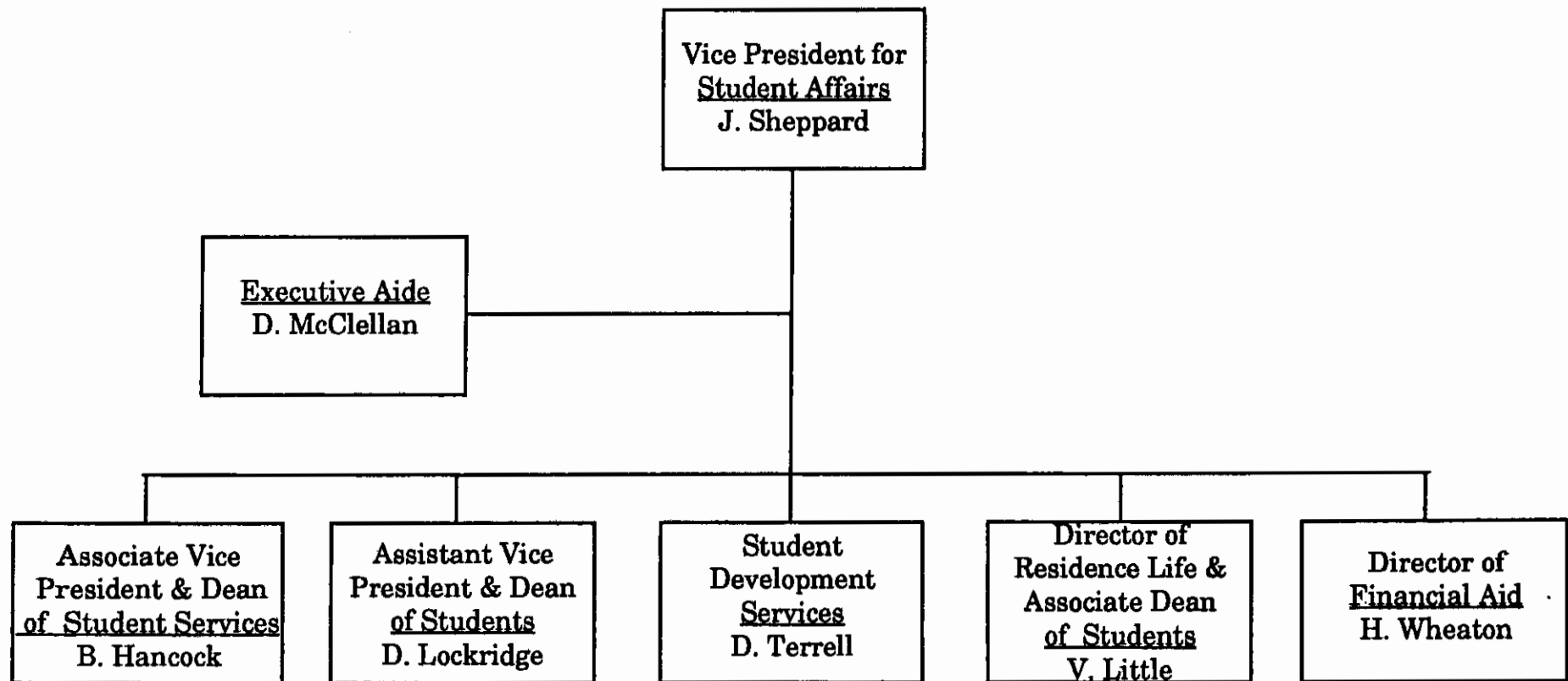
Tennessee State University
Organization Chart
Vice President for Administration
Office of the Vice President



Tennessee State University
Organization Chart
Vice President for Business and Financial Affairs
Office of the Vice President



Tennessee State University
Organization Chart
Student Affairs
Office of the Vice President



University Organization and Governance
Academic Units

ACADEMIC AFFAIRS UNITS

The Academic Affairs component of the University is composed of one (1) college and eight (8) schools, one institute, two (2) centers of excellence, and the Department of Aerospace Studies, the Libraries and Media Services, and the Office of Admissions and Records.

The College of Arts and Sciences

The School of Agriculture and Home Economics

The School of Allied Health Professions

The School of Business

The School of Education

The School of Engineering and Technology

The School of Graduate Studies and Research

The School of Nursing

The University College

Aerospace Studies

The Institute of Government

The Center of Excellence in Basic Skills

The Center of Excellence in Information Systems

Libraries and Media Services

Office of Admissions and Records

Academic Deans

All deans of academic units shall be appointed by the President with the approval of the Board of Regents and shall serve at the pleasure of the President. Deans shall be the educational and administrative heads of their units. They shall report directly to the Vice President for Academic Affairs, through whom they shall be responsible to the President for the administration of their units.

The Department Heads, Curriculum Coordinators, and Program Directors.

The department head, coordinator, or director of any department, area or program shall be appointed by the President with the approval of the Board of Regents after recommendation by the department faculty of the appropriate unit, the dean, and the Vice President for Academic Affairs. For units offering graduate work, the recommendation shall be made by the dean of the unit after full consultation with the Dean of the School of Graduate Studies and Research. The chair of any department shall be immediately responsible to the dean of the unit for work and progress of the department. For units offering graduate work, the chair or director shall be responsible for executing graduate programs in accordance with established standards, subject to review and evaluation by the Dean of the School of Graduate Studies and Research.

The Faculty

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

RESPONSIBILITIES OF ACADEMIC DEANS, DEPARTMENT HEADS, AND FACULTY

Tennessee State University expects its deans, department heads, and faculty to establish and maintain high standards for the University's academic programs. In doing so, the individuals provide leadership and serve as facilitators of learning.

This document delineates the responsibilities of deans, department heads, and faculty. It is not intended to be comprehensive. Its intent is to stand as the foundation for the achievement of academic excellence at Tennessee State University.

RESPONSIBILITIES OF ACADEMIC DEANS

The academic deans provide overall leadership for implementation within their units of all aspects of the University's mission, including instruction, research, and service.

Major responsibilities of academic deans are as delineated in the following areas:

General Managerial Duties:

1. Provide the necessary leadership to develop and implement guidelines that will ensure achievement of objectives of the University, School, and Departments.
2. Establish and supervise the implementation of professional standards of conduct for all who work in the school.
3. Ensure that the University makes maximal use of the facilities available and, when necessary, revise the space allocations to individual departments.
4. Establish, after consultation with the Vice President for Academic Affairs, minimal standards for maintenance, content, and retention of records.
5. Ensure the adequacy and accuracy of records during the change of Department Heads.
6. Supervise the maintenance of records in the Office of the Dean.
7. Determine the responsibilities and duties of Assistant and/or Associate Deans who are appointed to the school.
8. Review all accreditation reports submitted to professional accreditation agencies by departments in the school.

BUDGET PREPARATION

Prepare the annual school budget based on academic programming considerations after briefings by the budget officer:

- a. Provide directions, instructions, and deadlines to department heads for the preparation of departmental budgets;

- b. Review budgets for accuracy, clarity, and justification and approve budgets submitted by Department Heads; and
- c. Develop and submit to the Vice President for Academic Affairs, within deadlines, the budget for the school with appropriate justifications.

BUDGET EXECUTION

Make allocations, upon receipt of the school's budget, to each department and supervise the execution of the budget in the school. Toward this end, Deans:

- a. Review all departmental budget requests;
- b. Ensure that departments do not exceed their allocations; and
- c. Ensure that departments follow proper procedures in expenditure of approved funding and in requests for redirection of funds.

CLASS SCHEDULES

- 1. Review instructions for preparation of the schedule and ensure that:
 - a. Department schedules are submitted according to directions and deadlines;
 - b. Adequate space is assigned to departments for instructional purposes;
 - c. Exceptions to teaching load are approved; and
 - d. Sufficient classes are offered based on current enrollment and anticipated needs within the framework of available funds.
- 2. Approve, in advance, all schedules submitted to the Registrar.

COURSE SYLLABI AND TEXTBOOKS

- 1. Assume responsibility, in cooperation with department heads, for establishing minimal standards for course syllabi and textbooks. In instances where Deans are notified that a syllabus or textbook does not meet minimal standards, Deans shall act to ensure compliance.
- 2. Ensure that faculty members make available course syllabi and textbooks at the beginning of the semester, preferably the first day, but no later than the end of the second week of classes.

CURRICULUM DEVELOPMENT

Provide leadership and assistance in the development and revision of the curriculum. Among other activities, Deans

- a. Implement tasks required for University accreditation;
- b. Facilitate the implementation of tasks required for professional accreditation of programs in the school;
- c. Implement curricular changes;
- d. Assess the overall effectiveness of the school's curricular offerings; and
- e. Submit new courses and programs for approval to the Office of Academic Affairs.

COMMITTEE ASSIGNMENTS

Develop and implement a committee structure that will assist in achieving the objectives of the school and the University.

- a. Develop the duties for all school-wide committees.
- b. Assign faculty to committees, either by election or by appointment.
- c. Maintain records of the work of school-wide committees.
- d. Recommend faculty to University-wide committees upon request of the Vice President for Academic Affairs or the President.

DEPARTMENT AND SCHOOL-WIDE FACULTY MEETINGS

Communicate through departmental channels when appropriate and directly with the faculty when necessary.

FACULTY RECRUITMENT AND APPOINTMENT

- 1. Recommend and oversee the recruitment process according to University policies.
- 2. Allocate resources to meet the administrative and instructional needs of the school.
 - a. Authorize the filling of faculty and staff vacancies after consultation with the Vice President for Academic Affairs.
 - b. Reassign vacancies based on the personnel needs of the school.
 - c. Review the credentials of all candidates.
 - d. Interview all candidates for appointments.
 - e. Approve or reject recommendations for appointment.
 - f. Forward personnel requests upon granting approval of the actions.

ORIENTATION OF NEW FACULTY

Make accessible to new faculty (part-time and full-time) all available information and materials necessary to acquaint them with the University and their responsibilities to the University.

FACULTY WORKLOAD

1. Ensure the most effective use of all resources, including personnel, within University guidelines.
2. Enforce, with the assistance of department heads, the workload throughout the school.
3. Review contact and semester hour equivalencies and, upon concurrence, submit these to the Vice President for Academic Affairs.
4. Ensure accessibility of department heads during the work day.

FACULTY RELEASE TIME

Recommend, to the Vice President for Academic Affairs, after consultation with department heads and subject to the availability of funds, limited release time to faculty who assume tasks assigned by the department, school, or University. When release time is granted to faculty to perform specific activities, Deans are expected to monitor the activity.

FACULTY AND STAFF UNEXCUSED AND/OR EXCESSIVE ABSENCES

Confer with department heads and take appropriate action, according to University policies.

RESPONSIBILITIES TO STUDENT CLIENTELE

Recruitment

Establish and implement procedures for the recruitment of student clientele as prescribed in objectives of the University.

Admissions

1. Assume responsibility for all admission standards for programs located in the school.
2. Ensure that admission standards are enforced equitably and fairly for all applicants.
3. Recommend admission of students to undergraduate and graduate degree/certification programs when program standards exceed those of the University.

Advisement and Retention

Establish guidelines for academic advisement and retention based on University policies.

Registration

1. Approve hours of operation for departmental offices and Dean's office during registration periods.
2. Review and approve departmental advising schedules for registration.

CANCELLATION AND ADDITION OF CLASSES DURING GENERAL REGISTRATION

1. Make final recommendations for cancellation or addition of classes after consultation with department heads.
2. Report the cancellation and addition of all classes to the Office of the Registrar.

FOLLOW-UP OF STUDENTS

1. Assume responsibility for establishing guidelines for the progression and follow-up of students.
2. Assume responsibility for reporting follow-up findings to the Vice President for Academic Affairs.

STUDENT-FACULTY-STAFF RELATIONS

1. Develop mechanisms and procedures to adjudicate disputes or handle academic complaints.
2. Resolve disputes among faculty, staff, and students which cannot be resolved within the department.

GRADUATION

Develop internal mechanisms and procedures to ensure timely progression and clearance of successful students for graduation.

RESPONSIBILITIES OF ACADEMIC HEADS AND/OR COORDINATORS

Major responsibilities of Academic Heads and/or Coordinators are as delineated in the following areas:

GENERAL MANAGERIAL DUTIES

1. Provide the necessary leadership to develop and implement action steps that will ensure achievement of objectives of the University, School, and Department or Academic Unit.
2. Effect the smooth operation of the instructional program by meeting the instructional needs of faculty and students.
3. Ensure that adequate office hours are maintained for the convenience of students.
4. Assign office space to faculty.
5. Order supplies and equipment within the funds available and according to University procurement procedures.
6. Order textbooks.
7. Assist the library in maintaining a current collection of materials.
8. Monitor professional standards of conduct for all who work in the department.
9. Develop and recommend curriculum development and program development deemed essential for enhanced service to clientele.
10. Minimally maintain unit records and files as listed below:

a. Syllabi	3 years
b. Faculty Advisee Assignments	Continuously
c. Files of Graduates	5 years
d. Final Examinations	5 years
e. Minutes of Meetings	3 years
f. Departmental Regulations	Continuously
g. Textbook Lists	3 years
h. Faculty Evaluations	Indefinitely
i. Grade Reports	Indefinitely
j. Correspondence	Continuously
k. Other	--

BUDGET

1. Assume responsibility for the preparation and submission of the annual budget for the department, with appropriate justifications.
2. Assume responsibility for executing the budget in the department in accordance with University financial procedures.

CLASS SCHEDULES AND WORKLOADS

1. Receive input from faculty in preparing teaching schedules. It is, however, the responsibility of the Department Head to develop a class schedule which provides feasible options for students.
2. Prepare schedule of classes according to directions and guidelines.
3. Ensure adequate and equitable teaching loads for all faculty.
4. Ensure that the department offers classes based upon enrollment trends and program needs.
5. Review workload forms and submit them to the Dean for approval.
6. Ensure the posting and maintenance of office hours by faculty.
7. Obtain prior approval from the Dean for overload and/or release time.
8. Ensure that the departmental office is staffed in the absence of the Head.

COURSE SYLLABI AND TEXTS

1. Ensure that each syllabus meets acceptable standards in its delineation of competencies and the measurement of these competencies.
 - a. Monitor common course objectives for multiple sections of a course.
 - b. Report non-compliance of syllabus to the Dean and submit a recommendation for appropriate action.
 - c. Retain a course syllabus for each course.
2. Ensure a common text for multiple sections of a course.
3. Monitor the selection and changing of texts.

CURRICULUM DEVELOPMENT

1. Provide leadership and assistance in the development and revision of curricula. Among other activities, the Department Head is expected to:
 - a. Implement tasks required for accreditation of programs;
 - b. Implement curricular changes;
 - c. Assess the overall effectiveness of the department's curricular offerings; and
 - d. Submit new courses and programs for approval to the Dean.

2. Maintain records of current professional standards or criteria for programs.
3. Develop instruments, in cooperation with faculty, to assess the effectiveness of the department's academic programs.
4. Keep abreast of knowledge and recent developments in the discipline and see that these changes are reflected in the curricula.

COMMITTEE ASSIGNMENTS

1. Develop and implement committee structures that enable the department to achieve its goals and objectives.
2. Appoint faculty to departmental committees. In instances where committees are elected, the Heads facilitate the election of committee members.
3. Develop responsibilities for all departmental committees.
4. Maintain records of the work of all departmental committees.
5. Recommend faculty to school-wide committees upon the request of the Dean.

DEPARTMENT AND SCHOOL-WIDE FACULTY MEETINGS

1. Determine the frequency of departmental meetings.
2. Ensure faculty participation in departmental, school, and University meetings.

FACULTY RECRUITMENT AND APPOINTMENT

1. Initiate the recruitment process.
2. Secure appropriate supporting documents for applicants.
3. Arrange interviews with faculty, students, and the Dean.
4. Initiate personnel requests concerning rank, salary, and type of appointment--after consultation with the Dean.

ORIENTATION OF NEW FACULTY

1. Define clearly the responsibilities, duties, and expectations of new faculty.
2. Ensure that new faculty are acquainted with departmental, school, and University regulations, performance standards, and evaluation procedures.

EVALUATION OF FACULTY AND STAFF

1. Evaluate all faculty in the department.
2. Ensure the evaluation of faculty by students.
3. Evaluate or review the evaluations of all staff in the department.

LEAVE

1. Recommend requests for leave to the Dean.
2. Ensure the coverage of classes during the leave of faculty.

UNEXCUSED AND/OR EXCESSIVE ABSENCES OF FACULTY AND STAFF

1. Document all unexcused/excessive absences of faculty and staff with a copy to the appropriate faculty or staff.
2. Recommend actions to the Dean for unexcused/excessive absences.
3. Ensure that classes are covered or that students will be notified of cancelled classes.

RESPONSIBILITIES TO STUDENT CLIENTELE

Advisement and Retention

1. Inform faculty of the advising system and procedures.
2. Ensure that each student is assigned an advisor.
3. Establish procedures for monitoring students' progress.
4. Evaluate the performance of advisors.

Recruitment

Establish procedures for the recruitment of majors.

Admissions

1. Work cooperatively with the faculty to develop admission standards for specific program(s).
2. Obtain approval of admission standards for specific program(s).
3. Maintain copy of approved admission standards for specific program(s).

4. Ensure that admission standards for specific program(s) are enforced equitably and fairly for all applicants.

Registration

1. Review instructions for registration with faculty.
2. Maintain coverage of departmental offices during registration.
3. Provide faculty for assisting in registration.
4. Assign faculty for advising and enforce advising schedules developed by the department.
5. Submit registration advising schedule to the Dean for approval.
6. Recommend the addition or cancellation of classes to the Dean.

STUDENT-FACULTY-STAFF RELATIONS

1. Implement internal mechanisms and procedures to adjudicate disputes or handle academic complaints.
2. Refer disputes and academic complaints to the Dean when such matters cannot be resolved within the department.

FOLLOW-UP OF GRADUATES

1. Implement guidelines for the follow-up of graduates.
2. Prepare and submit to the Dean a report of follow-up findings.

RESPONSIBILITIES OF FACULTY

INSTRUCTION

The following are expectations for all faculty.

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

RESEARCH/SCHOLARLY ACTIVITY

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

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

SERVICE

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

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

ORGANIZATION OF THE UNIVERSITY FACULTY

Purpose:

The purpose of the Tennessee State University faculty shall be:

1. To hear and discuss reports on the state of the University from the Board of Regents, the President, or other officers of administration, and from the Faculty Senate as appropriate;
2. To facilitate communication among the several school and department faculties, administrative officers, student groups, and staff personnel;
3. To permit members to direct questions to the President or other officers of administration or to the Chairperson of the Faculty Senate;
4. To provide a medium for incorporation of faculty judgement on matters of common concern, and to make provisions for necessary steps to be taken in important matters when they arise;
5. To pass on proposed amendments to the Faculty Senate Constitution.

Responsibilities

The University faculty, through the general committees and the Senate, is primarily responsible for policies, procedures, and regulations pertaining to such matters as the following:

1. Admission and graduation of students
2. Requirements for certifications, degrees, and diplomas
3. Promotion of general welfare of students
4. Promotion of general welfare of faculty
5. Development of scholarship and research among the faculty and students
6. Recommendations of faculty for promotions and tenure
7. Improvement of instruction and guidance
8. Measurement and evaluation of student performance and growth
9. Participation in the development of academic and general administration policy
10. Recommendations for the appointment of new faculty
11. Support for the objectives of the University, School, and Department or Academic Unit

Membership and Officers

Members of the University Faculty include persons who hold academic rank awarded by the University and are engaged in teaching, research, library service, coaching, or community service. It also includes others with academic rank awarded by the University who are appointed to faculty status by the President and the following administrative officers when they hold academic rank awarded by the University: President, Vice Presidents, Deans of Schools or Colleges, Director of the Libraries, Heads of Academic Departments, Director of Aerospace Studies, Dean of Admissions and Records, Director of Health Services, and such other officers of administration who hold academic rank awarded by the University and who are appointed to membership by the President.

Voting Privilege

The voting privilege is accorded to the full-time University personnel who qualify for membership. Membership without the voting privilege is according to part-time faculty personnel.

Officers

The chief officer of the University Faculty is the President (Chairperson) and in his absence, the Vice President for Academic Affairs or the Senate Chairperson. The other officer of the Faculty is the Faculty Secretary, appointed each year by the President.

Meetings of the University Faculty

Fifty percent of the members of the Faculty who are privileged to vote shall constitute a quorum. The agenda for faculty meetings shall be prepared and distributed one week prior to the meeting by the President or by an individual or committee designated by him/her, and shall include the following: the President's Business; the Senate's Business; and Committee Reports. Amendments may be made at any regular meeting of the University Faculty, providing four (4) weeks' advanced notice of the proposed amendment has been given, or, at any regular meeting without advanced notice by two-thirds majority of the voting members present.

Regular Meetings of the University Faculty shall be held each semester of the academic year.

Special Meetings of the University Faculty shall be held at such times as the President may designate. A petition setting forth a proposed agenda and requesting that a special faculty meeting be called, if signed by not less than one-third of the members of the faculty who are privileged to vote, shall be honored by the President and a faculty meeting called at an appropriate time within a thirty-day period after the receipt of the petition. Also, the Chairperson of the Faculty Senate, acting on vote by the Senate, can request that the President have a called meeting of the faculty.

For special meetings, the faculty should be notified not less than seven (7) days prior to the meeting. In case of emergency, this notification requirement may be waived.

University-Wide Committees

University-wide committees on which faculty members serve at Tennessee State University comply with the Board's policy on student and faculty participation in development of campus policy and programs; use is made of university-wide committees on which faculty hold membership. Typical of these committees are the following:

Arts and Lecture

Athletic

Council of Student Affairs

Buildings and Grounds

Calendar and Activities

Computer Utilization

Human Rights and Welfare-Human Subjects Research

Student-Faculty Advisory

Student Review Board

Research Advisory Committee

Convocation

Faculty Personnel

Food Services

Fair Employment Practices

Homecoming

Meritorious Awards

Development and Public Affairs

Scholarship, Awards, and Financial Aids

Publications

Faculty Senate Committees

Academic Regulations of Interest to Faculty

CLASS ROLLS

Immediately following the registration process, the Registrar's Office will send each faculty member a preliminary classroll for each class. After the official drop-add period, the Registrar's Office will issue an official roll for each class. If a student is attending class and the name is not on the classroll, it is extremely important that the faculty member send the student to the Registrar's Office for enrollment status. Students may not attend class unless their names appear on the roll. A final class roll will be sent just prior to the end of the term to be used for reporting final grades.

GRADE REPORTING

It is the responsibility of each faculty member to assign and report a grade for each student who is enrolled in class within the specified time listed on the semester calendar. All grades are reported to the Registrar's Office. Once a grade is reported, it may be changed only by submitting a change of grade form signed by the instructor, department head, and dean. However, if a student appeals a grade, the grade may be changed by the administration if warranted, after due process.

GRADE BOOK

Grade books are to be a part of the official class records of each teacher. It is the policy of Tennessee State University that an accurate account be kept in this book of the attendance, grades, and other data of the faculty member's choosing which will give an account of the progress of the student. Grade books should be turned into the department head if work at the University is terminated.

GRADING SYSTEM

	Quality Points Per Semester <u>Hour</u>	<u>Description</u>
A or H	4.0	Excellent work of exceptional quality which indicates the highest level of attainment in a course.
B or P	3.0	Good work, above average which indicates a high level of achievement.
C	2.0	Work of average quality representing substantial fulfillment of the minimum essentials of a course.
D	1.0	Poor, representing passing work but below the standards of graduation quality.
EP	0.0	Represents the successful completion of examination for credit with an equivalent grade of "C" or better.
F	0.0	Failure, representing unacceptable performance in credit course or unauthorized withdrawal.
I	0.0	Represents incomplete work of passing quality and is given when the student has missed an examination or some small part of the required course work. Recorded as an "NC" grade by the Office of Admissions and Records when the "I" grade is not removed within one (1) calendar year, unless specified otherwise in the University bulletins. The specific deficiency(s) required for the removal of each "I" grade must be noted on the class semester grade report sheet.

Procedures for removing "I" grades are described in the Undergraduate Catalog.

NC	0.0	Recorded by the Office of Admissions and Records when the "I" grade is not removed within one (1) calendar year.
H and P		Used only in Colloquial courses in the Honor's program.
NG		Given only to Special Services students for unsatisfactory performance in a credit level course.
S		Represents satisfactory performance in a non-credit course.
U		Given for unsatisfactory performance in a credit level course.
W		Represents official withdrawal from a course or the University
X (Audit)		Given by a faculty member only in instances when the student has registered and attended a course for audit rather than for credit.

WITHDRAWING FROM A COURSE

The proper forms for withdrawing from a class will be provided by the Office of Admissions and Records. Withdrawal is official only after the form has been completed and submitted to the Office of Admissions and Records. A student may receive a grade of "W" if he/she withdraws according to the following schedule.

Regular Semester	Prior to the end of the 9th week of classes
Summer Semester I & II	Prior to the end of the 3rd week of classes

After the above deadlines the student must be assigned a grade of "F". Withdrawal from the University must be documented by the student and approved by the Vice President for Student Affairs. Health problems or other circumstances beyond the student's control may be reasons for granting withdrawal from the University.

ACADEMIC AND CLASSROOM CONDUCT

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty, either indirectly or through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he or she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case, through the appropriate institutional procedures.

POSTING GRADES

It has been the practice of many faculty members to post on their office doors or departmental bulletin boards test grades and final course grades for students enrolled in their classes. In order to continue with this practice and to comply with federal legislation (Buckley Amendment), the posting must be done in such a way as to maintain the anonymity of the students' grades. Social security numbers cannot be used in posting grades.

POLICY ON EXCESSIVE ABSENCES

Students are expected to attend classes regularly. Instructors will keep an accurate record of class attendance and be able to report on official request the number of absences of any student in class. At any time from the beginning of classes, an instructor may report a student for unsatisfactory attendance. Reporting a student is at the discretion of the individual instructor with the understanding that excessive absence is defined as no less than one more than the number of times a class meets per week. Any student reported for excessive absence from class will be barred from further attendance in that class until formally readmitted by the instructor.

Instructors will report promptly any excessive absences to the Registrar using the form provided by the Office of Admissions and Records. Any such reports must arrive in the Office of Admissions and Records no later than 5 p.m. on the last day of the 7th week of classes for regular semesters (2nd week of classes for Summer I and II). Excessive absences after the 7th week should also be reported promptly. Admissions and Records will notify the student by mail that he/she has been reported for excessive absence. The student then has three options. (1) He or she may withdraw from the course in accord with University policies and deadline dates and receive the grade of "W". (2) He or she may formally apply to the instructor for readmission to the course with the understanding that all course requirements must be met in order to receive a passing grade. (3) He or she may take no action to elect options 1 or 2 above and receive the mandatory grade of "F".

COURSE SYLLABI

Each faculty member is to present a course syllabus to students enrolled in each class, preferably on the first day of class but not later than the end of the second week of class. In addition to the content agreed upon by the department and college or school, the University has established the following minimum content for course syllabi:

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

TEXTBOOK POLICIES

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

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

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

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

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

**Faculty Rights, Academic Freedom,
and Responsibility**

STATEMENT OF AFFIRMATIVE ACTION

It is the policy of Tennessee State University to provide and maintain a program of equal employment opportunity and fairness in all recruitment or recruitment advertising, hiring, employment upgrading or promotion, development, demotion or transfer, layoff or termination, rates of pay, leaves of absence, and other forms of compensation and training. It is the intent of this policy to safeguard against unsound and illegal personnel practices. The University, therefore, shall engage in no practices which will discriminate against any group or individual for reasons of race, color, religion, national origin, handicap, sex, age (except where sex or age is a bonafide occupational qualification as determined by statutory or Tennessee Board of Regents requirement), or status as a qualified disabled veteran or Veteran of the Vietnam Era. In the implementation of this policy, the University will aggressively seek to recruit and employ persons from classes that are under-represented in its work force. Reasonable accommodations have been and will continue to be made for qualified disabled veterans and other handicapped persons.

The University's policy statement requires units to undertake affirmative action in working toward the achievement of goals set forth and the attainment of an acceptable level of participation in its work force, programs and activities for students, and contracted services. Success achieved in meeting affirmative action goals will be a performance indicator used in the evaluation of all management personnel of the University. Likewise, the degree to which employment opportunity is assured in the functional units of managers/supervisors will be evaluated.

The University has adopted the policy that criteria for employment and promotion be job validated, such that only the skills or preparation actually necessary to the performance of a job are considered in making employment or promotion decisions.

POLICIES AND PROCEDURES FOR TENURE AND PROMOTION

The following policy of Tennessee State University on academic freedom, responsibility, and tenure complies with Academic Freedom and Responsibility (Article II, 5:02:03:00, 1986) and the Policy on Academic Tenure (Article III, 5:02:03:00, 1986) of the Tennessee Board of Regents.

I. Academic Freedom and Responsibility

Tennessee State University recognizes the principle of academic freedom and responsibility, pursuant to which

- A. The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching controversial matter which has no relation to the subject;
- B. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary gain must be based upon written consent from the Academic Vice President and the President of the University; and

- C. The faculty member is a citizen, a member of a learned profession, and an officer of the University. When the faculty member speaks or writes as a citizen, he or she should be free from University censorship or discipline, but his or her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he or she should remember that the public may judge the profession and the University by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she does not speak for the University.

Academic freedom, responsibility, and tenure are decisively important factors in the viability of Tennessee State University. Academic freedom -- the free search for and exposition of truth -- is essential to fulfill the ultimate objectives of this University and applies to teaching and research. Freedom in research is fundamental to the advancement of truth, and academic freedom in teaching is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct - these and other grounds may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members subject to the provisions of the Policy on Academic Tenure. The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, all faculty members (tenured or non-tenured) have an equal right to academic freedom and bear the same academic responsibilities implicit in that freedom.

II. Policy on Tenure

A. Definitions

The following are general definitions of terms used in this policy. The terms are subject to further qualification and definition in the subsequent sections of this policy.

1. Academic Appointment: a personnel designation (not an assignment of responsibilities) that this University grants to its faculty members in exchange for professional services in the areas of instruction, research, scholarship, and public service.
2. Academic Department: an organizational unit within this University, generally devoted to the pursuit of a specific field of study.
3. Academic Rank: a position of faculty status in an academic organizational unit, limited to persons who meet this University's

criteria for faculty promotion and consisting of the levels of instructor, assistant professor, associate professor, and professor.

4. **Academic Tenure:** a personnel status in an academic organizational unit pursuant to which the academic year appointments of full-time faculty who have been awarded tenure are continued at the University until the expiration or relinquishment of that status, subject to termination for adequate cause, for financial exigency, or for curricular reasons.
5. **Adequate Cause:** a basis upon which a faculty member, either with academic tenure or with a tenure-track or temporary appointment prior to the end of the specified term of the appointment, may be dismissed or terminated.
6. **Tennessee Board of Regents:** the unit which establishes, governs, manages, and controls the State University and Community College System of Tennessee.
7. **Faculty Member:** a full-time employee who holds academic rank as instructor, assistant professor, associate professor, or professor and who for purposes of this policy meets the criteria for tenure, and whose primary responsibilities include instruction, research, scholarship, and public service. (See II.C below.)
8. **Financial Exigency:** the formal declaration by the Tennessee Board of Regents that the University faces an imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can be balanced only by extraordinary means which include the termination of existing and continuing academic and non-academic appointments.
9. **President:** the President of Tennessee State University.
10. **Probationary Employment:** a period of full-time professional service by a faculty member for whom an appointment letter denotes a tenure-track appointment in which he or she does not have tenure and in which he or she is evaluated by the University for the purpose of determining his or her satisfaction of the criteria for a recommendation for tenure.
11. **"Program is deleted from the curriculum":** the Board takes formal action to terminate a degree, major, concentration, or other curricular component and such termination eliminates or reduces need for faculty qualified in that discipline or area of specialization.
12. **"Substantive and continued reduction of student enrollment in a field":** over a period of at least three (3) years, student enrollment in a field has decreased at a rate in considerable excess of that of the University as a whole and such reduction has resulted in faculty-student ratios that, in the opinion of the President, cannot be

warranted either by comparison with equivalent faculty load practices within the University or by comparisons with faculty loads in comparable departments at similar institutions which the President would deem to be appropriate for comparison.

13. University: Tennessee State University.

B. Academic Tenure

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

C. Minimum Eligibility Requirements for Consideration for Academic Tenure

1. Academic tenure is awarded only to full-time faculty members who: (a) hold academic rank as instructor, assistant professor, associate professor, or professor and meet the minimum rank criteria for the rank; (b) have been employed pursuant to tenure-track appointments and have completed not less than the minimum probationary period of service; and (c) have been determined by the University to meet the criteria for recommendation for tenure and have been so recommended pursuant to this policy.

(Faculty holding temporary appointments are not eligible for tenure.)

2. Faculty members supported in whole or in part by funds available to the University on a short-term basis, such as grants, contracts, or foundation-sponsored projects, shall not be eligible for tenure unless continuing support for such members can be clearly identified in the regular budget of the University prior to initiating the tenure process.
3. No faculty member is eligible for tenure in an administrative position; provided that where a faculty member with tenure is appointed to an administrative position, he or she will retain tenure in a former faculty position only and provided further that a faculty member otherwise is eligible for tenure who also holds an administrative position and may be awarded tenure in the faculty position only, subject to the requirements of this policy.

D. Types of Appointment

There are three types of faculty appointments:

1. Temporary appointments are for a specific purpose and for a time appropriate to that purpose or for an unspecified period, which appointments may be terminated according to the terms of the appointments. Temporary appointments are ordinarily used for lecturers, adjunct or part-time faculty, faculty to replace regular faculty on leave of absence, and faculty employed pursuant to grants or for projects funded in whole or in part by non-appropriated funds. In addition, temporary appointments are used for faculty employed on the basis of state-appropriated funds in academic organizational units where the permanent and continued need for the position has not been established; such appointments normally are not in excess of three academic years. Any request for an extension beyond three years requires the approval of the Chancellor.
2. Tenure-track appointments are for regular full-time faculty with academic rank, and may be for the academic or fiscal year. Tenure-track appointments are for faculty who are employed in a probationary period of employment preliminary to consideration for tenure. Tenure-track appointments do not include any right to permanent or continuous employment, do not create any manner of legal right, interest or expectancy of renewal or any other type of appointment, and are subject to annual renewal by the University.
3. Tenure appointments are for full-time faculty who have been awarded tenure by the Board pursuant to the provisions of this policy. Tenure appointments include the assurance of continued employment for the academic year for an indefinite period, subject to expiration, relinquishment or termination of tenure as hereinafter provided. Such appointments do not include assurance of continued employment at any specified salary or position during summer sessions or inter-sessions.

E. Probationary Employment

1. Probationary faculty may be employed on annual tenure-track appointments for a maximum probationary period which may not exceed seven years. A recommendation for tenure of a faculty member following a probationary period of not less than five years may be made by the President of the University, provided exceptions to the minimum probationary period may be made under special circumstances upon recommendation by the President and the Chancellor and approval by the Board.
2. The minimum probationary period of five years may include credit for prior service when agreed to by the President, and subject to the maximum permissible credit for prior service. (See II.G.1.)
3. Employment during summer terms, in part-time positions, or during periods of leaves of absence (except in the circumstance described in

member or upon the date the notice is mailed, postage prepaid, to the faculty member at his or her current home address of record at the University.

Dates for notice of non-renewal are in no way affected by any credit for prior service which may be awarded pursuant to section II.G.

2. When a faculty member on a tenure-track appointment completes the sixth year of the probationary period, the faculty member will either be recommended for tenure by the President or be given notice of non-renewal of the appointment following the seventh year of service. Such notice of non-renewal should be given not later than the final day of the sixth academic year. The faculty member's right in an instance where timely notice is not given is described in the introductory paragraph of "I" below.
3. Faculty members on tenure-track appointments shall not be terminated during the annual specified term of the appointment except for reasons which would be sufficient for the termination of tenured faculty.
4. The non-renewal or non-reappointment of any faculty member on a tenure-track appointment does not necessarily carry an implication that his or her work or conduct has been unsatisfactory. A faculty member whose tenure-track appointment is not renewed shall be given an oral statement of the reason or reasons for the non-renewal by the President or his or her designated representative(s).
5. The University provides the opportunity for the non-renewal faculty member to discuss his or her case in an appropriate manner with the dean.

G. Credit for Prior Service

1. Credit toward completion of the probationary period may, at the discretion of the President, be given for a maximum of three years of previous full-time service at other colleges, universities or institutes, provided that the prior service is relevant to the University's own needs and criteria. Any credit for prior service which is recognized and agreed to must be confirmed in writing at the time of the initial appointment.
2. Credit toward completion of the probationary period may, at the discretion of the President, be given for a maximum of three years of previous full-time service in a temporary faculty appointment at the University (see Types of Appointments, Section D.1) or in an earlier tenure-track appointment at the University which has been followed by a break in service. Any credit for prior service in a temporary full-time faculty appointment at the University or in an earlier tenure-track appointment (at the University) which has been followed by a break in service must be recognized and confirmed in writing in the appointment letter to a tenure-track position.

H. Criteria to be Considered in Tenure Recommendation

The University does not award tenure automatically upon completion of the required years in rank. Rather, it is awarded by the University through the positive action of the Tennessee Board of Regents, in recognition of merit, achievement, potential, and the long-term staffing needs of the academic organizational unit or the University. It is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities in teaching and either research or service, sufficient to demonstrate that their future services and performances will justify the degree of permanence afforded by academic tenure. Eligibility for tenure application is based on the faculty member's standing as instructor, assistant professor, associate professor, or professor and upon completion of five years in a tenure-track position.

The role of evaluation in measuring those criteria recognized above (i.e. merit, achievement, potential, and long-term staffing needs) is an important and comprehensive one, assuring that tenure is granted on the basis of quality of performance by involving (1) department head, (2) appropriate deans, (3) professional colleagues, and (4) students. The nature and relative importance of the criteria for recommendations for tenure are based on the fact that Tennessee State University is a comprehensive 1890 land-grant and major urban institution, mandated to provide instruction, research, and public service for the Metropolitan Nashville area, the State of Tennessee, and national and international constituents. Therefore, although all of the general criteria listed below may be considered to some degree in recommendations for tenure, emphasis will be placed on instruction, research, and public service. Exceptional performance should be indicated in the area of instruction and at least one other major area. Listed below are general criteria which may be considered in the evaluation process.

1. Instruction

Since the University's mission is embedded in a philosophy of academic excellence, excellence in teaching is a major basis for consideration for academic tenure. Evaluation of instruction should be based on the examination and evaluation of the following.

- Curriculum and/or program development;
- Published works in the area of teaching;
- Honors and recognition for contributions to teaching;
- Individual's performance in the advisement of students;
- Development of well-structured course outlines;
- Development of new teaching materials and approaches;
- Demonstration of effective classroom instruction and management;
- Continued intellectual development within the person's field of specialization;
- Efficiency in meeting the expectations of the University pertaining to record keeping and reporting, attendance at faculty meetings, and other such duties and responsibilities related to his or her role as a member of the University professional community.

2. Research (and Creative Activities)

Research, both basic and applied, is conducted to support and enhance the academic programs and other specialized areas related to the University's land-grant and urban roles. Faculty are encouraged to pursue scholarly research, to advance general and applied theory, and to improve human conditions.

The evaluation of research is based on documentation of the candidate's published research and other evidence of scholarly investigation, such as research papers presented at meetings of professional associations. In the area of fine arts, original and/or creative works may meet this criterion. Evaluation should stress the quality of the written material or the performance.

3. Public Service and Professional Activities

Public service is the third major component of the University's land-grant mission. Evaluation of the public service component should be based on performance in three areas: public service to the community as defined by the role and mission of Tennessee State University; service to the University; and service to the applicant's academic discipline and budgeted assignment. Evaluation should be based on all three areas although it is realized that differences in emphasis may exist.

These criteria should include community service programs, public service consultation, committee responsibility, and active contributions to professional associations and should take into consideration the candidate's (a) performance in relation to assigned and budgeted duties; (b) performance for clientele as judged by impact on the individuals, groups, or organizations served; and (c) appraisal of the candidate's local, regional, and national professional involvement.

4. Potential for Professional Growth

This includes formal academic study, participation in workshops, seminars and professional meetings, and other activities which indicate interest in continued improvement of one's teaching, research, and service.

5. Staffing Needs

Recommendations for tenure must be made subject to the long-term staffing needs of the academic organizational unit and the University.

6. Other Factors

Factors which may also be considered in tenure review are professional degrees, awards, licensure (certification, professional

designation) and achievements, and the ability to achieve the goals of the academic organizational unit and the institution.

I. Tenure Appointments

No faculty member shall be entitled to or acquire any interest in a tenure appointment at the University without a recommendation for tenure by the President of the University and an affirmative award of tenure by the Tennessee Board of Regents. No other person shall have any authority to make any representation concerning tenure to any faculty member, and failure to give timely notice of non-renewal of a contract shall not result in the acquisition of a tenure appointment, but shall result in the right of the faculty member to another year of service at the University.

Recommendations for or against tenure of eligible faculty should originate from the academic organizational unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the unit. Peer committees shall have privilege of academic confidentiality against disclosure of individual tenure votes unless there is evidence that casts doubt upon the integrity of the peer committee. The recommendation for tenure must be made by the President to the Chancellor and by the Chancellor to the Board. In the event that tenure is awarded by the Board, the President shall furnish to the faculty member written confirmation of the award.

J. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member, or at the end of the academic year during which a faculty member reaches age seventy (70). Tenure shall also expire upon the event of permanent physical or mental inability of a faculty member, as established by an appropriate medical authority, to continue to perform his or her assigned duties.

K. Relinquishment of Tenure

A faculty member shall relinquish or waive his or her right to tenure upon resignation from the University, or upon failure to report for service at the designated date of the beginning of any academic semester, which shall be deemed to be a resignation unless, in the opinion of the President, the faculty member has shown good cause for such failure to report. Where a tenured faculty member is transferred or reclassified to another academic organizational unit by the University, the transfer or reassignment is with tenure. Tenure is not relinquished during administrative positions at the University.

L. Termination of Tenure for Reasons of Financial Exigency

A tenured faculty member may be terminated as a result of financial exigency at the University subject to Board declaration that such financial conditions exist. Personnel decisions (including those pertaining to tenured faculty) that result from a declaration of financial exigency shall comply with the Board Policy on Financial Exigency.

M. Termination of Tenure for Curricular Reasons

The employment of a tenured faculty member may be terminated (1) because a program is deleted from the curriculum, OR (2) because of substantial and continued reduction of student enrollment in a field. Before declaring that curricular reasons exist, the President will ensure meaningful participation by the University's Faculty Senate in identifying the specific curricular reasons, evaluating the long-term effect on the University's curriculum and its strategic planning goals, and the advisability of initiating further action. Prior to initiating the termination process described below, the President will present in writing to the Faculty Senate a description of curricular reasons that may warrant the termination of tenured faculty member(s). Before any action is taken, the Faculty Senate will have an opportunity to respond in writing to the President's curricular reasons for proposing to terminate tenured faculty.

N. Termination Process

1. Upon determining that termination of one or more tenured faculty members is required for one or more of the two reasons cited above, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address fully the curricular circumstances that warranted the termination and shall indicate the manner and the information upon which the decision of which faculty members were to be terminated was reached. The President's written statement shall also indicate that the faculty member has the opportunity to respond in writing, stating any objections to the decision.
2. If the faculty member(s) to be terminated indicate(s) objections to the President's written statement(s) and request(s) a review, the President will appoint a faculty committee consisting of a minimum of five tenured faculty members from a slate of ten tenured faculty members proposed by the Faculty Senate; that committee shall conduct a hearing on the proposed termination or terminations. The Committee shall report its findings and recommendations to the President, who shall in a reasonable time inform, in writing, the faculty member(s) proposed for termination either that the decision for termination stands or that it has been altered.
3. The President's decision to terminate a tenured faculty member for curricular reasons is subject to appeal to the Chancellor and the Board as provided in the policy on appeals to the Board.
4. When a tenured faculty member is terminated for curricular reasons, the position will not be filled by a new appointee with the same areas of specialization as the terminated faculty member within a period of three years unless the terminated faculty member has been offered, in writing, re-appointment to the position at his or her previous rank and salary (with the addition of an appropriate increase which, in the opinion of the President, would constitute the raise that would have been awarded during the period that he or she was not employed).

5. Upon determining that termination of one or more tenured faculty members is warranted for curricular reasons, the President shall base his or her decision about which faculty members(s) should be terminated upon his or her assessment of what action would least seriously compromise the educational programs in a department or a division. Termination for curricular reasons presumes a staffing pattern in an academic organizational unit which cannot be warranted either by comparison with general load practices within the University or by comparison with faculty loads in comparable units at similar institutions. In that light, the President shall also, at his or her discretion, base his or her decision on a careful assessment of the impact of the curricular reason on staffing requirements in the academic organizational unit as compared to overall patterns in the University and to comparable units which, in his or her judgement, are in institutions similar enough to warrant comparison.

Unless the President demonstrates (preferably by means of past performance evaluations) that an exception should be made to avoid qualitative compromise of an educational program, the following considerations should guide - but not be construed as mandatory - the President in determining the order of faculty reductions in an academic organizational unit where termination of tenured faculty is proposed for curricular reasons:

- a. part-time faculty should not be renewed before tenured faculty are terminated,
 - b. temporary faculty or tenure-track faculty in the probationary period should not be renewed before tenured faculty are terminated,
 - c. among tenured faculty, those with higher rank should have priority over those with lower rank,
 - d. among tenured faculty with comparable rank, those with appropriate higher academic degree(s) should have priority, and
 - e. among tenured faculty with comparable rank and comparable degrees, those with greater seniority in rank should normally have priority over those with less seniority.
6. When a tenured faculty member is to be terminated for curricular reasons, the President will make every possible effort to relocate the tenured faculty member in another existing vacant position for which he or she is qualified. In instances where (in the opinion of the President) relocation within the University is a viable alternative, the University has an obligation to make significant effort to relocate the faculty member, including the bearing of reasonable retraining costs. The final decision on relocation is within the discretion of the President.

O. Transfer of Tenure

Where a faculty member is tenured in an academic organizational unit and is subsequently transferred to another unit, the transfer is with tenure. In no instance may the faculty member be compelled to relinquish tenure as a condition for effecting the transfer.

P. Termination for Adequate Cause

A faculty member with tenure or a faculty member on a tenure-track appointment prior to the end of the term appointment may be terminated for adequate cause, which includes the following:

1. Incompetence or dishonesty in teaching or research.
2. Willful failure to perform the duties and responsibilities for which the faculty member was employed, or refusal or continued failure to comply with the policies of the Board, the University, or the academic organizational unit, or refusal or continued failure to carry out specific assignments, when such policies or assignments are reasonable and non-discriminatory.
3. Conviction of a felony or a crime involving moral turpitude.
4. Improper use of narcotics or intoxicants which substantially impairs the faculty member's fulfillment of his or her departmental and University duties and responsibilities.
5. Capricious disregard of accepted standards of professional conduct.
6. Falsification of information on an employment application or other information concerning qualifications for a position.
7. Failure to maintain the level of professional excellence and ability demonstrated by other members of the faculty in the academic organizational unit of the University.

Q. Procedures for Termination for Adequate Cause

Termination of a faculty member with a tenure appointment, or with a tenure-track or temporary appointment prior to the annual specified term of the appointment, shall be subject to the following procedures:

1. No termination shall be effective until steps 4 through 10 below have been completed.
2. Suspensions pending termination shall be governed by the following procedure.
 - a. A faculty member may not be suspended pending completion of steps 4 through 10 unless it is determined by the University that the faculty member's presence poses a danger to persons or property or a threat of destruction to the academic or operational processes of the University. Reassignment of responsibilities is not considered suspension; however, the faculty member must be reassigned responsibilities for which he or she is qualified.

- b. In any case of suspension, the faculty member shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension; and, if there are disputed issues of fact or cause and effect, the faculty member shall be provided the opportunity for a hearing on the suspension as soon as possible, at which time the faculty member may cross-examine his or her accuser, present witnesses on his or her behalf, and be represented by an attorney. Thereafter, whether the suspension is upheld or revoked, the matter shall proceed pursuant to these procedures.
3. Except for such simple announcements as may be required concerning the time of proceedings and similar matters, public statements and publicity about these proceedings by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board.
4. Upon a recommendation by the Vice President for Academic Affairs to the President or upon a decision by the President that these procedures should be undertaken in consideration of the termination of a tenured faculty member, one or more appropriate administrators shall meet privately with the faculty member for purposes of attempting to reach a mutually acceptable resolution of the problems giving rise to the proposed termination proceedings.
5. If a mutual resolution is not reached under step 4, the President shall appoint a faculty committee consisting of tenured faculty members, whose appointments should be, but are not required to be, agreed to by the faculty member. The faculty committee shall conduct an informal inquiry of the facts giving rise to the proposed termination and seek a mutually acceptable resolution. Should no such resolution be reached, the committee shall recommend to the President whether in its opinion further proceedings should be taken in pursuit of the termination. The recommendation shall be in writing and shall be accompanied by reasons for the recommendation. The committee's recommendation shall not be binding on the President.
6. If no mutually acceptable resolution is reached through step 5 and/or if after consideration of the faculty committee's recommendation the President determines that further proceedings are warranted to consider termination, the following steps shall be taken.
 - a. The faculty member shall be provided with a written statement of the specific charges alleged by the University which constitute grounds for termination and a notice of hearing specifying the time, date, and place of the hearing. The statement and notice must be provided at least twenty (20) days prior to the date of the hearing. The faculty member shall respond to the charges in writing at least five (5) days prior to the hearing. The faculty member may waive the hearing by execution of a written waiver.
 - b. A committee consisting of a minimum of five members of the faculty or faculty and administration shall be appointed to hear the case and to determine if adequate cause for termination exists according to the procedure hereinafter described. The committee shall be appointed

by the President and the Faculty Senate. The committee may not include any member of the faculty committee referred to in 5 above.

- ✓ Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Members of the committee shall not discuss the case outside committee deliberations and shall report any ex-parte communication pertaining to the hearing to the President, who shall notify all parties of the communication.

7. The hearing committee shall elect a chairperson who shall direct the proceedings and rule on procedural matters, including the granting of reasonable extensions of time at the request of any party and upon the showing of good cause for the extension.
8. The chairperson of the hearing committee may in his or her discretion require a joint pre-hearing conference with the parties which may be held in person or by a conference telephone call. The purpose of the pre-hearing conference should include but is not limited to one or more of the following:
 - a. Notification as to procedure for conduct of the hearing.
 - b. Exchange of witness lists, documentary evidence, and affidavits.
 - c. Define and clarify issues.
 - d. Effect stipulations of fact.

A written memorandum of the pre-hearing conference should be prepared and provided to each party.

9. A hearing shall be conducted by the hearing committee to determine whether adequate cause for termination of the faculty member exists. The hearing shall be conducted according to the procedures below.
 - a. During the hearing, the faculty member will be permitted to have an academic advisor present and may be represented by legal counsel of his or her choice.
 - b. A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member, upon request, at the faculty member's expense.
 - c. The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
 - d. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the committee in securing witnesses and making available documentary and other evidence.

- e. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the committee determines that the interests of justice require admission of their statements, the committee will identify the witnesses, disclose their statements, and if possible, provide for interrogatories.

An affidavit may be submitted in lieu of the personal appearance of a witness if the party offering the affidavit has provided a copy to the opposing party at least ten (10) days prior to the hearing and the opposing party has not objected to the admission of the affidavit in writing within (7) days after delivery of the affidavit or if the committee chairperson determines that the admission of the affidavit is necessary to insure a just and fair decision.

- f. In a hearing on charges of incompetence, the testimony shall include that of qualified faculty members from the institution or other institutions of higher education.
- g. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- h. The findings of fact and the report will be based solely on the hearing record.
- i. The President and the faculty member will be provided a copy of the written committee report. The committee's written report shall specify findings of fact and shall state whether the committee has determined that adequate cause for termination exists and, if so, the specific grounds for termination found. In addition, the committee may recommend action less than dismissal. The report shall also specify any applicable policy the committee considered.

- 10. After consideration of the committee's report and the record, the President may in his or her discretion consult with the faculty member prior to reaching a final decision regarding termination. Following his or her review, the President shall notify the faculty member of his or her decision, which, if contrary to the committee's recommendation shall be accompanied by a statement of the reasons.

If the faculty member is terminated or suspended as a result of the President's decision, the faculty member may appeal the President's action to the Chancellor pursuant to TBR Policy No. 1:02:11:00. Review of the appeal shall be based upon the record of hearing. If upon review of the record, the Chancellor notes objections regarding the termination and/or its proceedings, the matter will be returned to the President for reconsideration, taking into account the stated objections, and, in the discretion of the President, the case may be returned to the hearing committee for further proceedings.

R. Tenure Procedures

The Vice President for Academic Affairs will publish the schedule for the tenure process. The faculty member applying for tenure will prepare a dossier which demonstrates his or her achievements in the areas of instruction, research, and service and which clearly illustrates the extent to which he or she meets or exceeds the eligibility requirements and criteria for tenure. The Vice President for Academic Affairs may, but is not required to, issue guidelines for preparation of the dossier.

The appeal process begins only after the Vice President for Academic Affairs has made his or her recommendation; however, the candidate may withdraw from the tenure process at any stage without prejudice.

1. The Department Head will:
 - a. Receive from all candidates for tenure an application file containing items to be used in review at each committee level.
 - b. Add to the file a report on teaching effectiveness.
 - c. Convene the Departmental Promotion and Tenure Committee and explain the review process.
 - d. Forward (without comment) the application files to the Departmental Promotion and Tenure Committee.
2. The Departmental Promotion and Tenure Committee will:
 - a. Review the application files of candidates in their Department for tenure.
 - b. Obtain a minimum of two letters of evaluation.
 - c. Complete and submit to the Department Head the Committee's recommendation on each candidate's application.
3. The Department Head will:
 - a. Review the report of the Departmental Committee and all applicant files.
 - b. Prepare and submit to the Dean a written recommendation on each candidate.
4. The Dean will receive all recommendations for tenure from department heads and will forward these (without comment) to the School Promotion and Tenure Committee.
5. The School Promotion and Tenure Committee will:
 - a. Review the applicant file for each candidate, the departmental committee report, and the recommendations of Department Heads.

- b. Prepare and submit to the Dean a written recommendation on each candidate.
- 6. The Dean will:
 - a. Review all applicant files, including recommendations of the Departmental Committee and the School Committee.
 - b. Prepare and submit to the Vice President for Academic Affairs a written recommendation on each candidate
- 7. The Vice President for Academic Affairs will forward all recommendations (without comment) to the Faculty Personnel Committee.
- 8. The Faculty Personnel Committee will:
 - a. Review all applicant files for tenure, the reports of the committees, and the recommendations of the Department Heads and Deans.
 - b. Forward a recommendation on each candidate to the Vice President for Academic Affairs.
- 9. The Vice President for Academic Affairs will:
 - a. Review all applicant files, including the report of the committees and the recommendations of previous administrators.
 - b. Forward a recommendation regarding each candidate to the President and inform each candidate of the Vice President's recommendation. If the Vice President for Academic Affairs' recommendation is negative, the candidate may appeal. (See Section S, Tenure Appeals Procedures).
- 10. The President will:
 - a. Review all applicant files for tenure including the findings of appeals, the reports of the committees, and the recommendations of all previous administrators.
 - b. Forward all recommendations regarding tenure to the Chancellor of the Tennessee Board of Regents, along with decisions regarding any cases that were appealed.

S. Tenure Appeals Procedure

In the case of a negative recommendation for tenure, the following procedure shall be used:

- 1. Upon written notification of a negative recommendation, a candidate may request a meeting to be held with the Vice President for Academic Affairs. At this meeting, the reasons for the negative recommendation shall be discussed. The candidate may then decide either to appeal or to accept the recommendation.

2. The candidate's appeal of a negative recommendation shall be in writing to the Vice President for Academic Affairs and shall respond to the issues raised in the meeting with the Vice President for Academic Affairs. Specifically,
 - a. If there is a question of the substance or quality of the candidate's teaching, research or service, the candidate may provide additional information and documents to support reconsideration of his or her case and for inclusion and consideration in all subsequent reviews.
 - b. If there is a procedural question, the candidate may provide a written description of the aspect of the review process that he or she believes to have been omitted or inadequate. This aspect will be included in the review process.
3. The Vice President for Academic Affairs may, upon review of the appeals materials, reverse his or her recommendation. In such a case, the Vice President will forward to the President a statement indicating that the recommendation has been reversed and will likewise notify the candidate.
4. If the Vice President does not reverse his or her recommendation after reviewing the appeals materials, the appeals materials and the applicant's file, including the recommendations of all previous committees and administrators, will be forwarded to the Tenure and Promotion Appeals Committee. This Committee will be appointed by the Vice President for Academic Affairs and the Chairperson of the Faculty Senate, who jointly will ensure that each academic school is represented.
5. The Tenure and Promotion Appeals Committee shall consider the candidate's appeals materials as well as the candidate's file, including the recommendations of all previous committees and administrators. This consideration shall result in a finding of "no change in recommendation" or "change to positive recommendation." This finding will be transmitted, in writing, to the Vice President for Academic Affairs.
6. The Vice President for Academic Affairs will notify the candidate of the Appeals Committee's recommendation and will inform the candidate of whether or not the Vice President's recommendation has changed.
7. The recommendation of the Tenure and Promotion Appeals Committee will be forwarded to the President along with the recommendation of the Vice President for Academic Affairs.

III. Policy on Promotion

The following policy of Tennessee State University on promotion complies with Tennessee Board of Regents policy. That is, it is consistent with Board policy regarding formal education and experience, teaching effectiveness, professional development, research and service to the University.

Promotion in rank is a recognition of one's past achievement and a recognition of one's future potential. In addition, it is a sign of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. The policy of the University is to ensure that promotions are made strictly on merit, tempered by programmatic and fiscal considerations. In maintaining this policy, promotions are made objectively, equitably, impartially, and as recognition of merit in line with the following policies. The policies which follow provide a plan for documenting the evaluation process at the University.

A. Minimum Criteria for Academic Rank

The University does not automatically promote faculty members upon completion of the required years in rank. Rather, promotion is awarded by the University through the positive action of the Tennessee Board of Regents in recognition of merit, achievement, and potential. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she meets the defined qualifications for the various faculty ranks. These minimum criteria follow.

1. Instructor

- a. Potential ability in instruction and/or public service, and/or research.
- b. Evidence of good character, mature attitude, and stable personality.
- c. Master's degree in the instructional discipline or related area.

2. Assistant Professor

- a. Potential ability in instruction, public service and research.
- b. Evidence of good character, mature attitude, and stable personality.
- c. Earned doctorate from an accredited institution in the instructional discipline or related area

or

- d. Master's degree in the instructional discipline when that Master's degree is the recognized terminal degree in that instructional discipline

or

- e. Master's degree in the instructional discipline or related area

plus

30 semester hours (45 quarter hours) beyond the Master's in

that instructional discipline or related area earned in the formal pursuit of the doctorate

plus

appropriate professional experience credit in the instructional discipline or related area.

3. Associate Professor

- a. Evidence of good character, mature attitude, and stable personality.
- b. Documented (as outlined in institutional policy) ability (as opposed to mere potential) in instruction, public service, and research. Achievement in all three areas is expected. In special situations, given the nature of faculty members' duties and responsibilities, consideration may be given to using two criteria.
- c. Earned doctorate from an accredited institution in the instructional discipline or related area

plus

five (5) years' appropriate professional experience at the rank of Assistant Professor in the instructional discipline or related area.

4. Professor

- a. Evidence of good character, mature attitude, and stable personality and high degree of academic maturity and responsibility.
- b. Documented (as outlined in institutional policy) ability (as opposed to mere potential) in instruction, public service, and research. Substantial achievement in each of the three areas is expected. In special situations, given the nature of faculty members' duties and responsibilities, consideration may be given to using two criteria.
- c. Documented evidence (as outlined in institutional policy) of substantial quality professional productivity, and regional recognition in the academic discipline.
- d. Earned doctorate from an accredited institution in the instructional discipline or related area

plus

ten (10) years' appropriate professional experience, including a minimum of five (5) at the rank of Associate Professor, in the instructional discipline or related area.

5. Exceptions to these minimum rank qualifications can be made by recommendation of the President.

B. Criteria for Evaluation

The role of evaluation in assessing the merit of the candidate is an important and comprehensive one, ensuring that promotion is granted on the basis of quality of performance by involving department head, appropriate deans, professional colleagues, and students. The nature and relative importance of the criteria for recommendations for promotion are based on the fact that Tennessee State University is a comprehensive 1890 land-grant and major urban institution, mandated to providing instruction, research, and public service for the Metropolitan Nashville area, the State of Tennessee, and national and international constituents. Therefore, although all of the general criteria listed below may be considered to some degree in recommendations for promotion, emphasis will be placed on instruction, research, and public service. Listed below are general criteria which may be considered in the evaluation process.

1. Instruction

Since the University's mission is embedded in a philosophy of academic excellence, excellence in teaching is a major basis for consideration for promotion. Evaluation of instruction should be based on the examination and evaluation of the following:

- Curriculum and/or program development;
- Published works in the area of teaching;
- Honors and recognition for contributions to teaching;
- Individual's performance in the advisement of students;
- Development of well-structured course outlines;
- Development of new teaching materials and approaches;
- Demonstration of effective classroom instruction and management;
- Continued intellectual development within the person's field of specialization;
- Efficiency in meeting the expectations of the University pertaining to record keeping and reporting, attendance at faculty meetings, and other such duties and responsibilities related to his or her role as a member of the University professional community.

2. Research (and Creative Activities)

Research, both basic and applied, is conducted to support and enhance the academic programs and other specialized areas

related to the University's land-grant and urban roles. Faculty are encouraged to pursue scholarly research, to advance general and applied theory, and to improve human conditions.

The evaluation of research is based on documentation of the candidate's published research, and other evidence of scholarly investigation, such as research papers presented at meetings of professional associations. In the area of fine arts, original and/or creative works may meet this criterion. Evaluation should stress the quality of the written material or the performance.

3. Public Service and Professional Activities

Public service is the third major component of the University's land-grant mission. Evaluation of the public service component should be based on performance in three areas: public service to the community as defined by the role and mission of Tennessee State University; service to the University; and service in the applicant's academic discipline and budgeted assignment. Evaluation should be based on all three areas although it is realized that differences in emphasis may exist.

These criteria should include community service programs, public service consultation, committee responsibility, and active contributions to professional associations and should take into consideration the candidate's (a) performance in relation to assigned and budgeted duties; (b) performance for clientele as judged by impact on the individuals, groups, or organizations served; and (c) appraisal of the candidate's local, regional, and national professional involvement.

4. Potential for Professional Growth

This includes formal academic study, participation in workshops, seminars and professional meetings, and other activities which indicate interest in continued improvement of one's teaching, research, and service.

5. Staffing needs

Recommendations for promotion must take into consideration (a) the fiscal impact of each promotion recommended, i.e. resources allocated to the University and distributed throughout the University for current operations, and (b) the rank distribution in each academic organizational unit to ensure it is commensurate with the mission outlines for the unit, e.g. level of courses being taught as well as student demand for offerings.

6. Other Factors

Factors which may also be considered in promotion review are professional degrees, awards, licensure (certification, professional designation) and achievements, and the ability to achieve the goals of the academic organizational unit and the institution.

C. Promotion Recommendations

Recommendations for or against promotion of eligible faculty should originate from the academic organizational unit in which the faculty member is assigned and should include appropriate participation in the recommendation by tenured faculty in the unit. Peer committees shall have privilege of academic confidentiality against disclosure of individual promotion votes unless there is evidence that casts doubt upon the integrity of the peer committee. The recommendation for promotion must be made by the President to the Chancellor and by the Chancellor to the Board. In the event that promotion is awarded by the Board, the President shall furnish to the faculty member written confirmation of the promotion.

D. Promotion Procedures

The Vice President for Academic Affairs will publish the schedule for the promotion process. The faculty member applying for promotion will prepare a dossier which demonstrates his or her achievements in the areas of instruction, research, and service and which clearly illustrates the extent to which he or she meets or exceeds the criteria for the promotion requested. The Vice President for Academic Affairs may, but is not required to, issue guidelines for preparation of the dossier.

The formal appeal process begins only after the Vice President for Academic Affairs has made his or her recommendation; however, the candidate may withdraw from the promotion review process at any stage without prejudice.

1. The Department Head will:

- a. Receive from all candidates for promotion an application file containing items to be used in review at each committee level.
- b. Add to the file a report on teaching effectiveness.
- c. Convene the Departmental Promotion and Tenure Committee and explain the review process.
- d. Forward (without comment) the application files to the Departmental Promotion and Tenure Committee.

2. The Departmental Promotion and Tenure Committee will:
 - a. Review the application files of candidates in their Department for promotion.
 - b. Obtain a minimum of two letters of evaluation.
 - c. Complete and submit to the Department Head the Committee's recommendation on each candidate's application.
3. The Department Head will:
 - a. Review the report of the Departmental Committee and all applicant files.
 - b. Prepare and submit to the Dean a written recommendation on each candidate.
4. The Dean will receive all recommendations for promotion from department heads and will forward these (without comment) to the School Promotion and Tenure Committee.
5. The School Promotion and Tenure Committee will:
 - a. Review the applicant file for each candidate, the departmental committee report, and the recommendations of Department Heads.
 - b. Prepare and submit to the Dean a written recommendation on each candidate.
6. The Dean will:
 - a. Review all applicant files, including recommendations of the Departmental Committee and the School Committee.
 - b. Prepare and submit to the Vice President for Academic Affairs a written recommendation on each candidate
7. The Vice President for Academic Affairs will forward all recommendations (without comment) to the Faculty Personnel Committee.
8. The Faculty Personnel Committee will:
 - a. Review all applicant files for promotion, the reports of the committees, and the recommendations of the Department Heads and Deans.

- b. Forward a recommendation on each candidate to the Vice President for Academic Affairs.
- 9. The Vice President for Academic Affairs will:
 - a. Review all applicant files, including the report of the committees and the recommendations of previous administrators.
 - b. Forward a recommendation regarding each candidate to the President and inform each candidate of the Vice President's recommendation. If the Vice President for Academic Affairs' recommendation is negative, the candidate may appeal. (See Section E, Promotion Appeals Procedures).
- 10. The President will:
 - a. Review all applicant files for promotion including the findings of appeals, the reports of the committees, and the recommendations of all previous administrators.
 - b. Forward all recommendations regarding tenure to the Chancellor of the Tennessee Board of Regents, along with decisions regarding any cases that were appealed.

E. Promotion Appeals Procedure

In the case of a negative recommendation for promotion, the following procedure shall be used:

- 1. Upon written notification of a negative recommendation, a candidate may request a meeting to be held with the Vice President for Academic Affairs. At this meeting, the reasons for the negative recommendation shall be discussed. The candidate may then decide either to appeal or to accept the recommendation.
- 2. The candidate's appeal of a negative recommendation shall be in writing to the Vice President for Academic Affairs and shall respond to the issues raised in the meeting with the Vice President for Academic Affairs. Specifically,
 - a. If there is a question of the substance or quality of the candidate's teaching, research or service, the candidate may provide additional information and documents to support reconsideration of his or her case and for inclusion and consideration in all subsequent reviews.
 - b. If there is a procedural question, the candidate may provide a written description of the aspect of the review process that he or she believes to have been omitted or inadequate. This aspect will be included in the review process.

3. The Vice President for Academic Affairs may, upon review of the appeals materials, reverse his or her recommendation. In such a case, the Vice President will forward to the President a statement indicating that the recommendation has been reversed and will likewise notify the candidate.
4. If the Vice President does not reverse his or her recommendation after reviewing the appeals materials, the appeals materials and the applicant's file, including the recommendations of all previous committees and administrators, will be forwarded to the Tenure and Promotion Appeals Committee. This Committee will be appointed by the Vice President for Academic Affairs and the Chairperson of the Faculty Senate, who jointly will ensure that each academic school is represented.
5. The Tenure and Promotion Appeals Committee shall consider the candidate's appeals materials as well as the candidate's file, including the recommendations of all previous committees and administrators. This consideration shall result in a finding of "no change in recommendation" or "change to positive recommendation." This finding will be transmitted, in writing, to the Vice President for Academic Affairs.
6. The Vice President for Academic Affairs will notify the candidate of the Appeals Committee's recommendation and will inform the candidate of whether or not the Vice President's recommendation has changed.
7. The recommendation of the Tenure and Promotion Appeals Committee will be forwarded to the President along with the recommendation of the Vice President for Academic Affairs.

Faculty Personnel Policies and Procedures

RECRUITMENT AND APPOINTMENT OF FACULTY

The recruitment and appointment of faculty at Tennessee State University proceeds in an orderly manner and in accordance with the policies of the University and the Tennessee Board of Regents (TBR) as well as in accordance with Equal Employment Opportunity (EEO) guidelines. The process is completed in four stages:

1. Position Approval
2. Recruitment
3. Screening and Interviewing
4. Appointment and Orientation

Position Approval

When a position becomes vacant or when a new position is approved, the department head completes a University Personnel Request form, seeking approval to fill the position. The completed form is submitted to the dean for approval; subsequently, the form must be approved by the Vice President for Academic Affairs, the Budget Director, and the Personnel Director.

At the same time, the department head, in consultation with the department faculty, completes a Position Announcement form. This form provides detailed information concerning responsibilities and qualifications, as well as information about salary, the application process, application deadline, and other pertinent information. The Position Announcement must accompany the University Personnel Request form.

Recruitment

Once approval to fill a position has been granted (i.e. once the University Personnel Request form has been approved), the recruitment process begins. Faculty positions are normally advertised for a minimum of thirty (30) calendar days. Positions are generally advertised in the following ways:

1. advertisements in local or regional newspapers;
2. advertisements in national publications in higher education (e.g. the Chronicle of Higher Education);
3. advertisements in specialized professional publications, if appropriate and if budgetary allocations allow;
4. distribution of the Position Announcement to other State institutions of higher education; and/or
5. posting of the Position Announcement in strategic campus locations.

In addition, the department head, the dean, and the department faculty may forward copies of the Position Announcement to individuals, institutions, agencies, or organizations in order to generate interest in the position. Furthermore, announcements for positions at

the level of department head and above are submitted to the Chancellor of the Tennessee Board of Regents.

Screening and Interviewing

All applications are received by the Personnel Office, which screens applicants for minimum qualifications. The affirmative action officer will review the applicant pool for EEO compliance prior to scheduling of interviews. The applications of those candidates who meet the minimum qualifications are forwarded to the department head. All applicants meeting the minimum requirements may be interviewed provided that the number of applicants is not too large and provided that expenses associated with the interview process are within the recruitment budget. In most cases, however, the credentials of applicants meeting the minimum criteria are screened by the department head and, usually, by the department faculty or by a committee of the department faculty. The top candidates are interviewed by the department head and the department faculty or a committee of the faculty, and by the dean. In some cases, candidates may be invited to present a mini-lecture for students and faculty.

Appointment and Orientation

The department head recommends appointment of the selected candidate by forwarding the following materials to the dean:

1. an executed EEO/AA Job Applicant Flow Record form, which lists each applicant in rank order and which, based upon the announced criteria, provides a well documented and objective reason for selection or non-selection of each applicant;
2. the application, resume, letter of application, letters of reference, transcripts, and other credentials for each applicant;
3. a copy of the Position Announcement; a Notice of Appointment (contract) for the selected candidate.

The dean reviews the materials; if he or she does not approve the appointment, materials are returned to the department head along with an explanation. If the dean approves the appointment, he or she signs the Applicant Flow Record and the Notice of Appointment and forwards all materials to the Vice President for Academic Affairs.

If the Vice President does not approve the appointment, the materials are returned to the dean along with an explanation. If the Vice President approves the appointment, he or she signs the Applicant Flow Record and the Notice of Appointment and forwards all materials to the Personnel Office. The Personnel Office reviews materials for completeness and accuracy and forwards materials to the EEO officer, who reviews the materials to assure compliance with EEO guidelines. If everything is in order, the EEO officer signs the Applicant Flow Record and forwards materials to the Budget Office. The Budget Office verifies salary information and forwards materials to the President.

Hiring authority rests solely with the President. If the President approves the appointment, he or she signs the Notice of Appointment and returns materials to the Personnel Office. (Appointments at the level of department head or above or with a salary of \$35,000 or above must also be approved by the Tennessee Board of Regents as specified in TBR Guideline P010). Once the Personnel Office receives the signed Notice

of Appointment, a formal offer of employment is made, and the candidate signifies acceptance by signing the Notice of Appointment.

Orientation for the new employee is provided both by the Personnel Office and by the department head. The Personnel Office explains employee benefits and general University policies and secures the new employee's signature on all appropriate forms for withholding, payroll deduction, and employee benefits. The department head provides orientation regarding all academic policies and procedures, including those of the University, the school or college, and the department.

FACULTY PROFICIENCY IN ORAL ENGLISH

The following procedures implement Tennessee Board of Regents Policy No. 5:02:01:03, the purpose of which is to assure that all faculty at Regents institutions are proficient in oral English.

The procedures are used strictly to measure an individual's ability to communicate effectively as an instructor and are not utilized to arbitrarily disqualify applicants of certain nationalities.

1. Review and evaluation of English competency of candidates for appointment to a teaching position

To be considered for an appointment, a candidate must demonstrate:

- (a) An ability to speak English clearly;
- (b) An ability to understand spoken English; and
- (c) An ability to communicate effectively in an academic environment (for example, previous successful employment in an academic institution).

Through the interview process, should reasonable doubt exist relative to the abilities of an individual to communicate effectively who in every other respect is deemed to be a viable candidate, the individual shall be provided the opportunity to deliver an extended oral presentation to a committee of University faculty and students appointed by the Vice President for Academic Affairs. This presentation will allow for a question and answer period or other method of dialogue.

The committee then shall provide the Vice President with an evaluation of the candidate's proficiency in oral English.

If, in the judgment of the committee and the Vice President, the candidate is proficient in oral English, the Vice President shall certify in writing to the President that the individual can communicate effectively in the English language. If the individual is employed by the University, the certification shall be included in his/her permanent personnel file.

If, in the judgment of the committee and the Vice President, the candidate is not proficient in oral English, the individual may not be considered for appointment and shall be so advised. The individual may apply for a position in the future without prejudice, subject to these procedures.

2. Review and evaluation of English competency of candidates for tenure or promotion

A principal criterion considered in tenure and promotion recommendations is teaching effectiveness (ref. TBR Policy No. 5:02:03:00). Proficiency in oral English, as determined by the abilities cited above, shall be considered as a measure of teaching effectiveness.

Should reasonable doubt exist relative to the abilities of a candidate for tenure or promotion, the candidate shall be provided the opportunity to deliver an extended oral presentation to a committee of University faculty and students appointed by the Vice President for Academic Affairs. This presentation will allow for a question and answer period or other method of dialogue.

The committee then shall provide the Vice President with an evaluation of the candidate's proficiency in oral English.

If, in the judgment of the committee and the Vice President, the candidate is proficient in oral English, the Vice President shall certify in writing that the candidate can communicate effectively in the English language. The certification shall be included in the candidate's tenure or promotion application file.

If, in the judgment of the committee and the Vice President, the candidate is not proficient in oral English, the individual may not be considered for tenure or promotion and shall be so advised since proficiency in oral English is a condition of tenure. The candidate also shall be apprised of the following procedures.

3. Assistance for currently employed teaching personnel

Should reasonable doubt exist relative to the proficiency in oral English of a member of the University faculty, the matter will be discussed with the faculty member by his/her Department Head and/or Dean. Regardless of tenure status, teaching effectiveness including proficiency in oral English, is a consideration in the annual evaluation of a faculty member's performance.

Faculty members who have been identified as needing to improve their competency in spoken English shall be provided the opportunity to become proficient within a designated period of time. The Vice President may determine that assistance is mandatory and/or that improved competency is a condition of continued employment by the University.

COMMUNICATION THROUGH CHANNELS

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

Faculty

Coordinator or Department Head

Unit Director or Dean

Vice President of Academic Affairs or Other Vice Presidents

President

Chancellor, Tennessee Board of Regents

Tennessee Board of Regents

PERSONNEL FILES

The Office of Personnel maintains a permanent file for each faculty member, which shall contain such records as are relevant and necessary in the discretion of the institution or school, to document the complete employment history of the employee. The permanent personnel file should include, but is not limited to, the following: the employee's application for employment, transcripts and other information related to said application; employment contracts, federal and state employment forms, salary history, job description, annual performance evaluations and ratings; non-confidential recommendations; promotion, tenure and leave records; honors and awards of the institution or school; and adverse personnel actions.

WORK LOAD

All full-time faculty shall be required to devote a minimum of 37.5 hours per week to the institution, and shall maintain appropriate office hours as determined by the President or his designee. Calculation of the 37.5 hour work-week shall follow such guidelines as promulgated by the Chancellor.

Within the requirement of a minimum of 37.5 hours per week, faculty shall be required to carry a full teaching load which shall be fifteen (15) credit hours or the equivalent per semester for undergraduate courses, twelve (12) credit hours or the equivalent per semester for graduate courses, or two hundred and twenty-five (225) non-credit contact hours or three hundred twenty-five (325) contact hours for laboratory instruction, or the equivalent per semester. Adjustments are granted when non-teaching

duties could be considered the equivalent of a teaching assignment and thus be included in a total load to make fifteen (15) hours. All equivalent teaching load activities shall be subject to prior review and approval by the Vice President for Academic Affairs.

In addition to the requirement above, full-time academic administrative personnel shall be required to devote sufficient time to complete their assigned duties and responsibilities. When administrative personnel are appointed on an academic year basis, such personnel shall be required to devote sufficient time to fully perform the administrative responsibilities for the academic year.

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

OFFICE HOURS

Faculty members are expected to post class schedules and office hours and to provide this information to students and department heads. Inability to meet classes or to maintain office hours should be reported to the department head. The minimum number of office hours for full time faculty is 10 hours per week.

ABSENCE FROM WORK

All faculty members are expected to meet their classes regularly and promptly at the scheduled time. In case of illness, the department head should be notified immediately. In case of death in the family or other reasons necessitating absence from campus, a similar procedure should be followed. In the event of unexcused or unexplained absence, the faculty member's pay may be docked. Unexcused or unexplained absence may also be considered as grounds for termination. Regardless of the reason for an absence, the faculty member should make arrangements for the class to be covered by another faculty member.

OPERATION UNDER ADVERSE WEATHER CONDITIONS

Tennessee State University's policy is to attempt to remain in operation on all scheduled days, regardless of weather. However, should the street conditions become so hazardous as to require closing, radio and television announcements will be made to this effect. In the absence of such announcements, the public should assume that the University is open.

FACULTY EVALUATION

Evaluations of faculty are conducted annually and shall be used for the purpose of improving instruction and furnishing information used in making decisions on contract matters. Factors to be considered are excellence in instruction (teaching) or librarianship, and research and service, as outlined in the Faculty Performance Evaluation Plan.

FACULTY PROFESSIONAL GROWTH

Tennessee State University encourages the continuous professional growth and development of its faculty through additional graduate study, research, membership in professional organizations, and attendance and participation at professional meetings and workshops. Requests for leaves of absence for continued study of professional improvement are carefully considered and normally approved when feasible. Tennessee State University expects the individual to take the initiative in identifying and meeting his or her own professional needs.

RESEARCH AND PUBLICATION

Tennessee State University encourages its faculty members to engage in scholarly activities, including research and publication of their findings whenever possible. Faculty members are free to undertake any investigation in their areas of specialization. The University offers limited funds for research through Academic Affairs.

EXTRA-CURRICULAR DUTIES

Many faculty members serve on University committees, act as faculty sponsors and advisors to student organizations, and engage in other extracurricular functions. These activities are considered a vital contribution of the faculty member to the University community.

PATENT AND COPYRIGHT POLICY

The University has the right to demand a share of the proceeds from patents and copyrighted materials created by its employees who use institutional resources or who are supported by or through the institution. If, on the other hand, TSU employees have developed inventions, discoveries, or copyrightable materials solely through their own initiative, on their personal time, without significant use of institutional facilities or services (excluding libraries), title to that patent or copyright shall be vested in the employee.

Faculty members, other employees, and graduate students are to report to the President all inventions, discoveries, and copyrightable materials which were supported by or through TSU or which used significant institutional resources (defined as worth \$1000 or more in 1989). An Advisory Committee on Patents and Copyrights made up of faculty shall advise the President about whether institutional support or resources have been used; if so, the Committee will advise about the share due to each party, based on the relative contributions of each party to the invention, discovery, or copyrightable materials.

COPYRIGHT AND THE CLASSROOM TEACHER

Educational use of copyrighted materials is closely regulated by law. The following policy addresses a very limited number of situations which relate to copyright law. Additional information about the use of material which is under copyright may be obtained from the office of the Dean or Director or the General Counsel's Office at the Tennessee Board of Regents. Photocopying materials for classroom use is permitted by section 107 of PL94-553 under these conditions. Students may receive only one copy each. Copy length is limited--poems must not exceed 250 words and two pages. Complete stories,

essays, or articles must have fewer than 2500 words. If the item given to students is an excerpt of a story, essay, or article, it may be no more than 1000 words or 10% of the total length of the piece. In addition, there must have been no time for gaining the author's permission, and there should be no more than nine instances of such copying per term. One should use only one item per author. Workbooks and standardized tests may not be copied (Holley 1977; 249). The materials should be for one cause only (Steinbach, Karp, Hoffman: 10).

Copying software for classroom use is similarly regulated. For a class of 30 students, the school must buy 30 copies of the software (for two classes, one after the other, of 30 students each, the school still needs only 30 copies). But, the teacher or school may not legally buy one copy and copy it for each of the 30 students (Helm).

Educational use of videotaped materials is also legally circumscribed. Off-the-air videotapes may be used in the classroom if done on behalf of a non-profit educational institution from free-to-the-public programming. The program may be used once only for educational purposes within ten consecutive school days after the taping. The tape must be used for education (not for entertainment) in a classroom, and it should be erased within 45 days. The program may only be recorded once, the recording must include the copyright notice, and it must be done at the request of the teacher using it (Tennessee Board of Regents Pamphlet).

PART-TIME FACULTY

Each part-time faculty member must be recommended by the department personnel committee and/or the department head and approved by the Dean and the Vice President for Academic Affairs. A part-time faculty member normally teaches not more than one course per semester. The personnel file for each instructor must be completed at the beginning of the semester to permit adequate administrative and payroll processing time. Each part-time faculty works directly with the appropriate academic department head or designate in determining course content, textbook selection, time and location of the class, availability for student assistance, and other University policies related to instruction.

COMPENSATION FOR PART-TIME FACULTY

Part-time contract instructors are paid on a scale determined by number of credit hours taught and by the highest recognized academic level assigned. Exceptions may occur related to length of the instructional session, the location, and other special course characteristics. The compensation schedule for credit courses is outlined below:

LEVEL	RANK	COMPENSATION
I	Instructor	\$330.00 per credit hour
II	Assistant Professor	380.00 per credit hour
III	Associate Professor	445.00 per credit hour
IV	Professor	495.00 per credit hour

OUTSIDE EMPLOYMENT/CONSULTING

Tennessee State University recognizes the value to its students, personnel, the institution, and the citizens of the State arising from the many types of consulting and other external experiences in which members of the faculty and professional staff may engage. Such activities can contribute to the quality of instruction, enhance the professional competency of the individual, and bring credit to the institution. Those activities also provide valuable service to business, industry, professional groups, public and private organizations, local, state and federal governments as well as provide important links between the institution and the community.

As defined herein this policy, which applies to full-time faculty, administrators, and professional staff, does not apply: (a) to normal, short term professional activities such as participation in symposia, accreditation visits, speaking engagements, exhibitions, or recitals, even though honoraria may be received for such participation; (b) when the individual is not within the term of his or her contract period, or is on leave.

Prior to engaging in outside professional employment or continuing business activity, the faculty or professional staff member or administrator shall seek approval by submitting the appropriate form (See p. 90), which provides space to indicate the nature of the employment or business activity, the expected commitment of time, and related information. Outside employment, consulting or business activity must be preceded by approval from the department head and/or other immediate supervisor, the dean or director, and the Vice President for Academic Affairs. If approval is denied by any or all of these administrators, the faculty, staff member, or administrator may have the decision reviewed through the University's grievance procedures. Approval is not considered final until the Vice President for Academic Affairs has signed the required form.

When seeking approval, one should submit a separate form for each type of service or for any project requiring a major commitment of time. However, a similar service for several clients may be shown on a single form if each client requires only a minor commitment of time, as in many instances of professional counseling, private lessons, income tax preparation, etc. In no case, need the identity of the client(s) be revealed.

Supervisors may be required at any time to submit written reports on approved outside employment/consulting for business activity for their area of responsibility.

The University policy also includes the following:

University property and facilities and services may NOT be used for outside employment or consultation activities unless arrangements have been made and approved by the President. This includes equipment, offices, telephones, computer services, personnel services, and all other facilities and services. If such arrangements are approved by the President, compensation to the University may be required at rates established by the University. University offices, titles, addresses, and telephone numbers may not be publicized for the purpose of furthering non-University interests.

The University cannot assume responsibility for private consulting services rendered by members of its faculty/staff, and it must be made clear

to any employer or client that the work to be performed has no official connection to the University.

If the consulting services or employment involves other agencies, departments, or institutions of State Government, including State institutions of higher education, such employment is subject to prior approval of the President or his designee and the appropriate representative of the other agency, department or institution.

Outside employment, consulting, or business activity must not constitute a conflict of interest or compete with the education, research or public service programs of the institution.

Outside employment, consulting, or business activity must be scheduled so as not to interfere with teaching, research, public service, or University service assignments. If contemplated outside employment/consulting or business activity conflicts with the faculty member's teaching schedule, specific arrangements for the classes must be made with and approved by the department head and the dean. Teaching, research, or service assignments should not be made for the convenience of faculty members or administrators wishing to engage in outside employment, consultation, or business activity.

Administrative staff, including department heads, shall neither employ through outside consulting or business activities, nor be employed by, a faculty or staff member over whom the administrative officer has direct supervision. Exceptions must be approved by the President.

The above University policy and procedures are inclusive of Tennessee Board of Regents Policy No. 5:01:05:00, and extra compensation if appropriate as established by TBR Policy No. 5:02:04:00.

OUTSIDE EMPLOYMENT/BUSINESS ACTIVITY

EACH FACULTY MEMBER SHALL SUBMIT THIS FORM PRIOR TO THE BEGINNING OF CLASSES EACH SEMESTER AND PRIOR TO ENGAGING IN OUTSIDE EMPLOYMENT/BUSINESS ACTIVITY

____ Fall Semester 19____ Spring Semester 19____ Summer Session

Check the appropriate box:

____ I do not have or anticipate outside employment during this period.
(Sign form and submit to Department Heads)

____ A request is being made for outside employment.

____ This request amends a prior report submitted for this period.

Name _____ Rank _____

Department _____ School _____

Brief description of proposed Outside Employment:

Projected time commitment _____ (Dates & Times)

This Employment/Business Activity Constitutes:

____ Research ____ Public Service ____ Teaching ____ Other (Indicate)

CONCURRENT TSU TEACHING ASSIGNMENTS

NOTE: Workload form may be attached if it includes all pertinent information.

<u>Course No./Section</u>	<u>Credit Hours</u>	<u>Time</u>	<u>Dates</u>
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CONCURRENT RESEARCH AND UNIVERSITY SERVICE ASSIGNMENTS

To the best of my knowledge this employment or business activity does not constitute a conflict of interest or compete with my responsibilities at the University.

____ Date _____

APPROVALS:

Department Head _____ Date _____

Dean/Director _____ Date _____

Vice President _____ Date _____

FACULTY RENUMERATION AND SECURING PAYCHECKS

The fiscal year at TSU runs from July 1 to June 30. Annual salaries for faculty on nine-month appointments are for nine month's work but paid in twelve equal installments on the last working day on each month, September through August inclusive.

Paychecks are normally secured from the designated person of each department or area on the last working day of each month.

Withholding Procedures

Salary payment, according to law, cannot be made until the recipient has submitted tax withholding authorizations for federal taxes. New members of the faculty must file this information with the Business Office. The required amounts are withheld from the monthly salary checks. Federal withholding taxes are computed in accordance with the federal percentage method, which considers the number of exemptions claimed on Form W-4 filed in the Business Office. There is no state income tax in Tennessee applicable to salaries and wages. Forms which reflect both federal and state withholdings are sent to individual faculty members by January 31. Details of regulations, including those relating to changes in the number of exemptions, are given on the back of the withholding certificate.

EXTRA COMPENSATION

Faculty may be involved in public service and continuing education activities sanctioned by the University. Typically these activities will be conducted by the faculty as their regular assignments; however, occasions will arise where these activities may be done as an extra assignment for additional compensation. (See TBR Policy No. 5:02:04:00)

SUMMER SCHOOL

While Tennessee State University does offer classes in the summer, not all full-time faculty who desire them may receive teaching contracts for the summer session. Due to budgetary constraints, the number of sections offered must be limited, and the number of students in each section must be higher than during fall or spring semesters. Final paychecks for teaching summer school courses are distributed after the teacher has submitted the grades for the students in his or her course(s).

COMPENSATION FOR SUMMER SCHOOL

Regular academic year faculty personnel who serve the institution as teaching faculty during summer sessions shall be compensated at the rate of 1/32 (one-thirty second) of their academic year salary per semester hour of teaching load. The maximum summer pay may not exceed 25% of the preceding academic year salary.

GRANT PROPOSALS

Appropriately prepared proposals to be submitted to prospective funding agencies must be officially approved by the President after prior approval by the Department Head, School Dean, Office of Sponsored Research, appropriate Vice President, and the Office of Business Affairs. Contractual agreements must also receive prior approval from the President.

THE COMMITTEE FOR THE PROTECTION OF RIGHTS AND WELFARE OF HUMAN SUBJECTS INVOLVED IN RESEARCH

This Committee is charged with the responsibilities of establishing procedures and serving as the Institutional Review Board (IRB) in compliance with HHS regulations for protection of Human Research Subjects. It is the policy of Tennessee State University that all research involving human subjects must be reviewed for adherence to the guidelines.

Research investigators (including faculty and students) should obtain appropriate documents available in the Office of Sponsored Research and prepare a complete description of the proposed human research, including provision for the adequate protection of rights and welfare of prospective research subjects. Protocols shall be submitted by the Department Head to the Office of Sponsored Research, which will make the determination whether the protocol is exempt or non-exempt. All non-exempt research protocols will be forwarded to the IRB, which has the authority to approve, require modification in, or disapprove all research activities involving human subjects.

RESEARCH

Two important documents are available to faculty who engage in research at the University. They are (1) Policies and Procedures for Conducting Research and Special Projects; and (2) Guidelines for Contractual Services. These documents are available to the Faculty from the Office of Sponsored Research (LRC - 151).

FACULTY RELEASE TIME FOR RESEARCH

Release time for full-time faculty whose research is sponsored by an outside agency is generally limited to 50% of academic year effort. However, the researcher may negotiate a higher percent of release time. During the summer, 100% may be devoted to research provided money is budgeted in the project for such an effort. The University commits to approved release time; however, in no instance shall the normal faculty work load exceed 100%.

GENERAL TRAVEL POLICIES AND PROCEDURES

The following Travel Policies and Procedures of the Tennessee Board of Regents shall be applicable to all employees, including the Tennessee Board of Regents staff and all employees of the institutions and area vocational-technical schools under the governance and control of the Board. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at the University's expense. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy manual and any approved exceptions hereto.

A. General Provisions

No authorization for travel by any employee or group shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance in accordance with Section III (B), below.

Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

Travel which is necessary for the proper execution of official University business, or in justifiable pursuit of an institution's educational and research objectives; or,

Travel to meetings and conferences of a professional nature which will increase the attending employee's usefulness to the University, provided that travel to such a meeting or conference shall be limited to one trip per fiscal year, unless the employee is invited to deliver papers at more than one meeting, or unless the employee is an association officer whose attendance is required at more than one meeting.

Individual travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g. office headquarters, campus, or designated location of an employee established in the field.

The limitation on individuals for travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Employees are expected to be as conservative as possible in incurring travel expenses, and expenses should normally amount to less than the maximum limitations.

Reimbursement for an individual's travel expenses shall be allowed only for actual expenses incurred, subjected to the maximum limitations contained herein.

B. Authorization of Travel

In-State Travel - All employees must obtain prior authorization for in-state travel by the employee's appropriate approving authority. Written authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of the circumstances necessitating the travel, and such travel is approved orally by the appropriate approving authority. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

Out-of-State Travel - All employees must obtain prior written authorization for out-of-state travel, which must be approved by the President. The authorization must show the purpose of the trip, destination, date of departure and return, mode of transportation, and estimated expenses.

Overseas Travel - Authorization for travel by an employee outside the limits of the continental United States shall be subject to recommendation by the President of the University and approval by the Chancellor.

Approving Authority - The President or his designee shall have authority to approve travel by employees.

C. Transportation

General - All travel must be by the most direct route possible, and any employee who travels by an indirect route must bear any extra expense occasioned thereby.

Mode of Transportation - Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expenses. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip.

Common Carrier Travel - When travel is to be common carrier, the fare must not exceed the regular tourist fare charged the general public, and advantage must be taken of round trip rates when available. The employee's copy of the ticket must be submitted for reimbursement of common carrier expenses.

Automobile Travel - When travel by automobile is appropriate, the employee must use state-owned automobiles whenever available and feasible.

State-Owned Automobiles - When transportation is by a state-owned automobile, all necessary repairs, bills, tolls, parking, gasoline and storage expenses are allowable. When using state motor pool automobiles, employees will be furnished with courtesy cards for purchase of gasoline, oil, and other automobile services, and such expenses will not be claimed by employees as travel expenses.

Personally-Owned Automobiles - When a state-owned automobile is not available, and necessity or economy requires travel by automobile, use of an employee's personal car is authorized, or when use is required in the daily performance of an employee's duties, employee shall be reimbursed at a rate of twenty-one cents (.21) per mile (1989), or any rate subsequently approved by the Tennessee Board of Regents.

The travel claim must indicate the employee's itinerary and must show the official business mileage by odometer reading. Vicinity mileage must be identified separately. If an indirect route is used, business mileage as indicated by the Rand McNally mileage table or the official State Map will be regarded as official.

Necessary charges for hotel and airport parking will be allowed provided that airport parking fees do not exceed normal taxi fares to and from the airport. Receipts must be furnished on airport and hotel parking.

Limousine and Taxi Service - When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation or if it is the only practical means of transportation.

Car Rental at Destination - Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation.

D. Lodging

In-State Lodging - Lodging expenses incurred within the state while on authorized travel will be reimbursable to a maximum of thirty-three dollars (\$33.00) per day.

Out-Of-State Lodging - Lodging expenses incurred out-of-state while on authorized travel will be reimbursable to a maximum of fifty-five dollars (\$55.00) per day; provided that expenses incurred in Chicago, Los Angeles, New York, San Francisco and Washington, D.C. will be allowed up to seventy-five dollars (\$75.00) per day. In-route lodging will be allowed for only one day each way on trips of long duration.

Additional Lodging Expenses - Sales taxes on lodging cost will be reimbursable. A check-in expense up to three dollars (\$3.00) will be reimbursable on out-of-state travel. When an employee stays at an officially designated hotel and motel for a convention or meeting, any additional expense may be reimbursable provided the employee requests the lowest priced accommodations available, and that written request is made in advance to the appropriate approving authority.

Shared Lodging - When a room is shared with other than a university employee on authorized travel, the total cost of the room will be allowed, subject to the maximum set forth above. The receipt for the entire amount for those named in the authorized travel should be submitted with the claim for reimbursement.

E. Meals

In-State Meals - While on authorized travel within the State, actual expenses not to exceed nineteen dollars (\$19.00) per day will be allowed for meals. For fractional portions of a day in travel status, the above limit will be prorated as follows: four dollars (\$4.00) for breakfast, six dollars (\$6.00) for lunch, and nine dollars (\$9.00) for dinner.

Out-Of-State Meals - While on authorized travel out-of-state, authorized expenses not to exceed twenty-eight dollars (\$28.00) per day will be allowed for meals. For fractional portions of a day in travel status, the above limit will be prorated as follows: six dollars (\$6.00) for breakfast, eight dollars (\$8.00) for lunch, and fourteen dollars (\$14.00) for dinner.

Official Banquets - When the expenses for an official banquet of a meeting or conference are in excess of the above, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

Time Schedule - The following time schedule for departure from and return to an employee's official station shall determine eligibility for reimbursement for meals:

	Departure Before	Return After
Breakfast	7:00 a.m.	8:00 a.m.
Lunch	11:00 a.m.	1:30 p.m.
Dinner	5:00 p.m.	6:30 p.m.

Reimbursement for lunch expenses will not be allowed unless overnight travel is involved.

F. Miscellaneous Expenses

Personal Expenses - Expenses for entertainment, laundry, valet service, tips and gratuities, etc. are personal expenses and will not be allowed for reimbursement purposes.

Telephone and Telegraph Expenses - Charges for long distance telephone calls and/or telegrams on official business will be allowed provided a statement is furnished showing the date, the name and location called, and the nature of the business. Charges for necessary local calls on official business will be allowed.

Registration Fees - Registration fees for approved conferences, conventions, seminars, or meetings will be allowed for reimbursement purposes, if authorized in advance and provided receipts are submitted with the travel claim.

G. Claims

The standard form for Claims for Travel Expenses approved by the President shall be used for reimbursement of expenses. The form must show movement and detail of expenses on a daily basis, be signed in ink by the employee, and be approved by the appropriate authority prior to reimbursement. Receipts for appropriate expenses must be attached to the form. Expenses for books, supplies, postage and other items that do not constitute actual traveling expenses should not be included in the claim form. Claim for reimbursement for travel expenses should be submitted no later than seven (7) days after completion of the travel. Claims submitted after the period must provide written explanation for the delay.

FACULTY GRIEVANCE PROCEDURE*

This process is designed to resolve disputes between faculty members and between faculty and the Tennessee State University administration. However, some grievances are covered by specific appeal processes. These include appeals of tenure and promotion decisions, allegations of discrimination on the basis of sex, race, national origin (etc.), contract renewal, and accusations of sexual harassment. (See the policy manuals in the Equal Employment Opportunity Office for the methods for handling discrimination and sexual harassment grievances. See the appropriate sections of this Handbook for tenure/promotion appeals and contract renewal appeals). This grievance procedure was designed to settle other disputes.

A. Step One: Department Head or Immediate Supervisor

Before a faculty member brings a formal grievance, he/she must attempt to resolve the matter informally and must be able to present proof of such an effort. Such proof, ideally, would be a short statement signed by both (all) parties stating that they have met and have failed to resolve the problem. If the faculty member has been unable to resolve the matter informally, he/she may, within six (6) weeks after becoming aware of the grievable event(s), enter a formal grievance with his/her department head or immediate supervisor. Here, the grievant shall state, in writing, the exact nature of the grievance and the remedy sought.

B. Step Two, Dean of the College

If the grievant is not satisfied with the disposition of his/her grievance at step one, or if no decision has been rendered within seven (7) work days after presentation of the grievance, he/she may file the grievance in writing with the Dean of his/her college or school. Again, the grievant should include the exact nature of the grievance and the remedy sought.

C. Step Three: The Mediation Committee

If the grievant is not satisfied with the disposition of his/her grievance at step two, or if no decision has been rendered within seven (7) work days after presentation of the grievance, the grievant may file the grievance in writing with the Faculty Senate Chairperson, and the TSU Academic Vice President, and the TSU President. As above, the grievant must state the exact nature of the grievance and the remedy sought. Upon this notice, the Faculty Senate Chair shall refer the grievance to the Chairperson of the Senate Faculty Welfare and Relations Committee. He/she shall request from the Vice President of Academic Affairs and the President the nomination of five (5) faculty members for positions on the Grievance Mediation Committee. The Faculty Welfare and Relations Chair shall also nominate five (5) faculty individuals who are not normally involved with the grievant or with his/her department. The grievant shall also nominate to the Faculty Welfare and Relations Committee Chair three (3) members for the Mediation Committee. The Welfare and Relations Chair shall allow the grievant and the TSU administration (in the persons of the President and Vice President for Academic Affairs or their designees) to strike three (3) names each. The remaining seven (7) people shall hear and attempt to settle the dispute. In addition, the Chairperson of the Faculty Senate Welfare and Relations Committee shall serve as an ex-officio, non-voting member of the Mediation Committee. If he/she has a

**To be revised to meet pending TBR revisions.*

conflict of interest, the Chairperson of the Welfare and Relations Committee shall designate a replacement from the members of that committee.

Within seven (7) days of the establishment of the Mediation Committee, it shall meet and elect a chairperson, and it shall set about resolving the dispute. This may include meetings with each party separately, and/or it may involve meetings with the adversaries together. To fully present their cases, the parties may suggest witnesses to the Mediation Committee Chairperson. Both (all) parties to the grievance are allowed to bring one (1) person each with them into Committee meetings. This advisor may be an attorney. However, the advisor may not speak generally to the Mediation Committee unless he/she is invited to do so by its Chairperson. The advisor's function is to guide the grievant and his/her opponent(s).

While a successful mediation may take as long as a year, it may be that the Mediation Committee will decide that it cannot arbitrate the dispute effectively. If a majority of the committee so vote, the grievant may move to step four after receiving written clearance from the Mediation Committee Chairperson.

If the Mediation Committee decides that it cannot handle the grievance, or if it works out an agreement satisfactory to all parties in the grievance, the Mediation Committee shall make a detailed report to the Faculty Senate Chairperson outlining each side's case, the efforts made to resolve the dispute, the dispute's resolution, if any, or the reasons agreement could not be reached. Upon receipt of this report, the Faculty Senate Chair shall, within five (5) work days, forward a copy of the report to the grievant, to other parties to the grievance, to the Vice President for Academic Affairs, and to the President.

D. Step Four: The Vice President for Academic Affairs

If the grievant is not satisfied with the disposition of his/her grievance in step three, or if the Mediation Committee votes to step out of the process, the grievant may, within seven (7) work days after being so notified by the Faculty Senate Chairperson, demand a meeting with the Vice President for Academic Affairs and the Mediation Committee Chair for the purpose of resolving the grievance. If the Mediation Committee Chair feels it advisable, he/she may request the attendance of the party(s) whose action occasioned the grievance. Each party to this meeting may bring one (1) advisor. This meeting shall occur within fourteen (14) work days after the grievant requests it. The Vice President for Academic Affairs shall render his/her written decision within seven (7) work days after the meeting, and shall provide all parties to the meeting with a copy.

E. Step Five: The University President

If the grievant finds the disposition of his/her grievance unsatisfactory at step four, the grievant may, within seven (7) work days of receipt of the Vice President's decision, demand a meeting with the President of the University and the Chairperson of the Mediation Committee to resolve the grievance. The President may invite the party(s) whose actions occasioned the grievance. This meeting shall occur within fourteen (14) work days after the grievant requests it. The President shall deliver a written decision within seven (7) work days of the meeting and shall provide the parties to the meeting with a copy.

F. Step Six: The Chancellor of the Tennessee Board of Regents

If the grievant is dissatisfied with the President's decision and if the grievance meets TBR Policy 1:02:11:00, the grievant shall send to the Chancellor, within twenty (20) days following the date of the written decision by the President, a written appeal (with supporting documents) stating that the decision is being appealed, the law or policy which is alleged to have been violated, and the redress desired. The Chancellor may request the grievant to appear and present arguments in support of an appeal.

G. Step Seven: The Tennessee Board of Regents

If the grievant is not satisfied by the Chancellor's decision, the grievant may petition the Board of Regents. See TBR Policy 1:02:11:00 for further information about this step.

Faculty Benefits

SUMMARY OF FACULTY BENEFITS

Benefits for faculty at Tennessee State University are established by legislative action and by Tennessee Board of Regents policy. The following Summary of Faculty Benefits does not attempt to present all of the details of the various benefits; rather, it presents a brief description of each benefit and the various options. Specific details are explained to each faculty member at the time of initial employment. Changes in benefits are explained, as they occur, in announcements enclosed with the monthly paycheck. Periodically, the Personnel Office sponsors presentations to review current benefits or to explain forthcoming changes in benefits. For further information concerning any of the benefits described below, the faculty member is encouraged to contact the Personnel Office.

Unless specified otherwise, the benefits described below apply to faculty with academic-year (nine-month) appointments and to faculty with fiscal-year (twelve-month) appointments.

HEALTH INSURANCE

Four health insurance options are available to faculty and may include the faculty member's spouse and eligible dependents. If enrollment takes place within the first 30 days of employment, the faculty member does not have to prove insurability. The four insurance plans are as follow: 1. State Group Plan, administered by Blue Cross/Blue Shield; 2. Alternate Blue Cross/Blue Shield plan; 3. Prucare of Nashville (HMO); and 4. Healthmaster (HMO). The amount of the employee's monthly contribution to the insurance premium is based upon 1) insurance option selected; 2) type of coverage (single or family); and 3) the employee's annual base salary. Employees may transfer from one insurance plan to another during announced designated transfer periods.

LIFE INSURANCE

Term life insurance is included in the State Group Insurance Plan and is approximately one and one-half times the employee's annual salary (maximum life is \$50,000 under the basic insurance plan). Optional term and/or whole life insurance plans are available at an additional cost to the employee, as well as optional special accident coverage.

DISABILITY INSURANCE

Two Long Term Disability plans are currently available for employees during the first 30 days of employment without proving insurability. The employee may select either TIAA Long Term Disability or Provident Long Term Disability.

DENTAL INSURANCE

The State-approved dental program offers two types of dental plans for employees, their spouses and eligible dependent children; Plan-I is the Pre-Paid Plan and Plan-II is the

Reimbursement Plan. Upon enrolling in either plan, the employee is required to participate in the program for a twelve (12) month period.

COBRA

The Federal Law, Consolidated Omnibus Budget Reconciliation Act (COBRA), affords employees and dependents whose medical insurance would otherwise terminate the opportunity to continue the same medical coverage for specified periods (18 or 36 months) under certain conditions.

It is the responsibility of the employee to notify the Personnel Office in the event a dependent becomes ineligible to continue under the regular state plan and continued coverage through COBRA is necessary for a specified period.

RETIREMENT

Two retirement plans are available to faculty: The Tennessee Consolidated Retirement System (TCRS) is non-contributory, non-refundable and vesting occurs upon attaining ten (10) years as a member. The optional retirement system, Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), may be selected upon waiving the right to participate in TCRS. Faculty members electing TIAA/CREF may incur monthly contributions in addition to those contributed by the State of Tennessee. TIAA/CREF provides a fixed annuity, investment privileges, non-refundable contributions, immediate vesting and portability.

Employees may transfer from TCRS to TIAA/CREF during announced designated transfer periods, however they are not permitted to transfer back into TCRS.

ANNUAL LEAVE

Only twelve-month faculty appointments are entitled to accrue annual leave. For details concerning the accrual rate and the use of annual leave, please contact the Personnel Office or the Office of Academic Affairs.

SICK LEAVE

Faculty members accrue sick leave at the rate of 7.5 hours for each month of actual service.

Twelve-month faculty may earn a maximum of 90 hours (12 days) per fiscal year. Nine-month faculty may earn a maximum of 67.5 hours (9 days) for the academic year and an additional 22.5 hours (3 days) for full-time employment during the summer sessions (June through August). Sick leave continues to accumulate, without a ceiling, and may be creditable toward retirement (TCRS only).

Sick leave is generally applicable for absences due to illness or injury, including illness or incapacity to work due to pregnancy, medical examinations and dental appointments. Absences due to illness in the immediate family may be granted as sick

leave by the department head or immediate supervisor. (For the purposes of this provision, "immediate family" includes spouse, children, parents, foster parents, parents-in-law and other members of the family residing within the home of the employee.)

In the case of the death of a spouse, child, step-child, parent, step-parent, foster parent, parent-in-law, or sibling, faculty may be granted a maximum of 22.5 hours (3 days) bereavement leave and 15 hours (2 days) sick leave. A maximum of 22.5 hours (3 days) sick leave may be granted for the death of one of the following relatives: grandparents, grandchildren, sons and daughters-in-law, brothers and sisters-in-law, foster brothers and sisters, and other members of the family who reside in the home.

A faculty member may be required to present evidence in the form of personal affidavits, physician's certificates or other testimonials in support of the reason for sick leave.

Sick leave may not be advanced. For additional information concerning sick leave, the faculty member is advised to refer to appropriate policy manuals of the Tennessee Board of Regents and Tennessee State University (available in the Personnel Office, the Office of Academic Affairs, and the Library).

EDUCATIONAL BENEFITS

Educational assistance, in the form of fee waivers for faculty and/or fee discounts for a spouse and eligible dependents of employees, is available. For more details, faculty members are encouraged to consult the Personnel Office.

GRANT-IN-AID

The University attempts to operate a Grant-in-Aid program to assist faculty in pursuing formal study related to faculty assignments or terminal degrees. Appropriations for such are contingent upon the Legislature and allocation on recommendations from the Tennessee Higher Education Commission and the Tennessee Board of Regents. Grant-in-Aid application announcements are forwarded to faculty through the deans and department heads.

LEAVE-OF-ABSENCE

A leave-of absence may be granted in compliance with policy guidelines as set-forth by the Tennessee Board of Regents, University policies, and applicable laws governing State of Tennessee employees. Faculty requesting a leave-of-absence should commence the process by consulting with his/her department head or immediate supervisor and by submitting a written request at least 90 days in advance of the expected date of leave. The faculty member is also advised to consult the appropriate policy manuals of the Tennessee Board of Regents and the University (available in the Office of Academic Affairs, Personnel Office, and Library).

Faculty granted a specified leave-of-absence and who desire an extension of said leave must submit a formal request to his or her department head or immediate supervisor not later than 90 days prior to the initial expected date of return to service. Leaves of absence of one year or less may be approved by the President; leaves of more than one year (including extensions) must be approved by the Chancellor after approval by the President.

HOLIDAYS

The University observes six (6) official holidays each calendar year as follow:

New Year's Day

Martin Luther King Jr.'s Birthday

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Other authorized time-off, as approved by the President and the Chancellor of the Tennessee Board of Regents, are: the day after Thanksgiving Day and four (4) days following Christmas Day.

When a holiday falls outside the nine-month contractual period or normal work schedule, the faculty member is not entitled to additional compensation.

PAYROLL DEDUCTIONS

The following payroll deductions are available for employees:

U.S. Savings Bonds

United Way

TSU Foundation

University approved SRA's and Tax Sheltered Annuities

Credit Unions (TSU Federal Credit Union and Educators Credit Union)

**Academic and Associated
Services and Facilities**

UNIVERSITY LIBRARY

On April 21, 1978, a modern library was dedicated. This structure preserves the names of Martha M. Brown, the first librarian and a member of the first faculty, and Lois H. Daniel, who followed and served as librarian for 31 years. The Daniel -Brown Library is a fitting tribute to both of these pioneer librarians.

Library Hours:

Monday - Thursday	-	7:30 a.m. - 12:00 Midnight
Friday - Saturday	-	8:00 a.m. - 4:30 p.m.
Sunday	-	2:00 p.m. - 12:00 Midnight

The library is open 24 hours during the week of examinations.

Loan Periods:

Circulation - Books circulate on a two-week loan period. Faculty may request a semester loan, subject to recall policies.

MATERIALS THAT DO NOT CIRCULATE

All periodicals
Reference Books
Special Collections and Archives

Renewals:

Books must be returned for renewal; telephone renewals are not conducted.

Placing Materials on Reserve:

Requests for materials to be placed on reserve that are on hand should be submitted to the Circulation Librarian several days prior to use date. A special form for this may be obtained from the Reserve area. Faculty should request books to be ordered through the Acquisition Librarian or Director, allowing from six to eight weeks for them to be secured.

Items placed on Reserve by faculty are automatically returned to the stacks if TSU property; individuals are requested to retrieve their personal property at the end of each semester.

Copyright laws are enforced.

OVERDUE CHARGES:

Two-week Books	10 cents per day
Reserve Books	25 cents for the first hour, 10 cents for each additional hour or \$1.00 maximum per day

Lost Books

List price of books plus a processing fee of \$5.00 is charged for books-in-print. For books out-of-print, a \$10.00 processing fee is charged.

Faculty Loans:

Faculty loans are due on the first Monday following spring and/or summer commencement. Books borrowed at the beginning of or during the fall semester should be returned on or before the first work day in January.

Interim Borrowing:

Graduate students and seniors who are writing senior projects **MAY NOT** take out books during the period between semesters. The Library remains open during all interims in order to accommodate thesis and project writers.

SPECIAL SERVICES**Graduate Study Rooms:**

Group study rooms are located on the third floor of the Main Campus Library and may be used on a first-come, first-served basis. Individual study rooms are located on the second floor and are also on a first-come, first-served basis. Room reservations may be made at the Reference Desk.

Faculty Studies:

Faculty Studies are located on the third floor of the Main Campus Library and may be assigned to faculty on a semester basis. The assignments may be made by writing directly to the Director of Libraries. Persons must be engaged in serious study (i.e. completing a thesis or dissertation, writing a book or other comparable research project). In some instances two persons may be asked to share a Study.

DIALOG:

DIALOG is a computer search service available to all administrators, faculty and students of Tennessee State University. On or off-line print outs are available. Data bases that may be accessed include ERIC, AGRICOLA, Dissertation Abstracts, Psychological Abstracts and others. The average cost per search is \$10.00. The service is located at the Main Campus Library.

Interlibrary Loan:

Materials not held by this library may be borrowed from another library subject to the Interlibrary Loan Code of the American Library Association. This service is generally accorded to administrators, faculty, and graduate students. Persons requesting this service should be prepared to assume any charges made by the lending library. Information about the service and application forms are available at the Reference Desks at both campuses.

Special Collections:

Located on the third floor of the Main Campus Library, Special Collections contain materials which require special handling. These materials include artifacts, documents, yearbooks, and memorabilia related to the history of Tennessee State University; faculty publications; graduate theses; and rare books on Black Americana. Recent additions have been the Poag Black Theatre Collection, which includes personal papers of the former Tennessee State University drama professor who spearheaded the Black college theatre movement; and the Walter Caldwell Robinson Collection, which includes the extensive private papers of the former Editor of The Chattanooga Observer. **ALL MATERIALS IN THIS DEPARTMENT ARE FOR ROOM USE ONLY.**

Bibliographic Instruction:

Professional librarians are available to provide bibliographic instruction for class groups at all times. A classroom is available for this purpose, but librarians may visit classrooms if requested. All instruction should be scheduled through the Reference Department.

CHILD CARE SERVICES CENTER FOR EVENING STUDENTS

The Child Care Service Center is designed to serve the children of faculty, students, and staff of the Avon Williams Campus community. About 98% of those served are children of the student population. The Center is open from 4:00 p.m. to 10:15 p.m., Monday through Thursday, and is housed in a large open room (40' x 60') on the second floor of the Avon Williams Building. The Center staff consists of a full-time director and two part-time assistants.

Children who attend must be at least three years of age and provide official health records. Although no food is served by the Center, parents may send lunches or purchase food from the school cafeteria.

COUNSELING CENTER

The University Counseling Center has a diversified staff of professionals who provide individual or group counseling as indicated or requested. Counseling Services are available to each student regarding vocational, educational and personal concerns, issues or crises. Professional counselors meet with students in confidential sessions. Counseling services for handicapped students are designed to assist them in functioning within the university setting and to enable them to participate fully in all TSU academic, cultural, and social activities. A Vocational Rehabilitation Counselor is available to provide individualized services in the areas of orientation, mobility, admissions, registration, parking, housing and campus activities. Faculty may refer students by contacting the Counseling Center.

TESTING CENTER

Comprehensive testing services are offered to TSU students, staff and faculty and to the general public. The testing staff administers and scores a wide range of standardized tests related to counseling, advanced placement, undergraduate and graduate admissions, proficiency testing, high school equivalency examination, and college credit by examination. Faculty members can request assistance in testing and scoring by contacting the Testing Center.

UNIVERSITY BOOKSTORES

Books and Supplies: The University Bookstores operated by College Stores Associates have books and supplies available at reasonable prices. Bookstore operating hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday, at the Main Campus and from 10:00 a.m. to 7:00 p.m. at the Avon Williams Campus.

During registration periods, the operating hours are extended; the dates and hours will be posted.

UNIVERSITY POST OFFICE

The University Post Office is a U.S. Government branch office. It is located on the Main Campus in Room 102 of the Student Union Building.

Post Office Hours:

Monday through Friday	8:30 a.m.	-	4:30 p.m.
Money Order Business (Issued and Cashed)	8:30 a.m.	-	2:00 p.m.

FUNDRAISING

It is the policy of the University to coordinate all fundraising with the Development Office or the Tennessee State University Foundation. The TSU Foundation was established in 1974 to manage all private contributions to the University. It works with the Development Office in planning, coordinating, implementing and evaluating all fundraising of private gifts from alumni, faculty, friends, foundations and corporations.

POLITICAL MEETINGS ON CAMPUS

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

PUBLICITY FOR FACULTY ACTIVITIES

The Public Relations department is very helpful in publicizing coming events of interest to the University or to the general community. The Publications division produces two internal publications. Accent is a monthly publication and the Monday Express appears weekly. To announce an event in Accent, Public Relations needs to have the item at least a month in advance; for Monday Express, the lead-time is at least a week.

Public Relations will also publicize University events in community media if given at least two weeks' notice for announcements targeting the print and broadcast media.

The student newspaper, the Meter, publishes items of interest to the student body. To have announcements or articles about coming events printed there, the Meter staff needs the information by Monday. The item will appear in the next week's newspaper.

PHYSICAL & MENTAL HEALTH PROGRAMS FOR STATE EMPLOYEES

The Health Promotion section of the State Health and Environment Department offers a number of free services to state employees. The Employee Health Service has an acute care clinic which is open 8:00 a.m. to 3:00 p.m., Monday through Friday, except for State holidays. It treats acute problems, gives estrogen and allergy injections (bring your own medicine), and provides immunizations, as well as takes blood pressure readings free of charge. It is staffed by a nurse practitioner and a physician's assistant, an internist (two days per week), a dietician, and a clinical psychologist. Employees with alcohol or drug abuse problems can get free assessment and referral services through this office.

The Multiphasic Screening section gives free urinalysis, blood screening and health risk assessments. These are available quarterly, and an employee may get such analysis once every three years. Telephone (8:00 a.m. to 3:00 p.m.) to make an appointment.

RECREATIONAL FACILITIES AVAILABLE TO FACULTY AT TSU

Faculty may use TSU's recreational facilities. These include indoor and outdoor tracks, outdoor tennis, indoor racquetball courts, table tennis games, and swimming pool. Call the Department of Health, Physical Education and Recreation for the times they are available for your use.

Appendices

Faculty Senate Constitution

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THE FACULTY SENATE CONSTITUTION

ARTICLE I

The University Faculty

Section 1. Responsibilities - The University Faculty shall have the following responsibilities:

- a. Elect representatives to the Faculty Senate, voting by and within all academic units.
- b. Consider actions of the Faculty Senate that may be submitted to it by that body.
- c. Pass on proposed amendments to the Faculty Senate Constitution.
- d. Present to the Faculty Senate any areas that it may deem pertinent to the welfare of the faculty and well-being of the University.

Section 2. Membership - The University Faculty shall consist of all full-time faculty members holding academic appointment with the rank of instructor, assistant professor, associate professor or professor, whose primary duties are teaching, research, library service or department administration.

Section 3. Officers - The officers of the University Faculty shall be as follows:

- a. **Chairperson**. The President of the University or his/her designee shall be the permanent Chairperson the University Faculty, and shall preside at all meetings of the University Faculty.
- b. **Secretary** - The Secretary of the University Faculty shall be a member of the faculty and shall be elected by the faculty for a period of two years. He/she shall record and distribute the minutes, serve as the custodian of all official records and reports of the University, and perform such other duties that are common practice to this office.

Section 4. Meetings.

- a. Regular meetings and special meetings. The regular meeting of the University Faculty shall be held each semester of the academic year.

Special meetings of the University Faculty shall be held at such times as the President may designate. A petition setting forth a proposed agenda and requesting that a special faculty meeting be called, if signed by not less than one-third of the members of the faculty who are privileged to vote or by the majority of the Faculty Senate, shall be honored by the President and a faculty meeting called at an appropriate time within a thirty-day period after the receipt of the petition. Also, the chairperson of the Faculty Senate, acting on vote by the Senate, can request that the President have a called meeting of the faculty.

For special meetings, the faculty should be notified not less than seven days prior to the meeting. In case of emergency, this notification requirement may be waived.

- c. Fifty percent of the members of the faculty who are privileged to vote shall constitute a quorum.
- d. The Agenda. The agenda for faculty meetings shall be prepared and distributed one week prior to the meeting by the President, or by an individual or committee designated by him/her and shall include the following:
 - 1. President's Business
 - 2. Senate Business
 - 3. Committee Reports

Section 5. Representation

- a. Academic Units. "Academic Units" shall mean Agriculture and Home Economics, Allied Health, Arts and Sciences, Business, Education, Engineering and Technology, Library, Institute of Government, and Nursing.
- b. Parliamentary Procedures. The parliamentary procedures shall be according to Roberts' Rules of Order.

ARTICLE II

The Academic Senate

Section 1. Preamble - In order to foster mutual trust and respect between the faculty and administrative officers of the University, and to effect cooperative efforts which enhance the stature of the University and its progress, it is necessary that the lines of communication between all constituencies of the University are kept open. To allow for full discussion of issues in the governance and development of the University and for adequate reaction from one constituency to another regarding these matters, formal and systematic lines of communication are needed. These can be provided best through the Faculty Senate as proposed in this document.

It is a premise of this document that the University faculty has the right and obligation, with the attendant responsibilities, to participate fully and actively in the determination of those policies pertaining to academic matters, to the welfare of the faculty, and to the well being of the University. The Faculty Senate, herein described, provides for meaningful and systematic participation by the faculty in the determination of policies in these areas of faculty concern.

Section 2. Purposes - The purposes of the Faculty Senate of Tennessee State University shall be as follows:

- A. To serve as the primary instrument for the effective participation of the faculty in the governance and development of the University.
- B. To serve as the representative governing body for the faculty through its elected membership from all academic units.
- C. To serve as the means by which the faculty established reciprocal communication with all segments of the University regarding University programs, policies, and procedures.
- D. To serve as a setting for the initiation, formulation, discussion, and recommendation of academic and related policies affecting more than one academic unit of the University.
- E. To assume the responsibility to study, report, advise, and make recommendations to the President of the University and through him to the Tennessee Board of Regents, on matters of University policy and procedure in areas of primary concern.

The Faculty Senate shall expect to receive prompt notice of impending actions or decisions of the President or of other administrative officers of the University, which could result in changes in University policy about which the faculty could be expected to have reasonable concern. The Senate shall discuss such actions or decisions and make recommendations thereon before these are put into effect. Similarly, the Senate shall expect to receive prompt notice of actions taken by the President of the University to implement the Senate's recommendations, as well as explanations by the President of any such recommendations not so implemented.

Section 3. Membership - The Faculty Senate shall consist of thirty (30) elected members plus non-voting ex-officio members.

a. Elected members:

1. **Eligibility:** The voting membership of the Senate shall consist of elected faculty members. Any member of the faculty shall be eligible for election to membership in the Senate, provided the following criteria are met at the time of election:
 - (a) Holds a full-time appointment with the rank of instructor, assistant professor, associate professor, or professor.
 - (b) Has a minimum of one complete year of service as a member of the University faculty.
 - (c) Represents one of the academic units of the University as enumerated in Section 3a, 3 below.
 - (d) Hold primary responsibility in instruction and/or research.
2. **Term of Office:** The term of office for an elected member of the Senate shall be three (3) years, except that Senators chosen in the first election shall be divided into three classes of one-, two-, or three-year terms. The classification of Senators shall be done by lot for each academic unit as set forth in Section 3a, 3 below, so that each academic unit shall be divided as nearly as possible into three equal classes.
 - (a) Members of the Senate shall not succeed themselves to the Senate until they have been out of office for at least one (1) year--except those who are elected to complete unexpired terms of less than one year (effective Spring, 1981).
 - (b) Senators who take official leave-of-absence from the University are eligible for re-election upon their return provided they have been off the Senate for at least one year.
3. **Representation:** Senators shall be elected from among the following academic units of the University and from any other independent academic units as may be established, according to Section 3a below:

College of Arts and Sciences
 Institute of Government
 School of Agriculture and Home Economics
 School of Allied Health Professions
 School of Business
 School of Education
 School of Engineering and Technology
 Library
 School of Nursing
 University College

- (a) Academic units are entitled to the number of Senators in the same proportion to 30 as the academic unit faculty is to the total University faculty. That is, each academic unit is entitled to:

$$\frac{\text{the number of unit faculty} \times 30}{\text{the total University faculty}}$$

- (b) In no event may two or more Senators be elected from the same department within an academic unit until every department in that unit is represented.
- (c) Reapportionment shall take place for every election, except that no Senator shall be required to abandon his/her seat before the term has expired.
- (d) Any independent academic unit organized after the adoption of this Constitution shall attain Senate representation in the first Senate election following the organization of such a unit.

4. Elections:

- A Elections of Senators by units shall be held as soon as possible in the Spring Semester, during March so that the results can be submitted by each Unit Head to the Senate Chairperson prior to the April Senate meeting.

- B Vacancies which occur in the Senate shall be filled for the unexpired term by a special election in the unit in which the vacancy occurs.

a. Ex-Officio Members:

1. Eligibility: Those holding the following administrative positions are members of the Faculty Senate ex-officio:
 - (a) The President of the University
 - (b) The Vice President for Academic Affairs
 - (c) The immediate past Chairperson of the Senate
 - (d) Other administrative officers the Senate may invite
2. Eligibility: Other administrative officers and/or faculty the Senate may invite.
3. Voting: Ex-officio members may participate in Senate deliberations, but they have no vote.

4. **Term of Office:** An ex-officio member shall serve in the Senate as long as he/she holds the office which confers membership.

Section 4. Officers. The officers of the Faculty Senate shall be elected annually at the last meeting of the Spring Semester by the members of the new Senate, and shall serve for 12 months.

- A. The officers for the Faculty Senate shall be

Chairperson	Secretary-elect
Chairperson-elect	Parliamentarian
Secretary	Parliamentarian-elect
	Two members at large

- B. At the April meeting the Senate shall elect a Chairperson-elect, a Secretary-elect, and a Parliamentarian-elect from among the elected members who at the time have two years to serve in the Senate. These three shall assume their office of Chairperson, Secretary and Parliamentarian respectively, at the April meeting of the Senate in the following year.

The two members-at-large shall be elected at the April meeting and shall assume their office immediately.

- C. In the event that an officer shall resign or become unable or ineligible to serve, the appropriate officer-elect shall serve the unexpired portion of the term of such office. In case the Chairperson or the Chairperson-elect cannot serve, the Parliamentarian may convene the Senate.
- D. **Chairperson:** The chairperson shall be the presiding officer of the Senate, chairperson of the Executive Committee, and an ex-officio member of all other Senate committees.
- E. **Chairperson-elect :** The chairperson-elect acts as the vice-chairperson and shall substitute for the chairperson when necessary. This officer is vice-chairperson of the Executive Committee.
- F. **Secretary:** The secretary shall perform the usual functions of such office; shall serve as secretary to the Executive Committee; shall publish monthly the minutes of the previous Senate session; shall maintain a permanent and public collection of all records of the Senate and its committees; the site of this collection shall be determined by the Senate.
- G. **Secretary-elect:** The secretary-elect acts as the vice-secretary and shall substitute for the secretary whenever necessary, and shall assist the secretary.

- H. **Parliamentarian:** The parliamentarian shall perform the usual functions of such office.
- I. **Parliamentarian-elect:** The parliamentarian-elect shall act as the Vice-parliamentarian and shall substitute for the parliamentarian whenever necessary.

ARTICLE III

Committees, The Senate

Section 1. Standing Committees. All committees report to the Senate and minutes are sent to committee members and Ex-officio members.

The standing committees shall be:

- a. Executive Committee
- b. Academic Committees
- c. Basic Skills Committee
- d. Budget and Finance Committee
- e. Committee on Committees (Senators only)
- f. Constitution and By-laws Committee
- g. Curriculum and Instruction Committee
- h. Faculty Welfare/Relations Committee
- i. Library Committee
- j. Nominating Committee (Senators only)
- k. Research Committee
- l. Student Affairs Committee

Section 2. Membership of Standing Committees. Each standing committee except the Academic Committee shall consist of a chairperson elected by the Senate from its own voting membership, and one representative from each academic unit, to be elected by the faculty of that academic unit. The chairperson of each of the two sub-committees of the Academic Committee shall be elected by the Senate from its voting membership; and one representative to each of the two sub-committees from each academic unit of the University shall be elected by the faculty of that academic unit.

The members of all committees shall hold office for one year from the time of their election unless otherwise specified. The President of Tennessee State University, the Vice President for Academic Affairs, and the Chairperson of the Senate are members ex-officio of all standing committees.

- a. **Executive Committee:** The Executive Committee shall consist of the Senate officers plus two members elected from the Senate as members-at-large, and the immediate past chairperson of the Senate as an ex-officio member. The Executive Committee shall serve as an advisory group to the President and to the Vice-President for Academic Affairs for developing objectives for the University; it shall also act on behalf of the Senate, where appropriate, as directed by the Senate. The Executive Committee shall convene during the summer and act on all matters of the Senate that are appropriate during that time.

ARTICLE IV

Standing Committees

Section 1. Academic Committee.

Functions: To provide the University faculty the opportunity to counsel and be heard on matters of administrative and academic affairs, including curricula: measures for improvement of instruction, admissions, guidance of students, and other academic and non-academic administrative matters which affect the quality and effectiveness of the educational program.

The Committee is concerned with the manner in which academic policy is administered in the several categories set forth above, after policy has been enacted by the faculty.

Matters may be referred to the Committee for study by the faculty, the Faculty Senate, the President, or his designee, to some issues. The Committee may hear individuals of the faculty or student body who wish to express themselves on related issues important to them.

Further, the Committee may discover practices giving concern and advise with officers involved so as to preclude undesirable development. It should also offer helpful suggestions toward needed improvements, taking into account opinions of individual members of the faculty and student body. The membership of the Academic Committee is divided into three subcommittees, with specific responsibilities.

- a. Subcommittee I of the Academic Committee shall review academic regulations and procedures of the University specifically relating to the faculty and teaching. It shall recommend policy and policy changes that directly affect the faculty and teaching. Ex-Officio members shall be the Chairperson of the Senate, Vice President for Academic Affairs and President of the University.
- b. Subcommittee II on Admissions, Readmission and Retention shall address problems specifically relating to students. It shall recommend policy and policy changes and review appeals from students regarding policy and decisions made. Ex-Officio members shall be the Chairperson of the Senate, Assistant Vice President for Academic Affairs, a representative from the Office of Admissions and Records, a representative from the Office of Student Affairs and President of the University.
- c. Subcommittee III on Related Matters shall address problems relating to both faculty and students. It shall recommend policy and policy changes on such matters as academic standards, registration procedures and policies, and attendance procedures and policies. Ex-Officio members shall be chairperson of the Senate, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, representative from the Office of Admissions and Records, a representative from the Office of Student Affairs, and the President of the University.

Section 2. Basic Skills Committee.

Functions: The Basic Skills Committee shall regularly review the University's provision for meeting the academic needs of all students and especially any student who may be deficient in the basic skills of readings, writing, and mathematics. The review shall include but not be limited to studies of current offerings in developmental studies, of procedures for testing and referring students to basic skills courses, as well as studies of the effectiveness of the current program and the need for revising the program and procedures. The Committee's findings shall be reported both to the Faculty Senate and the appropriate academic units of the University. Ex-Officio members shall be the Vice President for Academic Affairs, the Chairperson of the Senate, and the President of the University.

Section 3. Curriculum and Instruction Committee.

Functions:

- a. To make recommendations of approval or disapproval to Senate, then to the Vice President for Academic Affairs on proposed new courses, and other additions, curricular changes, deletions, modifications which may be requested by the various departments.
- b. To recommend approval or disapproval of proposed new programs.
- c. To review recommendations on instruction and instructional methods, resources and materials, to the Senate and to the Vice President of Academic Affairs. Ex-Officio members shall be the Chairperson of the Senate, Vice President for Academic Affairs, Head of the Learning Resources Center, Director of Institutional Research and President of the University.

Section 4. Budget and Finance Committee.

Functions: The Budget and Finance Committee shall serve as a liaison between faculty and administrative staff on budget priorities, appropriation prospects, and resource allocations. The duties of the Committee shall include:

- a. Examining budget proposals and all relevant financial information so as to review, advise upon, and make recommendations to the administration, prior to the development of budget priorities, and the implementation of program changes and salary, wage, and fringe benefit policies.
- b. Reviewing cases of financial exigency in which termination to tenured and tenure track faculty has been proposed, and participating in all decisions regarding such matters prior to termination.
- c. Reviewing, making recommendations, and participating in decisions which affect the financial well-being of the faculty and the University.
- d. Reviewing prospects for state appropriations and other revenues and the likely impact on campus programs.

- e. Implementing a program to assure continuing public and legislative support for the University.

Ex-Officio members will be Chairperson of Senate, Vice President for Business Affairs and President of the University.

Section 5. Faculty Welfare/Relations Committee.

Functions:

- a. The Committee will make all decisions, rulings, recommendations, etc. in accordance with university policy, TBR policy, or with other relevant policy.
- b. All grievances should be addressed (in writing) to the chairperson of the Faculty Senate or the Executive Committee and then assigned to the Faculty Welfare/Relations Committee. Members of the committee will assist any faculty member in this process but will not entertain individual grievances.
- c. The committee as a body will not hear a grievance unless a quorum of six (6) is present.

Ex-Officio members shall be Chairperson of the Senate, Vice President for Academic Affairs and President of the University.

Section 6. Library Committee.

Functions: The Library Committee shall advise the librarian as to the development of the book collection, interpret the library and its efforts to the faculty, interpret the objectives and requirements of the faculty to the library, discover ways in which the library may serve more effectively the instructional and research programs, and assist the librarian in the allocation of book funds. The librarian or designee is an ex-officio member of the Committee.

Section 7. Student Affairs Committee.

Functions: To address all matters concerning student activities that are brought to the Senate and make recommendations to resolve said matters. Ex-Officio members are the Vice President for Student Affairs, two student representatives from the University, Chairperson of the Senate, and President of the University.

ARTICLE V

Rules and Procedures

Section 1. The Senate shall hold regular meetings once per month during the academic year, with the dates for such meetings to be adopted at the first meeting held in the fall semester. Special meetings may be called at any time by the President of the University, the Vice President for Academic Affairs, the Chairperson of the Senate, or upon written request of any ten elected members of the Senate.

Section 2. A quorum shall consist of a majority of the voting membership.

Section 3. The Senate shall have the power to adopt its own rules of procedure, except that no bill may be voted on which has not been before the Senate (in any manner prescribed by the rules of the Senate) for at least two weeks unless two-thirds of the Senators present (and a majority of the Senate membership) shall vote to waive this rule. The right of any member of the faculty to present a bill to the Senate or its standing committees shall be provided for in the Bylaws of the Senate.

Section 4. The Senate shall be responsible for a digest of its proceedings which will be distributed at regular intervals to the University Faculty and Administrative officers.

Section 5. Senate meetings shall be open to all members of the faculty, except by a vote of two-thirds of those present (and a majority of the total membership), may hold special executive sessions when matters of a confidential nature are being considered. Only members of the Senate shall be accorded privilege of the floor except that a two-thirds vote of those present shall be sufficient to permit a non-member to speak.

Section 6. Upon request by a majority vote of the Senate, the President of the University shall call a meeting of the University Faculty to present matters which concern the welfare of the faculty and/or the University community. The Senate is further empowered to take whatever steps it deems appropriate in carrying out its duty to provide for discussion and communication concerning the educational policies and practices of the University.

ARTICLE VI

Amendments

Section 1. An amendment to this constitution may be proposed by the Senate provided that two-thirds of those present concur, or by the petition of one-fourth of the members of the faculty of the University.

Section 2. The proposed amendment shall lay before the faculty for thirty (30) days before action thereon.

Section 3. The amendment shall be adopted either at a meeting of the full faculty, provided that three-fourths of those present concur, or by mail ballot of the full faculty, provided that two-thirds of those responding (and a majority of the full faculty) concur; the body proposing the amendment shall designate which procedure will be utilized in ratification.

Section 4. The amendment becomes effective upon approval by the President of the University and the Tennessee Board of Regents.